

# KINGSWOOD UNIVERSITY

26 Western Street  
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Sussex, New Brunswick  
Canada E4E 5L2

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

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

## CHARTER

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

## ACCREDITATION

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

## OTHER ASSOCIATIONS

Christian Higher Education Canada (CHEC)  
Association of Christian Schools International (ACSI)  
Evangelical Fellowship of Canada (EFC)

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

Kingswood University  
2026-2027 Catalogue  
Published August 2026

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## **STAFF DIRECTORY**

### **Office of the President**

|                     |                |                          |
|---------------------|----------------|--------------------------|
| President           | Rick Christman | 506-434-4118             |
| Executive Assistant | Debbie Benson  | 506-432-4411 or 435-3296 |

### **Academic Affairs**

|                                     |                   |              |
|-------------------------------------|-------------------|--------------|
| Vice President for Academic Affairs | Janet Starks      | 506-435-3517 |
| Registrar                           | Amanda McFadzen   | 506-432-4460 |
| Director of Co-Vocational Ministry  | Justin Bradbury   | 403-589-2314 |
| Director of Oral Learning           | Brittany Trafton  |              |
| Director of Kingswood Extended      | Nikki Ebbett      | 506-432-4429 |
| Online Advisor, Kingswood Extended  | Marilee Rodgerson | 506-432-4459 |
| Director of Library Services        | Erica Bowler      | 506-432-4417 |
| Library Assistant                   | Amanda McFadzen   | 506-432-4427 |
| Director of Applied Worship         | Jay Muir          | 506-333-1225 |

### **Teaching Faculty**

|                                           |                    |                         |
|-------------------------------------------|--------------------|-------------------------|
| Biblical Studies, Old Testament           | Clinton Branscombe | 506-432-4466            |
| Biblical Studies, Theology                | Axel Kazadi        | 506-432-4461            |
| Business                                  | Jeff Hughes        |                         |
| Christian Counselling                     | Allen Lee          | 506-434-4784            |
| Christian School Education                | Andrew Hopper      |                         |
| Elements/Evangelism & Compassion Ministry | Jakub Hron         |                         |
| NextGen Ministry                          | Patrick Sprague    |                         |
| Pastoral Theology                         | Justin Bradbury    | 403-589-2314            |
| Worship Leadership                        | Marc Jolicoeur     | 506-857-2293 (ext. 104) |

### **Campus Life & Spiritual Life**

|                               |                     |              |
|-------------------------------|---------------------|--------------|
| Vice President of Campus Life | Allen Lee           | 506-434-4781 |
| Administrative Assistant      | Judy Kearley        | 506-432-4428 |
| Men's Resident Director       | Isai Calderon       | 506-531-6115 |
| Women's Resident Director     | Jessica Fewer       | 506-435-4414 |
| Director of Community Care    | Katie-Lynn Mansvelt |              |
| Director of Athletics         | Daniel Rice         |              |
| Esports Coach                 | Austin Frank        |              |

### **Operations**

|                                  |                  |                          |
|----------------------------------|------------------|--------------------------|
| Director of Plant Operations     | Andrew Wigston   | 902-314-1998             |
| Director of Maintenance          | Ben Canney       | 506-435-0207             |
| Maintenance Assistant            | Rod Guptill      | 506-434-4468             |
| Director of Information Services | Jose Pradeep     | 506-433-0011             |
| Director of Food Services        | Greg Mann        | 506-432-4478 or 434-4408 |
| Assistant Cook                   | Cynthia Campbell | 506-432-4478             |
| Assistant Cook                   | Dianne Hornbrook | 506-432-4478             |

### **Finance, Enrolment & Marketing**

|                                         |                   |                          |
|-----------------------------------------|-------------------|--------------------------|
| Executive Vice President                | Andrea Gunter     | 506-432-4402 or 567-0743 |
| Executive Assistant                     | Heidi Nelson      | 506-432-4423             |
| Controller                              | Joanne Wigston    | 506-432-4413             |
| Finance Cashier/Receptionist            | Tolu Oloruntoba   | 506-432-4400             |
| Director of Admissions                  | Merin Issac       | 506-432-0226             |
| Enrolment Counsellor                    | John Keeler       | 506-435-4647             |
| Enrolment Counsellor                    | Alice Fitzsimmons |                          |
| Director of Financial Aid               | Heidi Nelson      | 506-432-4423             |
| Content & Community Engagement Lead     | Leanne Williston  |                          |
| Conference & Guest Services Coordinator | Tolu Oloruntoba   | 506-432-4400             |

### **Donor Engagement**

|                         |               |                          |
|-------------------------|---------------|--------------------------|
| Director of Annual Fund | Debbie Benson | 506-432-4411 or 435-3296 |
|-------------------------|---------------|--------------------------|

# **BOARD OF TRUSTEES**

## **Executive Committee**

|                                          |              |
|------------------------------------------|--------------|
| Rev. Peter Moore, Chair                  | Moncton, NB  |
| Dr. Richard Cox, Vice-Chair              | Altoona, PA  |
| Mrs. Tammy Leonard, Secretary            | Woodland, PA |
| Dr. Rick Christman, University President | Sussex, NB   |

## **Members at Large**

|                     |                    |
|---------------------|--------------------|
| Rev. Pete Benson    | Franklin, TN       |
| Rev. Zach Coffin    | North Port, FL     |
| Mr. Philip Fletcher | St. Petersburg, FL |
| Rev. Danielle Freed | Hudsonville, MI    |
| Dr. Eric Hallett    | Lyn, ON            |
| Dr. Joseph Henry    | Brooklyn, NY       |
| Ms. Amber Hobbie    | Flandreau, SD      |
| Dr. Kevin Johnson   | Truro, NS          |
| Dr. Valerie Lewis   | Halifax, NS        |
| Mr. Mark Muscroft   | Sussex, NB         |
| Dr. Peter Rigby     | Kingston, ON       |

## **Trustee Emeritus**

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

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

|                                      |                  |
|--------------------------------------|------------------|
| Dr. Jim Dunn, 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

Fax: 506-432-4425

Web: [www.kingswood.edu](http://www.kingswood.edu)

## **E-mail Addresses:**

|                         |                                                                                  |
|-------------------------|----------------------------------------------------------------------------------|
| Office of the President | <a href="mailto:president@kingswood.edu">president@kingswood.edu</a>             |
| Academic Affairs        | <a href="mailto:academic@kingswood.edu">academic@kingswood.edu</a>               |
| Enrolment Office        | <a href="mailto:enrolment@kingswood.edu">enrolment@kingswood.edu</a>             |
| Finance Office          | <a href="mailto:finance@kingswood.edu">finance@kingswood.edu</a>                 |
| Donor Engagement Office | <a href="mailto:donorengagement@kingswood.edu">donorengagement@kingswood.edu</a> |
| Student Life            | <a href="mailto:studentlife@kingswood.edu">studentlife@kingswood.edu</a>         |
| Kingswood Extended      | <a href="mailto:extended@kingswood.edu">extended@kingswood.edu</a>               |
| Library                 | <a href="mailto:kulibrary@kingswood.edu">kulibrary@kingswood.edu</a>             |

## A WORD FROM THE PRESIDENT



It is an absolute privilege to welcome you to the Kingswood University Academic Catalogue. While these pages contain the formal details of our courses and degrees, I encourage you to look closer. What you hold is a blueprint for your personal growth, a launchpad for your calling, and a map for the journey God has set before you.

For over 80 years, Kingswood University has been deeply anchored in the Wesleyan tradition, completely dedicated to equipping the next generation of **Christ-centered servant leaders**.

We refuse to separate intellectual pursuit from spiritual depth. Our exceptional faculty and staff are personally invested in nurturing both your mind and your soul. In this vibrant community, academic rigor and robust faith don't just coexist—they fuel one another, creating an environment where you can truly flourish.

Today's world presents unique challenges, but it also offers incredible opportunities for those prepared to meet them. A Kingswood education provides the vital academic, spiritual, and practical foundation you need to navigate these complexities with wisdom and unwavering faith.

Our diverse programs are intentionally designed to empower you for Kingdom impact across a variety of fields, including:

- Pastoral Ministry & Global Missions
- Christian Education
- Marketplace Business
- Professional Counselling

As you review these options and consider your next steps, I invite you to picture yourself here. This is a community that deeply values authentic relationships, rigorous scholarship, and a shared pursuit of God's will.

Our commitment to you is simple: this is a place where your **mind will be sharpened**, your **spirit will be deepened**, and your **purpose will be clarified**.

Thank you for exploring Kingswood University. We are eager to see the possibilities ahead and honored to walk alongside you on this incredible journey.

In His Service,

Rick A. Christman, EdD  
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...

- **Anchored in Scripture**

We affirm the authority of God's Word as our unchanging foundation for truth, faith, learning, and life, shaping a distinctly biblical worldview.

- **Formed in Christ**

We are devoted to Jesus Christ and committed to the lifelong formation of people who reflect His character, lead with humility, and serve others faithfully.

- **United in Community**

We cultivate authentic, intentional relationships marked by Christlike love, belonging, accountability, and shared purpose.

- **Equipped for Calling**

We pursue academic excellence and practical preparation to equip people with the knowledge, character, and skills to fulfill God's calling in ministry, the marketplace, and the world.

# **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 – lead, staff, and solo, pastors, missionaries, worship leaders, teachers for Christian schools, marketplace ministers, and other committed lay people who will strengthen the local and global church. This is to be achieved by guiding student development in:

- an understanding and experience of what it means to be a well-rounded wholesome Christian, physically, mentally, emotionally, socially, and spiritually;

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

## **Institutional Objectives**

Kingswood students will:

- demonstrate a greater knowledge of the Bible and the central doctrines of the Christian faith;
- 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;
- demonstrate intentional reflection in program-related practical ministry experience.

## **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 three student residences, guest housing, Stairs Hall containing the Greg Mann Dining Commons and classrooms, the Mitchell Student Centre, which includes The Game Room, the e-sports room, The Den, and Campus Life offices. 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 Solid Grounds Café. 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
  - Classroom
  - Solid Grounds Café
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
8. Bridgeo House  
*89 Summit Avenue*
  - Information Services
  - Graduate Centre
9. Town House Apartments  
*64, 66, 68 Wesley Drive*
10. Tom Phillippe House (Guest Housing)  
*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. Staff Residence  
*66 Summit Avenue*
21. Staff Residence  
*60 Summit Avenue*
22. Staff Residence  
*54 Summit Avenue*

# UNDERGRADUATE CATALOGUE



# **ACADEMIC CALENDAR – ON-CAMPUS**

## **Fall Semester 2026**

|                                                            |                 |
|------------------------------------------------------------|-----------------|
| Registration & Orientation                                 | September 6-7   |
| Classes begin                                              | September 8     |
| Last day to enrol or add a course                          | September 14    |
| Spiritual Emphasis Services                                | September 15-16 |
| Canadian Thanksgiving – no classes                         | October 12-14   |
| Board of Trustees meeting                                  | October 15-16   |
| Last day to withdraw from classes without academic penalty | November 6      |
| Remembrance Day break – no classes                         | November 11-13  |
| Pre-registration for spring 2027                           | November 16-20  |
| Last day of fall semester                                  | December 17     |

## **Spring Semester 2027**

|                                               |                  |
|-----------------------------------------------|------------------|
| Registration & Orientation                    | January 11       |
| Classes begin                                 | January 12       |
| Last day to enrol or add a course             | January 18       |
| Holiness Emphasis Services                    | January 19-20    |
| Family Day (provincial holiday) – no classes  | February 15      |
| Monday class day                              | February 16      |
| February Focus: Relationships                 | February 16-17   |
| March Break                                   | March 1-5        |
| Last day to withdraw without academic penalty | March 19         |
| Easter Break – no classes                     | March 26-29      |
| Pre-registration for fall 2027                | March 30-April 2 |
| Board of Trustees meeting                     | April 9          |
| Last day of classes                           | April 27         |
| Baccalaureate Service & Graduation Reception  | April 30         |
| Commencement                                  | May 1            |

# **ACADEMIC CALENDAR – ONLINE**

## **Term 1 – September/October 2026**

|                                                            |                          |
|------------------------------------------------------------|--------------------------|
| Term dates                                                 | September 7 – October 24 |
| Last day to enrol or add a course                          | September 9              |
| Last day to withdraw from classes without academic penalty | October 3                |

## **Term 2 – November/December 2026**

|                                                            |                          |
|------------------------------------------------------------|--------------------------|
| Term dates                                                 | November 2 – December 19 |
| Last day to enrol or add a course                          | November 4               |
| Pre-registration for Terms 3 and 4                         | November 16-27           |
| Last day to withdraw from classes without academic penalty | November 28              |

## **Term 3 – January/February 2027**

|                                                            |                          |
|------------------------------------------------------------|--------------------------|
| Term dates                                                 | January 11 – February 27 |
| Last day to enrol or add a course                          | January 13               |
| Last day to withdraw from classes without academic penalty | February 6               |

## **Term 4 – March/April 2027**

|                                                            |                    |
|------------------------------------------------------------|--------------------|
| Term dates                                                 | March 8 – April 24 |
| Last day to enrol or add a course                          | March 10           |
| Pre-registration for terms 5 and 6                         | March 30-April 9   |
| Last day to withdraw from classes without academic penalty | April 3            |

## **Term 5 – May/June 2027**

|                                                            |                 |
|------------------------------------------------------------|-----------------|
| Term dates                                                 | May 3 – June 19 |
| Last day to enrol or add a course                          | May 5           |
| Pre-registration for terms 1 and 2                         | May 17-28       |
| Last day to withdraw from classes without academic penalty | May 29          |

## **Term 6 – July/August 2027**

|                                                            |                     |
|------------------------------------------------------------|---------------------|
| Term dates                                                 | July 12 – August 28 |
| Last day to enrol or add a course                          | July 14             |
| Last day to withdraw from classes without academic penalty | August 7            |

# **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 persons of high moral character whose conduct reflects a lifestyle consistent with Christian values and a commitment to honouring God in personal, academic, and community life.

### **Ministry Graces**

Applicants are expected to demonstrate the personal qualities, spiritual maturity, and interpersonal capacities appropriate for preparation for Christian ministry. In some cases, applicants may be asked to complete additional assessment or provide further information to assist in the admissions process.

## **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 page 12). In no case will a student be permitted to enrol more than one week after the beginning of the semester or more than two days after the beginning of a term.

### **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)). 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 \$95 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. 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 \$95 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 home school transcript for grades 10 to 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 other demonstration of ability to succeed in a Kingswood program.

### **Early Enrolment**

High school students in grades 11 and 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**

Transfer applicants must complete the required forms as above. In addition to this, applicants must request an official transcript to be sent directly to the University from all schools attended. Credits being transferred to Kingswood must be from recognized accredited institutions 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 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 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 26 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.

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

### **International Students – On Campus**

An individual from any country, including the United States, wishing to enter Canada as a student must have the following documentation before 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 the student's name, if money has been 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
  - a letter from the person or school providing funding
  - or proof of funding paid from within Canada (scholarships or 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 process.

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

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



- Duolingo – 100; no subject test below 90
- 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/>).

### **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.

## **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, students are required to exhibit financial responsibility in payment of their tuition and fees.

### **FEES FOR 2026-2027 (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 (Canadian & American students):           |           |                 |
| 12 – 16 credit hours per semester                   | \$5,995   | per semester    |
| Less than 12 credit hours per semester              | \$400     | per credit hour |
| More than 16 credit hours per semester              | \$380     | per credit hour |
| 8-month Elements Program                            | \$8,995   | full program    |
| On-Campus (international students)                  |           |                 |
| 12 – 16 credit hours per semester                   | \$7,800   | per semester    |
| More than 16 credit hours per semester              | \$520     | per credit hour |
| Online tuition                                      | \$400     | per credit hour |
| Audit Fee, for part-time students                   | \$133     | per credit hour |
| Early Enrolment                                     | \$133     | per credit hour |
| Tuition/Audit – Senior Citizens (60 and over)       | ½ tuition |                 |
| Tuition Deposit (off-campus & online students only) | \$95      |                 |
| Music Lesson fee (45-minute lesson)                 | \$585     | per semester    |
| Music Lesson fee (30-minute lesson)                 | \$390     | per semester    |

#### **Housing:**

|                                                   |         |              |
|---------------------------------------------------|---------|--------------|
| Double Occupancy – Standard                       | \$1,695 | per semester |
| Double Occupancy – Elements Program               | \$3,260 | full program |
| Single Occupancy Fee (where available) - Standard | \$2,289 | per semester |
| Town House - married – 2 bedrooms - unfurnished   | \$4,942 | per semester |
| Town House - married – 2 bedrooms - furnished     | \$5,442 | per semester |
| Town House - married – 3 bedrooms - unfurnished   | \$5,722 | per semester |
| Town House - married – 3 bedrooms - furnished     | \$6,222 | per semester |
| Room Deposit Fee                                  | \$95    |              |
| Town House – Family Housing Deposit               | \$400   |              |

#### **Meal Plans:**

|                                           |            |              |
|-------------------------------------------|------------|--------------|
| 21 Meals per week                         | \$3,102.50 | per semester |
| 14 Meals per week                         | \$2,930    | per semester |
| Elements Program – 21 Meals per week      | \$5,630    | full program |
| Family Meal Plan (120 meals per semester) | \$1,705    | per semester |
| Off-Campus Noon Meal Plan                 | \$925.50   | per semester |

#### **Fees:**

|                                                            |         |                     |
|------------------------------------------------------------|---------|---------------------|
| Student Life Fee for Canadian & American Students          | \$250   | per semester        |
| Student Life Fee for students from outside Canada & the US | \$650   | per semester        |
| Spiritual Life Fee (on-campus)                             | \$150   | per semester        |
| Online Student fee                                         | \$20    | per credit hour     |
| Elements Program Activity Fee                              | \$3,040 | full program        |
| 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) | \$550 | per semester    |
| Graduation Fee                                                  | \$170 |                 |
| Prior Learning Assessment Fee                                   | \$100 |                 |
| Prior Learning credit                                           | \$100 | per credit hour |
| Spiritual Formation Lab Fee                                     | \$400 |                 |

### SAMPLE OF BASIC FEES FOR 2026-2027

#### ON-CAMPUS (Canadian & American Degree Students)

|                         | PER SEMESTER       | ANNUAL (2 semesters) |
|-------------------------|--------------------|----------------------|
| Tuition*                | \$5,995            | \$11,990             |
| Room (Standard Housing) | \$1,695            | \$3,390              |
| 21 meal plan            | \$3,102.50         | \$6,205              |
| Student Life Fee        | \$250              | \$500                |
| Spiritual Life Fee      | \$150              | \$300                |
| <b>Total</b>            | <b>\$11,192.50</b> | <b>\$22,385</b>      |

#### ON-CAMPUS (International Degree Students)

|                         | PER SEMESTER       | ANNUAL (2 semesters) |
|-------------------------|--------------------|----------------------|
| Tuition*                | \$7,800            | \$15,600             |
| Room (Standard Housing) | \$1,695            | \$3,390              |
| 21 meal plan            | \$3,102.50         | \$6,205              |
| Student Life Fee        | \$650              | \$1,300              |
| Spiritual Life Fee      | \$150              | \$300                |
| <b>Total</b>            | <b>\$13,397.50</b> | <b>\$26,795</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.

#### ONLINE

|                    | PER TERM (7 or 8 weeks) | ANNUAL (6 terms) |
|--------------------|-------------------------|------------------|
| Tuition*           | \$2,400                 | \$14,400         |
| Online Student fee | \$120                   | \$720            |
| <b>Total</b>       | <b>\$2,520</b>          | <b>\$15,120</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 \$5,995. Students enrolling in more than sixteen credit hours in a semester will pay an additional \$380 per credit hour for every hour over sixteen hours. Part-time students, taking less than twelve credit hours per semester, pay \$400 per credit hour.

### **Tuition – Online**

Tuition for online students is charged a rate of \$400 per credit hour.

### **Audit Fee**

A \$133 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 grades 11 or 12 who take courses through the Early Enrolment program either on campus or online pay \$133 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 students in Canada and the United States (on-campus and online) must submit a \$95 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.

After initial acceptance, students from outside Canada and the United States are required to pay a full tuition deposit. The tuition deposit for the September intake is first- and second-semester tuition and fees (this includes room, meal plan, and fees) and is due August 1. For the January intake, the tuition deposit is first-semester tuition and fees and is due December 1.

Upon payment of the tuition deposit, the student is given a receipt to be used when applying for a study visa/permit. The full tuition deposit will be returned in the case the 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 choose to withdraw, 50% of the 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.

### **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 \$95 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 \$95 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. 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 VP for Campus Life.

**Student 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)

### **Graduation Fee**

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

### **Prior Learning Assessment Fee**

This fee is charged to prospective students who submit a petition and documentation for assessment of prior learning for the potential awarding of academic credit. The fee is payable at the time of submission of the petition.

### **Prior Learning Credit Charges**

This fee is equivalent to 25% of tuition per credit hour for awarding of prior learning credit. Credit will not be transcribed until payment is made.

### **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 Student Life fees are calculated as follows:

| Week<br>(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<br>(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 – 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 Education Grant**

(\$4,000 USD per semester; 2 semesters)

This grant provided by The Wesleyan Church is available to Wesleyan students who are pursuing ordination in The Wesleyan Church and have completed 90 credit hours.

Students must hold a credential (Ministerial Student, Licensed Minister, Ordained Minister) in The Wesleyan Church and be enrolled in a Kingswood program which contains all academic requirements for ordination. Students must maintain a grade point average of at least 2.0.

Application must be made directly to the Wesleyan Division of Education & Clergy Development at <https://airtable.com/appvuGPH13Gb3kXqq/shrp0RagsdwnVGuxu>.

## **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.

### **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.

## 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-Yr                                      | \$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:**

<https://novascotia.ca/studentassistance/>

**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 [financialaid@kingswood.edu](mailto:financialaid@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 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.

**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. February Focus heightens campus awareness in a variety of issues impacting our campus and beyond.

**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.

**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, 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 40 for Graduation Requirements) and thus is required for all degree students. Students who fail to achieve this grade may be required to pass the SF Component Lab with the same B grade requirement.



# **STUDENT 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 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 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 on the following pages.

### **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.

### **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.

### **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.

### **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.

### 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 (hours completed includes hours transferred from other institutions).

| Total hours<br>successfully completed | Minimum GPA |
|---------------------------------------|-------------|
| 1 - 30 credit hours                   | 1.75        |
| 31+ credit hours                      | 2.00        |

Students on academic probation will be restricted to a thirteen credit-hour course load 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 (on-campus students), or;
- GPA in any two consecutive terms is 1.0 or below (online students), 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.

### 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 3.8 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 3.8 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.

### 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 25% of the degree through Kingswood to earn a Kingswood undergraduate degree, even though they may have more than the required number of hours for graduation. That is, for a bachelor's degree, at least 30 credit hours must be completed through Kingswood, and for an associate's degree, at least 16 hours must be completed through Kingswood. 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 46 credit hours towards an associate degree.
- Within a bachelor's degree, normally a maximum of half the program-specific hours can be awarded.
- Transfer, examination, and prior learning credits may be awarded for Practicum credits, 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 (ABHE);
  - 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).
- There is no charge for transfer credit.

#### Formal Transfer Agreements

- 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.
- 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.
- Children's Ministries Institute (Child Evangelism Fellowship) - students may transfer credit for up to five courses.
- The Redeemed Christian College Canada – students may receive transfer credit for Certificate of Ministry courses.

For details about any of the above agreements, contact the Registrar's Office.

### 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.
- There is no charge for receiving credit for military training.

### Credit by Examination

Students may be awarded up to 18 hours of academic credit for standardized exams such as Advanced Placement (AP) or International Baccalaureate (IB). On some occasions students may take an internal exam 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.
- There may be a charge for taking an internal exam, but there is no charge for receiving credit by examination.

### 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.
- Students must be at least 25 years of age to apply for Prior Learning Credit.

#### Processes:

- Candidates will be required to submit a petition and relevant documentation to demonstrate why they should be awarded credit for prior learning or experiences. 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.
- Candidates may be asked to submit additional documentation or have an interview before a determination is reached.
- A template and sample petition are available upon request.
- There is a fee of \$100 for assessment of documentation, payable at the time of submission of the petition.
- The fee for awarding of prior learning credits is equivalent to 25% of tuition (per credit hour). Credit will not be transcribed until payment is made.
- In some cases, a grade may be assigned; in other, credit will be awarded without grade.

### 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<br>Successfully Completed |
|-------------|----------------------------------------|
| First year  | 0-29 hours                             |
| Second year | 30-59 hours                            |
| Third year  | 60-89 hours                            |
| Fourth year | 90+ hours                              |

### 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.

### **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 who are on Qualifying Semester will not be permitted to participate in student ministry teams, collegiate sports requiring travel, or hold student offices unless they enrol in 12 credit hours (instead of 15 or 16 hours). Students on Qualifying Semester must enrol in Study Methods (GE 102).

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.

### **Graduation Requirements**

A student will be granted an undergraduate 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 year's Spiritual Formation Component. On-campus students

are required to attend chapel, Mentorship Cohort, and official campus spiritual formation events;

- successful completion of all program requirements;
- a minimum of 25% of the program, and the last 25% 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.

Diplomas and transcripts will not be released until all financial commitments to the University have been paid.

Additional graduation requirements may apply to some degree programs. Students may be required to complete an interview with a faculty committee for approval to graduate.

### **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* (honours)
- 3.6 – 3.79 *magna cum laude* (high honours)
- 3.8 – 4.0 *summa cum laude* (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*.

### **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.

### **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.

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

Students who wish to attend an on campus 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. Online courses cannot be audited.

### **Adding a Course**

Students may add a course only during the first seven calendar days of a semester or the first two days of a term. Students must follow the appropriate procedures for adding a course by completing the Drop/Add form available on the University's intranet.

### **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.

Online students who do not access course materials within the first week of a term and who are unresponsive to contact from the Kingswood Extended office will be automatically removed from the course(s).

For information about tuition refunds see the Financial Information section of this Catalogue.

### **Withdrawal from the University**

A student wishing to withdraw from the University must complete the necessary withdrawal form, available from the Academic Affairs, Student Life or Financial Aid Office.

### **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

### **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 Vice President for Academic Affairs (VPAA) who will then discuss the assignment with the professor. The decision of the VPAA will be final. If the professor involved is also the VPAA, the student may bring the assignment to the attention of the Academic Committee.

### **Contesting a Final Grade in a Course**

A student may contest a final grade in a course within five days of receiving the grade, using the following procedure:

- 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 (VPAA) 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 five days.
  - The request must include a copy of the student's statement to the professor and the professor's response.
  - The VPAA will respond within ten days.
  - The decision of the Vice President for Academic Affairs will be final.
- If the professor involved is the VPAA, the written request may be submitted to applicable Academic Committee.

### **Contesting an Academic Policy Decision**

A student may contest a decision made as a result of academic policy by submitting a written appeal to the Academic Committee through the Vice President for Academic Affairs. Written appeals

must be submitted within 15 days of receipt of official notice of academic action.

The decision of the Academic Committee will be final.

### **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)**

Students are permitted to use generative AI to explain concepts, as well as in the ideation and collaborative design stage of their work. Students may also use generative AI to review and evaluate work before submitting it, allowing it to proofread, spellcheck, and give feedback regarding tone, voice, perspective, compliance with assignment instructions and rubric criteria, and recommendations for improvement.

This means that students may NOT use generative AI to draft content or to write any portion of their submissions, even if that content is subsequently edited. All written work must be the student’s own work. Generative AI can help students think about how to approach an assignment and help them improve their work, but the intellectual, spiritual, and leadership thinking and writing must be the student’s own.

Individual instructors may provide additional course guidance regarding documentation, disclosure, and any further clarifications appropriate to their discipline and academic level. Students should follow that guidance, as it may specify expectations beyond, yet consistent with, this policy.

Repeated intentional misuse of generative AI may result in the same academic penalties as plagiarism.

### **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 syllabi for specifics.

### **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

## **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.

### **Accommodations**

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 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 may be staffed by student volunteers. Assistance is available in areas such as organization, reading, writing, research, test preparation, and proof-reading.

### **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.
- 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 60 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 62 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.

## **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>Credits</u> |
|-----------------------------------------------------------|----------------|
| <u>General Education</u>                                  |                |
| Financial Math                                            | 3              |
| General Psychology                                        | 3              |
| History Elective                                          | 3              |
| Introduction to Philosophy                                | 3              |
| Introduction to Sociology <i>or</i> Cultural Anthropology | 3              |
| Literature of Western World                               | 3              |
| Oral Communication                                        | 3              |
| Wellness (on-campus programs only)                        | 3              |

|                    |   |
|--------------------|---|
| Writing & Research | 3 |
|--------------------|---|

### Bible & Theology

|                         |   |
|-------------------------|---|
| Inductive Bible Study   | 3 |
| Biblical Literature     | 6 |
| Gospels                 | 3 |
| Acts & Romans           | 3 |
| Pentateuch              | 3 |
| Basic Christian Beliefs | 3 |
| Christian Doctrine      | 6 |

### Ministry/Professional

|                     |   |
|---------------------|---|
| Spiritual Formation | 3 |
| Personal Evangelism | 3 |

### Practical Ministry

|                   |   |
|-------------------|---|
| Practicum credits | 3 |
|-------------------|---|

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

# BACHELOR OF ARTS (BUSINESS MANAGEMENT)

Mr. Jeff Hughes, Program Director

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. The program is grounded in the belief that businesses can and should operate in a way that benefits the community, the environment, and society. This program fosters a "capitalism with a conscience" approach, emphasizing ethical, responsible, and sustainable business practices.

Throughout this program students will complete projects for clients in the community, and around the world, while building a portfolio of work that showcases their talents and experience.

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

Graduates will:

- consider all aspects of marketing as part of a business venture;
- demonstrate leadership and teamwork in professional business environments;
- demonstrate understanding and application of financial principles for business;
- integrate biblical principles into business practices;
- apply entrepreneurial principles to develop new business ventures;
- have exposure to a wide range of business models, locally and globally;
- have experience using skills taught throughout the program
- 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 47), these courses are required for the B.A. (Business Management) degree:

### Credits

#### General Education

|                                     |   |
|-------------------------------------|---|
| Entrepreneurship                    | 3 |
| Personal Branding                   | 3 |
| Market Research                     | 3 |
| Digital Marketing & E-Commerce      | 3 |
| Advertising                         | 3 |
| Integrated Marketing Communications | 3 |
| New Venture Creation                | 3 |
| International Marketing             | 3 |
| Financial Math                      | 3 |

#### Professional

|                                 |   |
|---------------------------------|---|
| Project Management              | 3 |
| Sales Team Management           | 3 |
| Strategic Management & Planning | 3 |
| Content Marketing Strategies    | 3 |
| Ecology & Management            | 3 |
| Leading with Systems            | 3 |
| Christian Social Innovation     | 3 |

#### Practical Experience

|                                |    |
|--------------------------------|----|
| Supervised Ministry Experience | 12 |
|--------------------------------|----|

|                    |     |
|--------------------|-----|
| Total Credit 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.

## 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;
- 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.

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.

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.

## Courses

In addition to the core courses for all Bachelor's degrees (see page 47), 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 |                |

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

# BACHELOR OF ARTS (CHRISTIAN SCHOOL EDUCATION)

Mr. Andrew Hopper, 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 at 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;
- 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 successful transition as a beginning teacher classroom;

- 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.

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 47), 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 (MINISTRY)

Dr. Janet Starks, Program Director

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 47), 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 I                   | 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 (minor only)
- Christian Counselling (minor only)
- Evangelism and Social Justice (major & minor)
- Intercultural Studies (minor only)
- Marketplace Ministry (major only)
- Next Generation Ministry (major & minor)
- Pastoral Ministry (major only)
- Worship Leadership (minor only)

## BACHELOR OF ARTS (SPORTS & RECREATION MANAGEMENT)

The Bachelor of Arts in Sports & Recreation Management equips students to combine their passion for sport and recreation with Christ-centered leadership and service. This program combines specialized knowledge and practical skills for the sports and recreation industry with a robust understanding of business principles and in-depth management skills that are transferable to any environment. By integrating biblical principles with hands-on training, graduates are prepared for careers in sport organizations, community recreation, education, and ministry—using sport and recreation as powerful platforms for engagement, transformation, and global impact.

Graduates of this program will be equipped to serve in areas such as team management, event and facility management, municipal recreation, schools, communities, camps, churches, and missions organizations.

### Objectives of the B.A. (Sports & Recreation Management) degree

Graduates will:

- master industry knowledge to serve others;
- apply foundational business principles with integrity;
- communicate with purpose and truth;
- navigate ethical and legal challenges with a Christian conscience;
- translate a faith-integrated worldview into professional practice;
- 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 leaders.

### Courses

The B.A. Sports & Recreation Management is built on the bachelor's degree core requirements (see page 47), and includes the following courses:

|                                                    | <u>Credits</u> |
|----------------------------------------------------|----------------|
| <u>General Education</u>                           |                |
| Entrepreneurship                                   | 3              |
| Personal Branding                                  | 3              |
| Market Research                                    | 3              |
| Digital Marketing & E-Commerce                     | 3              |
| Advertising                                        | 3              |
| Integrated Marketing Communications                | 3              |
| Communication & Media                              | 3              |
| Sport, Recreation, & Society                       | 3              |
| Financial Management in Sports & Recreation        | 1.5            |
| Marketing & Promotion                              | 1.5            |
| <u>Professional</u>                                |                |
| Intro to Sport & Recreation Management             | 3              |
| Leadership Development through Sports & Recreation | 3              |
| Managing Events & Facilities                       | 3              |
| Strategic Management & Planning                    | 3              |
| <u>Practical Ministry</u>                          |                |
| Supervised Ministry Experience                     | 12             |
| Total Credit Hours                                 | 120            |

# BACHELOR OF ARTS (WORSHIP LEADERSHIP)

Rev. Marc Jolicoeur & Mr. Jay Muir, Program Directors

The Bachelor of Arts in Worship Leadership 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 as well as in ministry training.

The four-month Supervised Ministry Experience for students enrolled in the B.A. Worship Leadership takes place in a worship leading setting.

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

Graduates will:

- plan and prepare worship services for a variety of settings;
- lead worship for spiritual formation, demonstrating theological integrity, and musical competence 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
- 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.

## Entrance Requirements

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

To be fully accepted into the B.A. Worship Leadership program of study, potential for success in the program must be demonstrated. At the student's request, an audition may be scheduled for this purpose. Since the intent of the program is to develop worship leaders who are expected to lead

vocally, students will be auditioned for their vocal potential, as well as their instrumental abilities.

## Practical Experience

Students enrolled in the B.A. Worship Leadership are required to participate in chapel worship leadership, as well as in a variety of other university ministries.

## Courses

The B.A. Worship Leadership is built on the bachelor's degree core requirements see page 47), 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 I                     | 3              |
| Introduction to Ministry         | 3              |
| Intro to Songwriting & Arranging | 3              |
| Management in Ministry           | 3              |
| Technical Ministry               | 3              |
| Worship Leading I & II           | 6              |
| <u>Practical Ministry</u>        |                |
| Supervised Ministry Experience   |                |
| Total Credit Hours               | 120            |

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

In addition, prior to graduation, students will demonstrate a level of proficiency in voice, as well as both guitar and piano.

# BACHELOR OF THEOLOGY

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

In addition to the core requirements for all bachelor's degrees (see page 47), 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 Minor

Mr. Jeff Hughes, Program Director

See page 48 for description and objectives of the Business Management program.

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

|                              | <u>Credits</u> |
|------------------------------|----------------|
| <u>General Education</u>     |                |
| Entrepreneurship             | 3              |
| <u>Ministry/Professional</u> |                |
| Business Electives           | 15             |

### Christian Counselling Minor

Dr. Allen Lee, Program Director

See page 49 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:

#### Credits

#### General Education

Introduction to Addictions 3

#### Ministry/Professional

Introduction to Counselling 3

Counselling/Psychology electives 12

### Evangelism, Compassion, & Social Justice Major & Minor

Mr. Jakub Hron, Program Director

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:

- understand spiritual and social issues present in the world, and be able to address them from a biblical perspective;
- have first-hand experience of evangelistic and compassionate outreach work in a wide variety of environments outside of traditional church settings;

- have an in-depth understanding of at least one compassion or social justice issue and ministry to those dealing with this issue;
- 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 with the addition of the following courses:

|                                                             | <u>Credits</u> |
|-------------------------------------------------------------|----------------|
| <u>General Education</u>                                    |                |
| Foundations of Social Justice                               | 3              |
| History of Civil Rights<br><i>Meets history requirement</i> | 3              |
| Introduction to 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              |
| <u>Practical Ministries</u>                                 |                |
| Regional Praxis                                             | 2              |
| Urban Praxis                                                | 1              |
| Cross Cultural Praxis                                       | 1              |
| Leadership Praxis                                           | 2              |
| <br>Total Credit Hours                                      | <br>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              |
| Intro to Community Development<br>or<br>History of Civil Rights<br><i>Meets history requirement</i> | 3              |
| World Religions or Worldview                                                                        | 3              |

## Ministry/Professional

|                                     |   |
|-------------------------------------|---|
| Introduction to Compassion Ministry | 3 |
| Introduction to Counselling         | 3 |

## Practical Ministries

|                       |   |
|-----------------------|---|
| Regional Praxis       | 2 |
| Urban Praxis          | 1 |
| Cross Cultural Praxis | 1 |

## Marketplace Ministry Major

Mr. Jeff Hughes, Program Director

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 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            |

## Intercultural Studies Minor

The Intercultural Studies minor is designed for students who wish to be exposed to and trained in cross-cultural ministries. The minor is also for those who wish to have some preparation for effective cross-cultural communication and ministry.

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

|                                            | <u>Credits</u> |
|--------------------------------------------|----------------|
| <u>General Education</u>                   |                |
| Church History                             | 3              |
| TESL                                       | 3              |
| Worldview or World Religions               | 3              |
| <u>Bible &amp; Theology</u>                |                |
| Biblical/Theological Foundation of Mission | 3              |
| <u>Ministry/Professional</u>               |                |
| Introduction to Missions                   | 3              |
| Cross Cultural Ministry (trip)*            | 3              |
| Elective*                                  | 3              |

\* one or both of these requirements may be waived if a student completes an intercultural Supervised Ministry Experience.

## NextGen Ministry Major & Minor

Mr. Patrick Sprague, Program Director

The NextGen Ministry program is designed to equip students to serve effectively in youth and children's ministry in churches or parachurch organizations. It builds on the B.A. Ministry core curriculum.

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

Wesleyan Church. The four-month Supervised Ministry Experience for students enrolled in this program takes place under the supervision of a youth specialist in a church of the student's own denomination or in a parachurch ministry.

## Objectives of the NextGen Ministry Programs

Graduates will:

- understand the characteristics of children and youth;
- understand the characteristics of current culture and how to minister to it;
- effectively communicate the claims of God's word in culturally relevant and age-appropriate ways;
- be prepared to minister to the next generation in formal and informal settings;
- participate in practical hands-on ministry experiences, implementing practical models of creative, need-meeting ministries, for both outreach and discipleship.

## 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>                     |                |
| Developmental Psychology                     | 3              |
| Church History                               | 3              |
| <i>Meets history requirement</i>             |                |
| Studies in Youth Culture                     | 3              |
| Denominational History & Policy              | 1.5            |
| <i>Focuses on student's own denomination</i> |                |
| <u>Bible &amp; Theology</u>                  |                |
| Introduction to Worship                      | 3              |
| <u>Ministry/Professional</u>                 |                |
| Introduction to NextGen Ministry             | 3              |
| Multicultural NextGen Ministry               | 3              |
| Teaching the Bible to Younger Generations    | 3              |
| Camping, Retreat, and Event Ministry         | 1.5            |
| Technical Ministry II                        | 1.5            |
| Introduction to Counselling                  | 3              |
| Total Credit Hours                           | 120            |

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

|                                  | <u>Credits</u> |
|----------------------------------|----------------|
| <u>General Education</u>         |                |
| Studies in Youth Culture         | 3              |
| <u>Ministry/Professional</u>     |                |
| Introduction to NextGen Ministry | 3              |
| Next Gen Electives               | 12             |
| Total Credit Hours               | 120            |

Students may also receive transfer credit for electives from Child Evangelism Fellowship or Youth Ministry Leadership Coalition.

## 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:

- possess developing ministry gifts and graces;
- apply the truth of scripture and theology to life and ministry;
- demonstrate leadership and management skills;
- develop patterns and models for evangelism and discipleship;
- improve people skills for clear, compassionate communication;
- apply the practices and expressions of Christian worship;
- be equipped to fulfill functions and roles of pastoral leadership;
- understand contemporary society and culture, locally and globally, and how it impacts ministry;
- interpret the impact of history in the development of the church today.

## 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<br><i>Meets history requirement</i>                              | 3              |
| Denominational History & Policy<br><i>Focuses on student's own denomination</i> | 1.5            |
| Introduction to Counselling                                                     | 3              |
| Cultural Anthropology                                                           | 3              |
| Technical Ministry                                                              | 3              |
| <u>Bible &amp; Theology</u>                                                     |                |
| Introduction to Worship                                                         | 3              |
| <u>Ministry/Professional</u>                                                    |                |
| Church Multiplication                                                           | 3              |
| Discipling & Empowering Believers                                               | 3              |
| Homiletics II                                                                   | 3              |
| Ministering Leadership                                                          | 3              |
| Pastoral Ministry                                                               | 3              |
| Immersive Cross-Cultural Experience                                             | 0              |
| Total Credit Hours                                                              | 120            |

## Worship Leadership Minor

Rev. Marc Jolicoeur & Mr. Jay Muir, Program Directors

See page 53 for description and objectives of the Worship Leadership program. The purpose of the Worship Leadership minor is to provide students the opportunity to add some worship leading training to their overall ministry preparation.

### Objectives of the Worship Leadership Minor

Graduates will:

- plan and prepare worship services for a variety of settings;
- competently lead worship for spiritual formation, demonstrating theological integrity, and musical excellence 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 Leadership 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 Leadership minor is built on the B.A. (Ministry) core and includes the following courses:

#### Credits

#### General Education

|                     |   |
|---------------------|---|
| Music Theory I & II | 6 |
|---------------------|---|

#### Bible & Theology

|                         |   |
|-------------------------|---|
| Introduction to Worship | 3 |
|-------------------------|---|

#### Ministry/Professional

|                           |   |
|---------------------------|---|
| 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                                            | 3              |
| Ethics                                                    | 3              |
| General Psychology                                        | 3              |
| 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  
 Homiletics I & II 6  
 Introduction to Missions 3  
 Management in Ministry 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 55 for details of all majors and minors.

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

See page 49 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>Ministry</u>                   |                |
| Introduction to Counselling       | 3              |
| Counselling/Psychology electives: | 12             |

### NextGen Ministry minor (CotN)

See page 57 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>         |                |
| Studies in Youth Culture         | 3              |
| <u>Ministry</u>                  |                |
| Introduction to NextGen Ministry | 3              |
| NextGen Ministry electives       | 12             |

### Pastoral Ministry major (CotN)

See page 58 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 or Worldview<br>or Intro to Compassion Ministry | 3              |

|                                     |   |
|-------------------------------------|---|
| <u>Bible/Theology</u>               |   |
| Introduction to Worship             | 3 |
| <u>Ministry</u>                     |   |
| Homiletics II                       | 3 |
| Discipling & Empowering Believers   | 3 |
| Introduction to Counselling         | 3 |
| Introduction to Compassion Ministry | 3 |
| Church Multiplication               | 3 |
| Pastoral Ministry                   | 3 |

### Worship Leadership minor (CotN)

See page 53 for description and objectives of the Worship Leadership minor.

The Worship Leadership 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              |
| <u>Ministry</u>            |                |
| 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              |
| Oral Communication                          | 3              |
| Wellness                                    | 3              |
| Church History                              | 3              |
| Pentecostalism & the Church in Canada*      | 3              |
| Financial Math                              | 3              |
| Ethics                                      | 3              |
| General Psychology                          | 3              |
| Cultural Anthropology or Intro to Sociology | 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 |
| Pentateuch                         | 3 |
| Basic Christian Beliefs            | 3 |
| Christian Doctrine I & II          | 6 |
| Holy Spirit & the Church*          | 3 |
| Introduction to Christian Mission* | 3 |
| Bible & Theology electives         | 6 |

### Ministry

|                                      |   |
|--------------------------------------|---|
| Introduction to Ministry             | 3 |
| Spiritual Formation                  | 3 |
| Personal Evangelism                  | 3 |
| Homiletics I                         | 3 |
| Management in Ministry               | 3 |
| Ministry of Teaching                 | 3 |
| Intro to Pastoral Life & Leadership* | 3 |
| Ministry Leadership                  | 3 |
| Ministry electives                   | 6 |

|                       |   |
|-----------------------|---|
| <u>Free electives</u> | 6 |
|-----------------------|---|

### 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 55 for details of all majors and minors.

### **NextGen Ministry minor (PAOC)**

See page 57 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>              |                |
| Studies in Youth Culture              | 3              |
| Developmental Psychology              | 3              |
| <u>Ministry</u>                       |                |
| Introduction to NextGen Ministry      | 3              |
| Multicultural NextGen Ministry        | 3              |
| Teaching Bible to Younger Generations | 3              |

### Free electives

|                                   |     |
|-----------------------------------|-----|
| Camping, Retreat, Events Ministry | 1.5 |
| Technical Ministry II             | 1.5 |

### **Pastoral Ministry major (PAOC)**

See page 58 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>Bible/Theology</u>             |                |
| Elective                          | 3              |
| Introduction to Worship           | 3              |
| <u>Ministry</u>                   |                |
| Introduction to Counselling       | 3              |
| Homiletics II                     | 3              |
| <u>Free electives</u>             |                |
| Two of:                           |                |
| Technical Ministry I              | 3              |
| Discipling & Empowering Believers | 3              |
| Church Multiplication             | 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 or Online Orientation                     | 3              |
| Writing & Research                                 | 3              |
| Humanities/Fine Arts elective                      | 3              |
| Math/Science elective                              | 3              |
| <u>Bible &amp; Theology</u>                        |                |
| Biblical Literature I & II                         | 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 LANGUAGES)

Mr. Clinton Branscombe, Program Director

The Associate of Arts in Biblical Languages degree is a 62-hour online degree designed for people who wish to study the scriptures in their original languages. Like all Kingswood degrees, the curriculum also includes a focus on spiritual development and ministry experience.

### Objectives of the A.A. (Biblical Languages) degree:

Graduates will:

- have a general understanding of Wesleyan-Arminian theology;
- learn biblical Greek and Hebrew;
- apply the knowledge of biblical languages to the study of scripture;
- have a general exposure to ministry and opportunity to engage in ministry.

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

|                                | <u>Credits</u> |
|--------------------------------|----------------|
| <u>General Education</u>       |                |
| Online Orientation             | 0              |
| Writing & Research             | 3              |
| General Psychology             | 3              |
| <u>Bible/Theology</u>          |                |
| Inductive Bible Study          | 3              |
| Basic Christian Beliefs        | 3              |
| Biblical Greek                 | 6              |
| Biblical Hebrew                | 6              |
| Intermediate Greek – Galatians | 3              |
| <u>Ministry</u>                |                |
| Spiritual Formation            | 3              |
| Personal Evangelism            | 3              |
| Ministry electives             | 6              |
| <u>Practical Experience</u>    |                |
| Practicum Credits              | 2              |
| <b>Total Credit Hours</b>      | <b>62</b>      |

## ASSOCIATE OF ARTS (BIBLICAL STUDIES)

Mr. Clinton Branscombe, Program Director

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:

- pursue intensive study of Scripture and its application in ministry, including lay ministry; demonstrate an understanding of the basic doctrines of the Christian faith and articulate them clearly;
- be strengthened in their faith through study of Scripture and theology, as well as Christian disciplines.

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>Ministry</u>     |    |
|-----------------------------|----------------|---------------------|----|
| <u>Bible &amp; Theology</u> |                | Spiritual Formation | 3  |
| Inductive Bible Study       | 3              | Personal Evangelism | 3  |
| Pentateuch                  | 3              | Ministry electives  | 6  |
| Gospels                     | 3              |                     |    |
| Acts & Romans               | 3              | Total Credit Hours  | 62 |
| Bible/Theology electives    | 6              |                     |    |

## ASSOCIATE OF ARTS (CHRISTIAN MINISTRY)

Dr. Janet Starks, Program Director

The Associate of Arts in Christian Ministry degree is a 62-hour degree designed for people exploring ministry who do not have an immediate need or desire for a four-year ministry degree. Elective room in the program allows students to customize their program to align with their current ministry roles and or interest and provides room for chaplaincy courses through an MOU with Christian Chaplains & Coaching and/or for additional courses for credentialing in The Wesleyan Church which are not included in the core curriculum.

### Objectives of the A.A. (Christian Ministry) degree:

Graduates will:

- have a general understanding of scripture and Wesleyan-Arminian theology;
- have a general exposure to ministry and opportunity to engage in ministry in their context;
- articulate a philosophy of ministry;
- meet the academic requirements for licensing in The Wesleyan Church.

In addition to the core courses for all associate's degrees, the following courses are required for the A.A. (Christian Ministry) degree:

|                               | <u>Credits</u> |
|-------------------------------|----------------|
| <u>Bible/Theology</u>         |                |
| Inductive Bible Study         | 3              |
| Doctrine of Holiness          | 1.5            |
| <u>Ministry</u>               |                |
| Spiritual Formation           | 3              |
| Personal Evangelism           | 3              |
| Introduction to Ministry      | 3              |
| Management in Ministry        | 3              |
| Wesleyan History & Discipline | 1.5            |
| Ministry electives            | 9              |
| <u>Practical Experience</u>   |                |
| Practicum Credits             | 2              |
| Total Credit Hours            | 62             |

# ASSOCIATE OF ARTS (EVANGELISM & COMPASSION MINISTRY)

Mr. Jakub Hron, Program Director

The Associate of Arts degree in Evangelism and Compassion Ministry (Praxis) 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:

- have a foundation in a range of general education courses, biblical studies courses, spiritual formation experiences;
- understand spiritual and social issues present in the world, and be able to address them from a biblical perspective;
- be prepared intellectually and experientially for further study in the fields of evangelism, compassion, and social justice;

- have first-hand experience of evangelistic and compassionate outreach work in a wide variety of environments outside of traditional church settings.

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             |

# ASSOCIATE OF ARTS (GENERAL EDUCATION)

Mr. Clinton Branscombe, Program Director

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 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>General Education</u>        |  | <u>Credits</u> |
|---------------------------------|--|----------------|
| Financial Math                  |  | 3              |
| Any History course              |  | 3              |
| Introduction to Philosophy      |  | 3              |
| Literature of the Western World |  | 3              |
| Total Credit Hours              |  | 62             |

## Articulation Agreements

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

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.

## **DIPLOMA PROGRAMS**

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

### **ELEMENTS GAP YEAR PROGRAM**

Mr. Jakub Hron, Program Director

The Elements Program is designed to disciple students to become leaders in the church and in the marketplace. Students will have opportunities to learn in real time by applying the principles and practices discussed in the classroom in various church, parachurch and nonprofit settings. Elements also emphasizes outdoor adventure and leadership development, challenging students to try new things and push themselves beyond their comfort zones. The cohort focus of this program is designed to encourage strong relationships that serve to push each other toward Christlikeness.

#### **Objectives of the Elements Gap Year:**

Graduates will:

- demonstrate Christ-centered leadership by integrating biblical principles with practical skills applicable in church, parachurch, nonprofit, and marketplace contexts;
- apply classroom learning in real-world settings through hands-on experiences in ministry, service, outdoor adventures, and organizational leadership;
- exhibit personal and spiritual growth and resilience by engaging in outdoor adventure activities that stretch physical, mental, and spiritual comfort zones;

- foster authentic community within a cohort model by cultivating accountability, encouragement, and mutual growth toward Christlikeness.

The following courses are required for the Elements program:

|                             | <u>Credits</u> |
|-----------------------------|----------------|
| <u>General Education</u>    |                |
| Digital Marketing           | 3              |
| Outdoor Elements            | 12             |
| Writing & Research          | 3              |
| <u>Bible &amp; Theology</u> |                |
| Biblical Literature I & II  | 6              |
| <u>Ministry</u>             |                |
| Personal Evangelism         | 3              |
| Spiritual Formation         | 3              |
| Total Credit Hours          | 30             |

Upon completion of the Elements program, courses can be transferred into Kingswood's degree programs.

# CHRISTIAN SCHOOL EDUCATION DIPLOMAS

Mr. Andrew Hopper, Program Director

The CSE Professional Diplomas are 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 diploma are those already holding a bachelor’s degree and/or a diploma in a teachable area but need/desire specific training in Christian school education.

## Christian School Education Professional Diploma

Content: 4 courses (12 hours) which can be completed in one year.

Admission Requirement: Undergraduate degree preferred.

### Objectives of the Christian School Education Professional Diploma

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;

- be equipped with the basic pedagogical knowledge for success as a classroom teacher.

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              |

## Christian School Education Advanced Professional Diploma

Content: 4 courses (12 hours) which can be completed in one year.

Admission Requirement: Undergraduate degree preferred. Completion of Kingswood’s CSE Professional Diploma or equivalent.

### Objectives of the Christian School Education Advanced Professional Diploma

Graduates will:

- continue to develop a distinctively Christian, coherent philosophy of education leading to a Biblical worldview on subject matter and an integration of faith and learning;
- continue to develop pedagogical knowledge for success as a classroom teacher.

This certificate will be awarded upon successful completion of any 12 hours of course work from the following:

|                                    | <u>Credits</u> |
|------------------------------------|----------------|
| Curriculum & Pedagogy: Math & Stem | 3              |
| Curriculum & Pedagogy: Literacy I  | 3              |
| Curriculum & Pedagogy: Literacy II | 3              |
| Classroom Technology               | 3              |
| Teaching in the Content Areas      | 3              |
| Teaching Diverse Learners          | 3              |
| Educational Psychology             | 3              |

## PRACTICAL MINISTRY DIPLOMA

The Practical Ministry Diploma is offered as a “fast track” professional development option for those in lay ministry who need to acquire essential knowledge and skills to equip them to minister in their environment. The diploma consists of any four courses (12 credit hours) taken on campus and/or online.

Students may wish to select a specific area in which to focus their studies, for example, NextGen Ministry. Faculty advisors will assist students in selecting courses which align with their goals and ministry setting.

Admission Requirement: Undergraduate degree preferred.

### Objectives of the Practical Ministry Diploma

Graduates will:

- have greater understanding of ministry;
- be prepared to minister in formal and informal settings;
- participate in practical hands-on ministry experiences, implementing practical models of creative need-meeting ministries.

## TESL DIPLOMA

### (TEACHERS OF ENGLISH AS A SECOND LANGUAGE)

The TESL Diploma 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 Diploma 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 Diploma, 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 minor are also required to take TESL I as part of their program.

## 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 cohort format 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 fall  
Online – every year

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

## 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

As needed

**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

As needed

**Introduction to Bible Study Tools - Hebrew (OT 308)** focuses on using electronic tools to work with the major language behind the Old Testament. It

**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

As needed

**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

As needed

## NEW TESTAMENT

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

3 credit hrs

On-Campus – every spring

Online – every year



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

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

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

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

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

3 credit hrs                      On-Campus – alternate years, fall

**Biblical Greek I** (NT 312) is a study of *Koine* Greek, the form of the Greek language used in the New Testament. Basic Greek vocabulary and grammar is taught and applied to the translation of selected New Testament texts. This course is built around Biblingo software.

3 credit hrs                      Online – every year

**Biblical Greek II (NT 313)** is a continuation of Biblical Greek I with an emphasis on *Koine* Greek grammar using translation of the New Testament and other early Christian texts.

3 credit hrs                      Online – every year

**I & II Corinthians** (NT 413) is a study in the background, content, and specific theological themes present in I & II Corinthians.

3 credit hrs                      Online – every year

## THEOLOGY

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

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

**Christian Doctrine I** (TH 305) provides a systematic treatment of the nature and sources of theology. The problems of knowledge and authority, the proper approach to the Bible as God's written revelation, and the doctrines of God, creation, anthropology, and sin are considered. Pre-requisite: Basic Christian Beliefs.

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

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

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

**Contemporary Theology** (TH 403) is a study of contemporary movements in theology. Primary attention is given to liberation, feminist, process, and other modern theologies, particularly articulation of doctrines of God, humanity, and salvation. Pre-requisite or co-requisite: Christian Doctrine I and II.

3 credit hrs                      On-Campus – alternate years, fall

**Historical Theology** (TH 404) focuses particularly on the connection between theological thinking and the historical situation in which that thinking developed. This course gives 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.  
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

**Introduction to Sport & Recreation Management** (GE 124) introduces students to the sports and recreation industry, including its structures, and key sectors such as professional leagues, amateur sports, intercollegiate athletics, and recreational ventures. The course also addresses sport and recreation as avenues of ministry.  
3 credit hrs    On-Campus – every spring  
Online – every year

**Outdoor Elements I** (GE 125) provides students with experiential learning in a variety of outdoor disciplines such as hiking, camping, climbing, and kayaking while grounding these activities in a biblical framework of creation care, discipleship, and servant leadership. Students also participate in service ministries, learning what it means to serve others. While participating in these activities, students are also addressing skills related to communication and holistic wellness.  
6 credit hrs    On-Campus (Elements) – every year

**Outdoor Elements II** (GE 126) continues the experiences of Elements I. In this, students also work on technical skills, safety awareness, and group management strategies necessary for leading others in outdoor settings. Emphasis is placed on developing proficiency in group management, risk assessment, decision-making, and effective communication in outdoor settings. Students engage in outdoor activities and team building exercises that foster personal growth, resilience, and spiritual formation. While participating in these activities, students are also addressing skills related to communication and holistic wellness.  
6 credit hrs    On-Campus (Elements) – every year

**Immersive Cross-Cultural Experience** (GE 200) is designed to ensure that students have been immersed in a culture other than their own by the time they graduate. This 0-credit requirement may be met in a variety of ways including being an on-campus student from outside North America, being an immigrant, having lived in another culture as a exchange student, or having participated in a missions trip of at least seven days in length. Fulfillment of this credit will be confirmed in

consultation with the Registrar and recorded on the student's transcript.

0 credit hrs      On-Campus – every semester  
Online – every term

**Art Appreciation & Experience** (GE 210) is an introductory study of art appreciation. The course covers art-related vocabulary, focused observation, historical context and the elements and principles of design as an entry into discussion surrounding the meaning and purpose of visual imagery. Concepts emerge from the content areas of aesthetics, art history and critical inquiry.

3 credit hrs      Online – every term

**Sport, Recreation & Society** (GE 215) provides an exploration of the historical and sociological role of sport and recreation in culture, community, and global affairs.

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

**Introduction to Kinesiology** (GE 220)

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

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

3 credit 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

**Marketing & Promotion** (GE 320) builds on previous marketing courses by focusing on marketing in sports and recreation including participant and fan engagement, brand building, and leveraging sponsorships. Pre-requisites: Digital Marketing & E-Commerce; Advertising.

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

**Financial Management in Sports & Recreation** (GE 321) expands on principles learned in Financial Math and applies them to sports and recreational organizations, covering topics such as budgeting, revenue generation, and financial analysis. Pre-requisite: Financial Math.

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

**Managing Events & Facilities** (GE 322) considers practical and theoretical knowledge for planning, organizing, and executing sports and recreational events and managing related facilities.

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

**Communication & Media** (GE 324) examines the role of media in sports and recreation, including public relations, social media strategies, and managing relationships media organizations.

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

**Leadership Development through Sports and Recreation** (GE 325) has a two-fold emphasis. It guides students in identifying their own leadership abilities and potential, and, while teaching them the skills and dispositions to empower others as leaders in their organization or ministry.

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

**Entrepreneurship** (BUS 110) 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.

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

**Personal Branding** (BUS 115) explores many aspects of personal branding, including identifying various perspectives of personal branding, creating one's brand, formulating brand partnerships, handling challenges, ethical considerations, and strategic planning. Content includes strategic elements, content creation, writing, and digital and social media elements to help you build a successful personal brand.

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

**Market Research** (BUS 120) helps students learn the process of conducting market research from start to finish, including how to effectively present and communicate the results.

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

**Digital Marketing and E-Commerce** (BUS 125) helps students understanding the internet marketplace necessary to adapt to its many changes, while also equipping students with the skills to perform marketing and e-commerce roles. Course content includes building websites, digital products, sales funnels, and marketing materials.

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

**Advertising** (BUS 210) helps students build their foundation in the advertising industry through real-world projects, industry-related assignments, and relative case studies featuring real businesses. This course covers topics such strategy development, legal and ethical challenges, branding, and evaluating effectiveness.

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

**Project Management** (BUS 215) provides a foundation for effective project management that delivers on an end goal in alignment with business strategies and goals. This course provides an in-depth understanding of methodologies, applications, and skills needed to be a successful project manager.

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

**Integrated Marketing Communications** (BUS 220) provides key instruction on the concepts and methods in marketing communications for traditional and digital media, including a foundation in the development and execution of integrated communications strategies for an organization. Primary emphasis is placed on consumer insight, branding, market segmentation and positioning, message strategy, promotion, and the execution of marketing communications practice. The course includes the development of an IMC campaign for an organization.

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

**New Venture Creation** (BUS 310) teaches students methods for generating ideas for new ventures, the process of determining the market, and how to estimate if the market is big enough to achieve one's goals. For a large portion of the course, students work to launch an actual product of their choosing. The focus is on sustainable, and/or local products.

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

**Sales Team Management** (BUS 315) 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.

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

**Strategic Management & Planning** (BUS 320) equips students with the tools to analyze environments, formulate strategies, and implement plans effectively. Key topics include understanding organizational environments, designing strategic

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

|              |                                                          |
|--------------|----------------------------------------------------------|
| 3 credit hrs | On-Campus – alternate years, fall<br>Online – every year |
|--------------|----------------------------------------------------------|

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

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

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

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

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

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

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

**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

As needed

## HISTORY

**History of Civil Rights** (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 On-Campus – alternate years, spring

**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 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

**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 fall

**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 include money management, budgeting, financial goal attainment, the wise use of credit, insurance, investments, debt management, and taxation.

3 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. Pre-requisite: 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

**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

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

|              |                                                          |
|--------------|----------------------------------------------------------|
| 3 credit hrs | On-Campus – alternate years, fall<br>Online – every year |
|--------------|----------------------------------------------------------|

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

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

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

3 credit hours      On-Campus – alternate years, fall

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



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

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

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

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

3 credit hrs Online as needed

ministries and teaches systematic event planning methods.

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

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

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

3 credit hrs On-Campus

|              |                                   |
|--------------|-----------------------------------|
| 3 credit hrs | On-campus – alternate years, fall |
|--------------|-----------------------------------|

1.5 credit hrs On-Campus

**Discipling & Empowering Believers** (MIN 310) studies the biblical mandate, history, current realities, breadth, and challenges of Christian discipleship, including empowering and equipping others to share in ministry as leaders, teachers, and disciple makers through delegation and strong team leadership.

3 credit hrs

On-Campus

**Teaching the Bible to Younger Generations** (MIN 325) will guide students to see the Bible and its relevance through the eyes of younger generations. It is common for young people to see the Bible as boring or irrelevant. This course will teach students how to overcome those barriers and demonstrate how the Bible is relevant and interesting, regardless of someone's age.

3 credit hrs

On-Campus – every spring

Online – every year

**Multicultural NextGen Ministry** (MIN 400) will guide students through understanding the cultural mosaic that is growing in Canada. No longer is NextGen ministry reaching out to and engaging with youth from the same culture. We are now dealing with youth from various backgrounds and cultures. In this course students will learn about some of these cultures and how to engage with youth from different backgrounds.

3 credit hrs

On-Campus – every fall

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 – alternate years, 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

**Spiritual Formation Lab** (SF Lab) is a required course for students who do not earn a passing grade of B in the Spiritual Formation Component course (see page 40 for Graduation Requirements) and thus is required for all degree students. This Lab also requires a passing grade of B. Students enrolled in the Spiritual Formation Lab are charged a fee equivalent to the tuition for 1-credit hour.

0 credit hours

On-Campus – every semester

Online – every term

## CHRISTIAN SCHOOL EDUCATION

**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.  
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)**

**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

**Introduction to 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                      On-campus – alternate years

**Leadership Praxis I** (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

**Leadership Praxis II** (PX 352) provides an additional 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

## **INTERCULTURAL STUDIES**

**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

**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

## PASTORAL MINISTRY

**Homiletics II** (PM 302) continues the study in Homiletics I in teaching students to prepare and deliver sermons using a variety of methods and styles for a variety of settings, with a focus on expository preaching. Pre-requisite: Homiletics I.

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

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

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

**Church Multiplication** (PM 405) examines the strategic skills and habits that foster a missional culture and the multiplication of disciples and churches, including exposure to philosophies and strategies in church planting and transformational presence.

3 credit hrs      On-Campus

## WORSHIP LEADERSHIP

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

basic rhythms. This course may be exempted by exam. Students must be able to play the piano or enrol in Piano lessons as a co-requisite.

3 credit hrs      On-campus – every fall

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

1 credit hr      Annually, spring

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

1 credit hr      Annually, fall

**Music Theory II** (MU 236) is designed to build on the concepts covered in Music Theory I. This course will increase a student's usable musical skills, particularly in preparation for Worship Leading I. It covers notational systems, with a strong emphasis on chord reading, construction and analysis, as well as the several types of scales. Focus is given to transposition, modulation, cadences and aural analysis, some elementary harmony and composition is also included. Pre-requisite: Music Theory I or placement by exam.

3 credit hrs      On-campus – alternate years, spring

**Introduction to Songwriting & Arranging** (MU 305) explores and applies techniques of writing songs for the church and is rooted in principles of biblical corporate worship. Pre-requisites: Basic Christian Beliefs; Music Theory I.

3 credit hrs      On-campus – alternate years, spring

**Worship Leading I** (WL 401) is designed to introduce the student to the ministry and art of worship leading. Emphasis is placed upon the practical principles governing the creative preparation of worship orders for the local community and the development of necessary skills to follow through with leading the planned service, while also ensuring that the “fundamentals” of such leadership flow from a proper understanding of our heart’s posture. Pre-requisite: Introduction to Worship and Music Theory II, or permission from the Worship Leadership Program Director.

3 credit hrs      On-campus – alternate years, spring

**Worship Leading II** (WL 402) offers further inquiry into the art of worship leading and explores by practical application the necessary skills needed by a worship pastor. Emphasis is placed upon the practical principles involved in giving leadership to rhythm sections and vocal teams, as well as looking at the more unique non-Sunday worship planning needs (i.e. Christmas, Easter, etc.) that a primary worship leader needs to think about. The hands-on design of this course is to assist the student in gaining competence in using the tools and 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 Credits**

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, with a focus upon servanthood.

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. degree 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 2026**

|                                                            |                          |
|------------------------------------------------------------|--------------------------|
| Term dates                                                 | September 7 – October 24 |
| Last day to enrol or add a course                          | September 9              |
| Last day to withdraw from classes without academic penalty | October 3                |

## **Term 2 – November/December 2026**

|                                                            |                          |
|------------------------------------------------------------|--------------------------|
| Term dates                                                 | November 2 – December 19 |
| Last day to enrol or add a course                          | November 4               |
| Pre-registration for Terms 3 and 4                         | November 16-27           |
| Last day to withdraw from classes without academic penalty | November 28              |

## **Term 3 – January/February 2027**

|                                                            |                          |
|------------------------------------------------------------|--------------------------|
| Term dates                                                 | January 11 – February 27 |
| Last day to enrol or add a course                          | January 13               |
| Last day to withdraw from classes without academic penalty | February 6               |

## **Term 4 – March/April 2027**

|                                                            |                    |
|------------------------------------------------------------|--------------------|
| Term dates                                                 | March 8 – April 24 |
| Last day to enrol or add a course                          | March 10           |
| Pre-registration for terms 5 and 6                         | March 30-April 9   |
| Last day to withdraw from classes without academic penalty | April 3            |

## **Term 5 – May/June 2027**

|                                                            |                 |
|------------------------------------------------------------|-----------------|
| Term dates                                                 | May 3 – June 19 |
| Last day to enrol or add a course                          | May 5           |
| Pre-registration for terms 1 and 2                         | May 17-28       |
| Last day to withdraw from classes without academic penalty | May 29          |

## **Term 6 – July/August 2027**

|                                                            |                     |
|------------------------------------------------------------|---------------------|
| Term dates                                                 | July 12 – August 28 |
| Last day to enrol or add a course                          | July 14             |
| Last day to withdraw from classes without academic penalty | August 7            |

# **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 persons of high moral character whose conduct reflects a lifestyle consistent with Christian values and a commitment to honouring God in personal, academic, and community life.

### **Ministry Graces**

Applicants to the Master of Arts in Pastoral Theology are expected to demonstrate the personal qualities, spiritual maturity, and interpersonal capacities appropriate for preparation for Christian ministry. In some cases, applicants may be asked to complete additional assessment or provide further information to assist in the admissions process.

## **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>). 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 sent directly to the University either by mail or electronic transmission. 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 will be required to provide references as part of the application form. Kingswood students immediately transitioning from an undergraduate degree to the graduate degree program must have the permission of the Program Director instead of a reference.

### **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 Duolingo English Test, 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:

- Duolingo – 100; no subject test below 90
- 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 2026-2027**

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

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

|                                         |       |                  |
|-----------------------------------------|-------|------------------|
| Tuition                                 |       |                  |
| MA Business Administration              | \$400 | per credit hour  |
| MA Pastoral Theology                    | \$400 | per credit hour* |
| MA Clinical & Mental Health Counselling | \$625 | per credit hour  |
| Tuition Deposit                         | \$95  |                  |
| Graduation Fee                          | \$170 |                  |

\* See the Grants section for details about reducing this cost by up to \$8,000.

### **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.

considered registered for or be eligible to participate in a course until all fees are paid.

#### **Tuition Deposit**

After initial acceptance, a one-time \$95 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.

### **PAYMENT OF TUITION & FEES**

#### **Payment Terms**

Payment in full is due seven days prior to the commencement of a course. Students will not be

### **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.

of 20 credit hours, excluding advanced standing credit and including transfer credit.

- Students in the MAPT program are eligible for \$250 USD per credit hour after completion of 50% of the program, excluding advanced standing credit.

All students must maintain a grade point average of at least 2.0 on a 4.0 scale.

Application must be made directly to the Wesleyan Division of Education & Clergy Development at <https://airtable.com/appvuGPH13Gb3kXqq/shrp0RagsdwnVGuxu>. As part of the application, students must demonstrate a call to ministry and confirm their intention to serve in a local Wesleyan Church or Wesleyan ministry.

## **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 Education Grant Program**

(\$250 USD per credit hour; 50% of the program)

This grant, provided by The Wesleyan Church, is available to Wesleyan graduate students who hold a credential in the denomination (Ministerial Student, Licensed Minister, Ordained Minister).

- Students in the MA CMHC degree are eligible for \$250 USD per credit hour after completion

## **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 27 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.

### **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.

### **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.

### **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.

### **Credit Hour Definition**

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

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.

## **Student Success**

Kingswood University understands there may be significant demands for the attention of a graduate student yet also recognizes the importance of wise stewardship of time and finances.

Graduate students whose average GPA in two courses (either in the same term or in two consecutive terms) or whose cumulative GPA is below 2.7 will be encouraged to take a reduced course load.

Graduate students whose term GPA or cumulative GPA falls below the required level for graduation (2.5) will be encouraged to consider the wisdom of taking a break from their studies. This will be communicated in writing from the Registrar's office and in conversation with the Program Director or other mentor who will help the student develop a workable plan for success.

## **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.
- Prior Learning Credit – credit may be awarded in the M.A. (Pastoral Theology) degree for non-credit workshops, experiences, programs, etc. earned through the workplace or life experience.

Students should contact the Registrar's Office for more information

## **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, counselling internships, or practicum requirements.

Students can transfer a maximum of 15 credit hours into the M.A. (Pastoral Theology) or M.A. (Leadership) degrees and 21 credit hours into the M.A. (Clinical Mental Health Counselling) degree.

## **Academic Load**

A full time student in the M.A. Pastoral Theology degree is one who takes four credit hours per term. A full-time student in other graduate degree programs is one who takes six credit hours per term.

## **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) and MBA degrees, 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 2.5;
- (Students who enrolled before the 2026-2027 academic year and are continuously enrolled until graduation, must attain a minimum cumulative grade point average of 2.0).

Diplomas and transcripts will not be released until all financial commitments to the University have been paid.

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*.

### **Adding a Course**

Students may add a course within the first few days 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.

### **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. Students who do not access course materials within the first week of a term and who are unresponsive to contact from the Kingswood Extended office will be automatically removed from the course(s).

For information about tuition refunds see the Financial Information section of this Catalogue.

### **Withdrawal from the University**

A student wishing to withdraw from the University must complete the necessary withdrawal form, available from the Academic Affairs, Student Life or Financial Aid Office.

### **Late Assignments**

All assignments are due as described in the syllabus. There will be a grade reduction of 25% per day (24 hours) 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.

### **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 Vice President for Academic Affairs (VPAA) who will then discuss the assignment with the professor. The decision of the VPAA will be final. If the professor involved is also the VPAA, the student may bring the assignment to the attention of the Academic Committee.

### **Contesting a Final Grade in a Course**

A student may contest a final grade in a course within five days of receiving the grade, using the following procedure:

- 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 (VPAA) 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 five days.
  - The request must include a copy of the student's statement to the professor and the professor's response.
  - The VPAA will respond within ten days.
  - The decision of the Vice President for Academic Affairs will be final.
- If the professor involved is the VPAA, the written request may be submitted to applicable Academic Committee.

### **Contesting an Academic Policy Decision**

A student may contest a decision made as a result of academic policy by submitting a written appeal to the Academic Committee through the Vice President for Academic Affairs. Written appeals must be submitted within 15 days of receipt of official notice of academic action.

The decision of the Academic Committee will be final.



## 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).

## 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.

# 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

## Accommodations

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.

### **Student Success Centre**

The Student Success Centre 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 may be staffed by student volunteers. Assistance is available in areas such as organization, reading, writing, research, test preparation, and proof-reading.

### **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) and M.A. (Leadership) degrees 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.

## **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)**

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:

- 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:

#### Credits

#### Foundational Courses

|                                                   |   |
|---------------------------------------------------|---|
| 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 |

#### Advanced Courses

|                                                   |   |
|---------------------------------------------------|---|
| Advanced Theory & the Integration of Spirituality | 3 |
| Counselling within the Family System              | 3 |

|                                            |   |
|--------------------------------------------|---|
| Diagnosis, Assessment & Treatment Planning | 3 |
| Human Sexuality                            | 3 |
| Multicultural Counselling                  | 3 |
| Theory/Techniques - Group Counselling      | 3 |
| Research Theory & Design                   | 3 |
| Career Development & Counselling           | 3 |
| Trauma, Grief & Loss                       | 3 |
| Addictions Assessment & Intervention       | 3 |
| Psychopathology Theory & Practice          | 3 |
| Comprehensive Exam                         | 0 |

#### Practical Experience

|                   |    |
|-------------------|----|
| 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 within 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)

Students who have taken equivalent courses at other institutions may be able to earn advanced standing for such 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 27 hours.

## MASTER OF ARTS (PASTORAL THEOLOGY)

Dr. Justin Bradbury, 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 leadership, worship, evangelism and discipleship, the nature of the church and its mission, and spiritual formation. The final course is a capstone project, which is a praxis-focused master's thesis, in which students will develop a fulsome response to a specific opportunity, need, or theme in ministry and / or mission that they have identified during the program. There is no residency requirement for the program.

### Admissions Requirements

In addition to admissions requirements listed on page 90, 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 integration of scripture and biblical theology with pastoral leadership, worship, evangelism, and discipleship;

- gain a broader understanding of the nature of the church as the community of Christ and its role in fulfilling God's mission in the world;
- integrate and apply the biblical and theological principles learned in coursework to their practical ministry settings;
- be transformed by their encounter with the Word and practical theology

### 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:                              |                |
| Evangelism/Discipleship                        | 3              |
| 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.

## MASTER OF BUSINESS ADMINISTRATION

The Kingswood University MBA program is designed to equip future business leaders with the skills and knowledge necessary for success in the global marketplace while integrating core Christian principles of servant leadership, ethical stewardship, and social responsibility. The program prepares graduates to integrate faith with practice—creating value, shaping positive organizational cultures, demonstrating excellence in business competency, and serving their communities with purpose.

The Kingswood University Master of Business Administration (MBA) program is a 36-credit-hour degree that culminates in a capstone project, allowing students to synthesize learning, demonstrate business competency, and apply faith-based leadership principles in practice.

### Program Format

The Master of Business Administration (MBA) program is delivered in a cohort-based format, fostering a supportive learning community where students progress through the program together in a structured sequence of courses. New cohorts begin three times per year — in the Fall, Winter, and Spring terms — allowing flexibility in program entry while maintaining continuity and collaboration throughout the learning journey.

Each cohort follows a defined course order designed to build sequentially from foundational leadership formation to advanced business competencies and strategic application. Courses are taken in a prescribed rotation, ensuring depth of engagement, consistent faculty interaction, and strong peer-to-peer learning. This intentional design promotes both academic mastery and spiritual growth, enabling students to integrate faith, leadership, and business practice in a holistic and transformative way.

### Objectives of the MBA

Graduates will:

- Integrate faith and business

- apply Christian principles of servant leadership, ethical stewardship, and social responsibility to make informed and ethical business decisions in a complex global environment;
- Demonstrate ethical stewardship
  - apply financial, accounting, and operational principles to promote ethical, transparent, and responsible management of organizational resources;
- Lead with integrity
  - cultivate a leadership style that fosters positive organizational cultures, motivates teams, and resolves conflict through a values-based approach grounded in dignity and respect;
- Develop strategic purpose
  - formulate and implement business strategies that align organizational goals with a vision for positive social impact and the flourishing of communities;
- Apply business as mission
  - propose and execute a comprehensive project that integrates business principles with a clear mission for social good, demonstrating the ability to lead a venture that serves a higher purpose.

### Courses

The following courses are required for the MBA degree:

|                                               | <u>Credits</u> |
|-----------------------------------------------|----------------|
| <u>Foundational Courses</u>                   |                |
| Principles of Ethical Leadership & Management | 3              |
| Organizational Behaviour & Human Resources    | 3              |
| Non-profit Management & Philanthropy          | 3              |
| <u>Core Courses</u>                           |                |
| Accounting for Small Businesses               | 3              |

|                                                 |   |                                            |    |
|-------------------------------------------------|---|--------------------------------------------|----|
| Financial Management & Stewardship              | 3 | Project Management                         | 3  |
| Marketing in a Global Environment               | 3 | Entrepreneurship and New Business Ventures | 3  |
| Operations & Supply Chain Management            | 3 | Capstone Project: Business as Mission      | 3  |
| Artificial Intelligence and Business Innovation | 3 |                                            |    |
| Strategic Planning and Organizational Change    | 3 | Total Credit Hours                         | 36 |

## GRADUATE DIPLOMA IN CLINICAL & MENTAL HEALTH COUNSELLING

Dr. Allen Lee, Program Director

The Post-Graduate Diploma 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 Diploma 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 diploma 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              |
| <u>Practical Experience</u>                       |                |
| Residence Lab                                     | 3              |
| Total Credit Hours                                | 18             |



## **COURSE DESCRIPTIONS (GRADUATE)**

### **BUSINESS ADMINISTRATION**

#### **Principles of Ethical Leadership & Management**

(BUS 510) examines the theory and practice of leadership and management through a Christian ethical framework. Students explore moral reasoning, decision-making, and character formation as essential components of effective leadership. Topics include values-driven management, servant leadership, organizational ethics, and the integration of faith in professional practice. Emphasis is placed on cultivating integrity, discernment, and accountability in leading teams and organizations, with attention to legal and ethical responsibilities within governance and compliance. Through reflection, case analysis, and applied learning, students will develop the skills to lead with wisdom, compassion, and a commitment to the common good.

3 credit hrs                      Annually, Term 1 (Sept/Oct),  
3 (Jan/Feb), 5 (May/Jun)

#### **Organizational Behaviour & Human Resources**

(BUS 511) explores the dynamics of human behaviour within organizations and the strategic management of people as a vital resource for mission success. Students examine motivation, communication, team development, conflict resolution, and organizational culture through both contemporary theory and a Christian understanding of human dignity and stewardship. Emphasis is placed on creating healthy workplaces that foster trust, engagement, and purpose. Topics include recruitment and retention, performance management, leadership styles, employee development, and legal and ethical considerations in employment practices. By integrating biblical principles with modern HR practices, students learn to cultivate organizational environments where individuals and teams can thrive in pursuit of shared goals.

3 credit hrs                      Annually, Term 1 (Sept/Oct),  
3 (Jan/Feb), 5 (May/Jun)

**Non-Profit Management & Philanthropy** (BUS 512) explores the unique dynamics of leading and sustaining mission-driven organizations through the

lens of Christian stewardship and service. Students examine strategic planning, governance, fundraising, financial accountability, and program evaluation within the non-profit sector. Legal and ethical dimensions of charitable operations and donor relations are emphasized, along with emerging trends in global philanthropy. Through case studies and applied projects, students gain the skills to design, manage, and grow organizations that advance transformative causes and steward resources with integrity and purpose.

3 credit hrs                      Annually, Term 2 (Nov/Dec),  
4 (Mar/Apr), 6 (Jul/Aug)

#### **Accounting for Small Businesses** (BUS 531)

introduces the principles and practices of financial and managerial accounting as they apply to small businesses and entrepreneurial contexts. Students will develop the ability to record, interpret, and communicate financial information to support effective decision-making, planning, and performance evaluation. Emphasis is placed on developing financial literacy, including a strong understanding of general-purpose financial statements such as the balance sheet, income statement, statement of retained earnings, and statement of cash flows. Rather than focusing solely on preparation, the course emphasizes the interpretation and analysis of financial information to evaluate business performance and inform strategic decisions. Students will also be introduced to key financial ratios and analytical tools used to assess financial health, identify risks, and support data-driven decision-making.

3 credit hrs                      Annually, Term 2 (Nov/Dec),  
4 (Mar/Apr), 6 (Jul/Aug)

#### **Financial Management & Stewardship** (BUS 532)

provides a practical and values-based approach to financial decision-making for small businesses, new ventures, and entrepreneurial organizations. Students learn to interpret financial statements, develop budgets, manage cash flow, and evaluate investments through the lens of biblical stewardship and ethical responsibility. Integrated modules emphasize financial analytics, performance metrics, and compliance within legal and regulatory frameworks. By aligning financial strategies with

organizational mission and data-informed decision-making, students are equipped to lead ventures that promote transparency, sustainability, and lasting community impact.

3 credit hrs                      Annually, Term 1 (Sept/Oct),  
3 (Jan/Feb), 5 (May/Jun)

**Marketing in a Global Environment (BUS 533)** examines marketing principles and practices within the context of a global and rapidly changing marketplace. Students explore how to identify customer needs, create value, and build sustainable relationships across cultures and sectors. Emphasis is placed on market analytics, digital engagement, and understanding global economic trends that shape consumer behaviour. Through a Christian worldview, students evaluate ethical issues in marketing, including transparency, cultural sensitivity, and responsible communication. Applied projects enable students to design marketing strategies that are both effective and aligned with faith-based values of integrity and stewardship.

3 credit hrs                      Annually, Term 1 (Sept/Oct),  
3 (Jan/Feb), 5 (May/Jun)

**Artificial Intelligence (AI) and Business Innovation (BUS 534)** explores the transformative role of artificial intelligence (AI) in shaping modern business strategy, operations, and innovation. Students learn how to leverage AI tools for performance optimization, data-informed decision-making, and predictive analysis for both for-profit and non-profit ventures. Emphasis is placed on discerning the ethical, social, and spiritual implications of AI adoption through a Christian worldview—addressing stewardship, transparency, and human dignity. Topics include AI in financial modeling, digital marketing, and business growth strategies. Through hands-on learning, students develop the ability to integrate AI responsibly and creatively to drive sustainable innovation.

3 credit hrs                      Annually, Term 2 (Nov/Dec),  
4 (Mar/Apr), 6 (Jul/Aug)

**Operations & Supply Chain Management (BUS 535)** provides a comprehensive understanding of how products and services are designed, produced, and delivered efficiently and ethically. Students explore key concepts in operations strategy, process improvement, quality management, logistics, and supply chain coordination. Emphasis

is placed on stewardship, sustainability, and responsible resource management informed by Christian ethics. Data analytics and performance metrics are introduced as tools to optimize efficiency and strategic decision-making. Through case studies and practical applications, will learn to build resilient operations that serve organizational goals and the broader community.

3 credit hrs                      Annually, Term 2 (Nov/Dec),  
4 (Mar/Apr), 6 (Jul/Aug)

**Strategic Planning & Organizational Change (BUS 551)** examines the processes by which leaders develop and implement effective strategies while guiding organizations through change with wisdom and integrity. Students will learn how to analyze internal and external environments – including economic and global trends – to formulate strategic goals and implement mission-aligned plans. Emphasis is placed on change management, ethical leadership, and data-informed decision-making to support transformation. Integrating biblical principles of discernment and stewardship, the course prepares students to lead organizations through innovation and growth that honour both people and purpose.

3 credit hrs                      Annually, Term 1 (Sept/Oct),  
3 (Jan/Feb), 5 (May/Jun)

**Project Management (BUS 552)** provides students with the tools and frameworks to plan, execute, and evaluate projects effectively within diverse organizational settings. Emphasis is placed on aligning project goals with mission and values, managing resources responsibly, and leading teams with integrity. Students learn principles of project scope, scheduling, budgeting, risk management, and performance evaluation through real-world applications. Legal and ethical considerations in contracts and stakeholder engagement are also explored. Rooted in a Christian principles of stewardship and collaboration, the course equips leaders to deliver successful projects that create lasting value for their organizations and communities.

3 credit hrs                      Annually, Term 1 (Sept/Oct),  
3 (Jan/Feb), 5 (May/Jun)

### **Entrepreneurship & New Business Ventures**

(BUS 553) equips students with the mindset, tools, and strategies needed to identify opportunities, develop business models, and launch ventures that integrate innovation with ethical and sustainable practices. Students explore the entrepreneurial process—from idea generation and feasibility analysis to financing, marketing, and operations—with attention to global economic forces and AI-driven disruption. Emphasis is placed on creativity, stewardship of resources, and faith-informed approaches to risk and growth. Through case studies and applied projects, students design ventures that create economic and social value while advancing redemptive leadership in their communities.

3 credit hrs                      Annually, Term 2 (Nov/Dec),  
4 (Mar/Apr), 6 (Jul/Aug)

### **Capstone Project: Business as Mission**

(BUS 560) is the culminating expression of the Kingswood MBA. It invites students to integrate their faith, knowledge, and leadership experience into a transformative business initiative that embodies the calling to serve through enterprise. Students design or evaluate a real-world venture that reflects business excellence, ethical stewardship, and missional purpose. Rooted in a faith-informed understanding of leadership, the project emphasizes business as a redemptive force that advances the Kingdom of God through economic and social impact. Students demonstrate mastery in applying strategic insight, financial analysis, and moral discernment to ventures that serve people, strengthen communities, and glorify God.

3 credit hrs                      Annually, Term 2 (Nov/Dec),  
4 (Mar/Apr), 6 (Jul/Aug)

## **CLINICAL MENTAL HEALTH COUNSELLING**

**Research Theory & Design** (GEN 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 hrs                      Annually, Term 3 (Jan/Feb)

**Human Growth & Development** (PS 501) explores individuals throughout the lifespan in the areas of cognitive, personality, physical, and social development specifically through the examination of various theories.

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

**Psychopathology Theory & Practice** (PS 601) 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 hrs                      Annually, Term 1 (Sept/Oct)

### **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 hrs                      Annually, Term 1 (Sept/Oct)

### **Counselling Techniques & the Helping Relationship**

(COUN 502) introduces the fundamentals of a therapeutic relationship and essential skills within the professional counselling setting.

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

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

**Residence Lab** (COUN 510) 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.

3 credit hrs                      Annually, Term 5 (May/June)

**Advanced Theory & the Integration of Spirituality** (COUN 601) guides students to examine critically 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, with current research related to spirituality and counselling.

3 credit hrs                      Annually, Term 6 (Jul/Aug)

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

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

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

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

**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 hrs                      Annually, Term 1 (Sept/Oct)

**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, socioeconomic status, leisure, individual interests and abilities, and other life roles.

3 credit hrs                      Annually, Term 4 (March/April)

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

**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 hrs                      Annually, Term 1 (Sept/Oct)

**Christian Spiritual Formation** (MIN 505) 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 hrs                      Annually, Term 5 (May/June)

**Comprehensive Exam** (COUN 650) must be taken following the completion of content-based curriculum courses and a score of at least 60% attained. 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 (Counselling)** (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                      Annually, Term 6 (Jul/Aug)

**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. Students should not be enrolled in course work at the same time as an internship placement.

6 credit hours                      Any term

**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                      Any term

## PASTORAL THEOLOGY

**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 3 (Jan/Feb),  
5 (May/June)

**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                      As needed

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

3 credit 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),  
6 (July/Aug)

**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),  
5 (May/June)

**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),  
4 (March/April), 6 (July/Aug)

**Capstone Project (Pastoral Theology)** (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                      Annually, Term 5 (May/June)

**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 & AFFILIATE FACULTY**

### **ERICA BOWLER**

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B.A., Ambrose University  
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M.T.S., Regent College  
Ph.D., McGill University  
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Program Director, M.A. Pastoral Theology  
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 of Manchester  
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B.A. (Religion), Bethany Bible College  
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B.Sc., Mount Allison University  
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M.B.A., Universidad Isabel I  
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# **KINGSWOOD EXTENDED**

**Non-Academic Credit  
Certificate Programs**



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 to degrees offered on campus in courses, requirements, and outcomes.

## 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 credentialling 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 credentialling requirements.

The following courses have been approved to meet Wesleyan credentialling 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

## COURSE DESCRIPTIONS – KX NON-ACADEMIC CREDIT

### GENERAL EDUCATION COURSES

**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.

**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.

**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.

**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.

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

**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 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.

**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.

**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

**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.

**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.

**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.

**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.

**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.

**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.

**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.

**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.



# 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.

**Academic Calendar** – EWBC has two semesters per year of 15 to 16 weeks in length. Classes are taught for two hours daily, in three-week modules.

**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 D 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. If a

student is absent for more the six hours, he or she will receive N.C. for the course.

**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+           | 95-100%    | C+           | 65 - 69%   |
| A            | 90 -94%    | C            | 60 - 64%   |
| A-           | 80 - 89%   | D+           | 55 - 59%   |
| B+           | 75 - 79%   | D            | 50 - 54%   |
| B            | 70 - 74%   | F            | 0 - 49%    |

## CHRISTIAN WORKERS CERTIFICATE

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).

### Guidelines for Admission

- Completion of Form 5 and a pass in English.
- For mature entry, the student must be a pastor serving on the ground. Basic English knowledge is essential
- Resident students must have a recommendation from a recognized hospital verifying the applicant's physical ability to study, and listing any dietary requirements or chronic medical problems that need to be monitored.

## Courses

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

|                                        | <u>S African Credits</u> |
|----------------------------------------|--------------------------|
| <u>General Education</u>               |                          |
| Understanding People                   | 9                        |
| Intro to Christian Ethics              | 9                        |
| Intro to Research Writing              | 7                        |
| Intro to Computer & Typing Skills      | 5                        |
| <u>Bible</u>                           |                          |
| Intro to the Old Testament             | 8                        |
| Intro to the New Testament             | 8                        |
| Intro to the Life & Ministry of Christ | 7                        |
| <u>Theology</u>                        |                          |
| Basic Theology                         | 9                        |
| Gods' Call to Holiness                 | 9                        |
| <u>Church History</u>                  |                          |
| Intro to General Church History        | 9                        |
| <u>Christian Education</u>             |                          |
| Intro to Methods of Bible Teaching     | 9                        |
| <u>Practical Theology</u>              |                          |
| Personal Spiritual Growth              | 8                        |
| Intro to Methods of Bible Study        | 9                        |
| Intro to the Ministry of Discipleship  | 9                        |
| Capstone                               | 2                        |

## CHRISTIAN MINISTRIES DIPLOMA

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).

## Guidelines for Admission

- The applicant must be at least 18 years of age and have two or more years of active involvement at a local church level.
- Completion of an approved secondary school with a holder of IGCSE/GCE/SGCSE or other internationally recognized qualification similar to O-Levels certificate with at least three credit passes, including the English language

## Curriculum

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 Credits</u> |
|-------------------------------|--------------------------|
| <u>General Education</u>      |                          |
| Oral Communication            | 5                        |
| Introduction to Psychology    | 9                        |
| Marriage & Family             | 7                        |
| World Religions               | 8                        |
| Christian Ethics              | 9                        |
| African Traditional Religions | 9                        |
| Research Writing              | 7                        |
| Computer & Typing Skills      | 5                        |
| English                       | 6                        |
| <u>Bible</u>                  |                          |
| Old Testament Survey          | 8                        |
| Pentateuch                    | 9                        |
| New Testament Survey          | 8                        |
| Life & Teachings of Jesus     | 7                        |
| Acts                          | 9                        |
| Romans & Galatians            | 9                        |
| Pastoral Epistles             | 9                        |
| <u>Theology</u>               |                          |
| Introduction to Theology      | 9                        |
| Theology I & II               | 18                       |
| Doctrine of Holiness          | 9                        |
| <u>Church History</u>         |                          |

|                                      |   |                                      |   |
|--------------------------------------|---|--------------------------------------|---|
| General Church History               | 9 | Spiritual Formation                  | 8 |
| African Church History               | 9 | Inductive Bible Study                | 9 |
| Wesleyan Church History & Discipline | 9 | Introduction to Entrepreneurship     | 9 |
| <u>Christian Education</u>           |   | Ministry of Discipleship             | 9 |
| Introduction to Christian Education  | 9 | Principles of Homiletics             | 9 |
| Methods of Bible Teaching            | 9 | Leadership in the Church             | 9 |
| Children's Ministry                  | 9 | Community Transformation             | 9 |
| Youth Ministry                       | 9 | Principles of Hermeneutics           | 9 |
| <u>Practical Theology</u>            |   | Cross-Cultural Communication         | 9 |
| Pastoral Ministry                    | 9 | Corporate Evangelism/Church Planting | 9 |
| Pastoral Counselling                 | 9 | Capstone                             | 2 |

## COURSE DESCRIPTIONS – EMMANUEL WESLEYAN BIBLE COLLEGE

### GENERAL EDUCATION COURSES

**Oral Communication** (GE 100D) is an introductory course that helps the student to understand what communication is and how it affects human relationships and interaction. Emphasis is on public speaking with attention to audience analysis, organizational and delivery skills.  
5 South African credit hrs

**Understanding People** (GE 101C) introduces the student to human behavior and develops an understanding for the reasons why people do what they do, think what they think, and feel what they feel. Focus will be on stages of human development, healthy and unhealthy attachments, the role of the cognitive process in beliefs, feelings and behavior and the effects of trauma on the individual. Self awareness and application of this material to oneself will be a central theme to enhance a clearer understanding of others.  
9 South African credit hrs

**Introduction to Psychology** (GE 101D) introduces the student to general psychology and how it aids Christian workers in understanding the reasons why people do what they do, think what they think and feel what they feel. The focus will be on stages of human development, healthy and unhealthy attachments, the role of the cognitive process in

beliefs, feelings and behavior and the effects of trauma on the individual.  
9 South African credit hrs

**Marriage & Family** (GE 102D) is a practical survey of marriage and family from A to Z. After a brief overview, the study focuses on such matters as: ways to choose a mate, guidelines for engagement and wedding, communication principles, sexual fulfillment, making decisions, how to be a good spouse and parent, tough issues, and final year are explored.  
7 South African credit hrs

**World Religions** (GE 103D) introduces the students to explore different world religions and belief traditions in greater detail, understanding how their sacred writings and teachings meet various human needs. Students will also examine how time and place influence these religious systems and develop research and inquiry skills related to the study of human expressions of belief from a Biblical perspective.  
8 South African credit hrs

**Introduction to Research Writing** (GE 104C) introduces the basic research concepts through the library and guides students on basic writing and comprehension skills.  
7 South African credit hrs

**Introduction to Computer & Typing Skills** (GE 105C) equips students with typing skills and introduces them to operating essential computer software, like Word processes.

5 South African credit hrs

**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** (CODE) 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 of the Wesleyan Church globally, and attention is given to the formation of the Emmanuel Wesleyan Church in Southern Africa. The Discipline of the Wesleyan Church is an essential handbook for pastors, church leaders, and members addressing the organization, positions, and doctrine of The Wesleyan Church.

9 South African credit hrs

**Introduction to Christian Ethics** (GE 201C) examines how Christians relate to their traditions, sources, norms, and values to engage in ethical reflection with an emphasis on the African context. The course will also examine how the Bible teaches us to make moral decisions.

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 to develop skills in writing different kinds of research papers.

7 South African credit hrs

**Christian Ethics (GE 201D)** is designed to enable students to attain critical skills in Christian moral reasoning and effectively utilize such skills in relation to contemporary moral controversies affecting society today from an informed Bible perspective. Prerequisites: Introduction to

Psychology, Introduction to Theology, Theology I & II.

9 South African credit hrs

**Introduction to Entrepreneurship** (PTH 300D) introduces the student to the core principles of entrepreneurship and the process involved with developing new ventures. Students will learn how to creatively evaluate opportunities, develop strategies, create a business plan, and acquire financing for a new venture.

9 South African credit hrs

**African Traditional Religion (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, African Church History, Leadership in the Church.

9 South African credit hrs

**Introduction to General Church History** (CH 300C) is a general and brief overview of the Christian church from the New Testament to the present. It will help the student to understand the beliefs and the denominational expressions of modern Christianity.

9 South African credit hrs

**General Church History** (CH 300D) is a survey of the growth of the Christian Church from apostolic times to the recent era. Attention will be given to the major divisions within Christianity that gave rise to new branches of the Church. This course will also provide an examination of the Church as an institution and as a people. Thus, while context, dates and names establish the background for historical understanding of the institution of the Church, ideas will also be discussed from an explicitly evangelical perspective. Prerequisites: Wesleyan Church History & Discipline, World Religions.

9 South African credit hrs

**African Church History** (CH 301D) is a study of the Christian Church in Africa with special emphasis on the church in southern Africa 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 Church History & Discipline, World Religions.

9 South African credit hrs

## **BIBLE & THEOLOGY COURSES**

**Introduction to Old Testament** (BIB 100C) is a foundational course in Bible providing an overview of the Old Testament books. Attention is given to historical setting, important persons and major message of each book. It covers the history of God's redemptive work in the world through the Hebrew nation in its development, fall, exile and restoration.

8 South African credit hrs

**Old Testament Survey** (BIB 100D) is an introduction and overview of the 39 books of the Old Testament and explores the importance, structure, and canon of the Old Testament. The study examines book by book: the author, readers, date, literary style, context, outline, theme, purpose, key passages, and principles for today.

8 South African credit hrs

**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

**Introduction to New Testament** (BIB 102C) is a foundational course in Bible providing an overview of the New Testament books. Attention is given to the historical setting, important persons and major message of each book. It covers Christ's life, the church's establishment, and early apostolic writings through Revelation.

8 South African credit hrs

**New Testament Survey** (BIB 102D) is an introduction and overview of 27 books and explores the canon, historical background, and geography of the New Testament. This study examines book by book: the author, readers, date, literary style, context, outline, theme, purpose, and key passages. It emphasizes principles for living, and Jesus Christ and His church as unifying themes.

8 South African credit hrs

**Introduction to Life & Ministry of Christ** (BIB 101C) is a historical 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 His parables are also a major interest.

7 South African credit hrs

**Life & Teaching of Jesus** (BIB 101D) explores Matthew, Mark, and Luke—the Synoptic gospels. It covers the background, purposes, and geography of the Gospels. Throughout this verse by verse approach the context of Christ's teachings and miracles are emphasized. The content is arranged by a principle-centered method, which enables students to apply, preach, and teach these great timeless, cross-cultural truths. The study of the life of Christ is chronological. It begins with the events of his birth and continues through His life, death, resurrection, and ascension to heaven. Throughout His life, the course emphasizes the context of His teachings and miracles. The content is arranged to help students apply the principles of this study to their own lives and to preach and teach these great truths to others.

7 South African credit hrs

**Acts** (BIB 200D) is a thorough study of the content, purposes, principles, and applications of Acts. This course emphasizes the role of the Holy Spirit then and now. Attention is given to the geographical, numerical, cultural, and theological growth of the Church from Jerusalem to Rome. The journeys of Paul are examined as the background of his epistles. Prerequisite: New Testament Survey.

9 South African credit hrs

**Pastoral Epistles** (BIB 202D) is a thorough study of five of Paul's letters, from I Thessalonians through Titus. Examining each of the five letters includes an analysis of the biblical author, date, readers,

historical and cultural setting, purpose, themes, special features, and outlines. Also, studying each epistle involves the exegesis and analysis of each paragraph in its literary context, with an emphasis on the two main hermeneutical questions: what did this paragraph mean to the first readers? And what does it mean to us today? Continuing to the top of the hermeneutical ladder, each lesson identifies timeless, cross-cultural principles for every paragraph of these five letters. Interactive questions, case studies, and illustrations guide students to evaluate and apply these principles to the situations believers face today. Prerequisites: New Testament Survey, Acts, Pastoral Ministry. 9 South African credit hrs

**Romans & Galatians (BIB 300D)** is a thorough study of Romans and parallel passages in Galatians. The course begins with an analysis of Romans and Galatians: the cities, author, dates, readers, purposes, themes, special features, and outlines. The study continues with an exposition of each paragraph and section of Romans, with an emphasis on the two hermeneutical questions: what did the text mean to the first readers? How does it apply to us? Each lesson identifies timeless, cross-cultural principles. Interactive questions, case studies and illustrations guide students to apply these principles to the situations believers face today. Prerequisites: New Testament Survey, Acts, Pastoral Epistles 9 South African credit hrs

**Basic Theology (THE 100C)** is an introduction to basic biblical doctrines from a Wesleyan perspective. It covers basic Christian beliefs, truths, and understanding traditionally held by the church. It covers such themes as the authority of scripture, creation, redemption, and the purpose of the church in relation to the Christian life. 9 South African credit hrs

**Introduction to Theology (THE 100D)** is a study enabling the student to enter the field of theology with a systematic overview of the basic doctrinal themes of the Bible from a Wesleyan perspective. The goal is to allow the student to interact and discuss the application and implications of these doctrines in their own context. 9 South African credit hrs

**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 are theologically explored. 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

**God's Call to Holiness (THE 300C)** aims to lead the student into an understanding of scriptural holiness. It addresses such questions as the biblical definition and need for holiness. It covers such themes as when holiness begins, entire sanctification, evidence of being holy and how to grow in holiness. 9 South African credit hrs

**Doctrine of Holiness (THE 300D)** is a survey of the Biblical doctrine of entire sanctification/baptism of the Holy Spirit. The doctrine of entire sanctification is examined historically and biblically. An emphasis is made on the relationship of the doctrine to personal experience and practical living. Prerequisites: Introduction to Theology, Theology I & II, Wesleyan Church History & Discipline. 9 South African credit hrs

## CHRISTIAN EDUCATION COURSES

**Introduction to Christian Education (CE 100D)** is designed to introduce the educational ministry of the church. It prepares students to organize and lead Christian education initiatives in the church. The course covers such topics as: a biblical philosophy of Christian education, recruiting and training Christian Education workers, curriculum planning, age-level departmentalization, and evaluation. 9 South African credit hrs

**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

**Children's Ministry** (CE 201D) introduces the student to the why and how to minister to children. The course contrasts the structures and ministries of Sunday school and the children's church. It gives guidelines for curriculum, classroom, methods of evangelism and discipleship, good communication, creative teaching methods, discipline and a team from children's ministry to bless the whole church. Prerequisites: Introduction to Christian Education, Methods of Bible Teaching. 9 South African credit hrs

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

## **PRACTICAL THEOLOGY COURSES**

**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

**Introduction to Methods of Bible Study** (CE 103C) is a foundational course that gives the student understanding of how to become a discoverer and observer of the text and how to interpret it and incorporate it into his or her daily life. Concentration is on guiding the learner to approach study more in-depth. Includes ways to summarize the text through charts and discussion. 9 South African credit hrs

**Personal Spiritual Growth** (PTH 101C) is a foundational course 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

**Inductive Bible Study** (PTH 103D) introduces students to a systematic and comprehensive approach to Bible study. The course helps the student understand the process from initial observation and interpretation of texts in their literary, historical, and canonical contexts to the contemporary appropriation of these texts in both implication and application. 9 South African credit hrs

**Introduction to Methods of Bible Teaching** (CE 200C) is an introduction to the basic principles of the teaching and learning process. It considers methods applicable to teaching the Bible and curriculum within the context of the local church. 9 South African credit hrs

**Pastoral Counselling** (PTH 200D) 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

**Principles of Hermeneutics** (PTH 201D) is an introduction to general principles for interpreting the Bible. The study concludes by exploring the role of the Holy Spirit in interpreting and applying the Word of God. Prerequisites: Oral Communication, Inductive Bible Study, Introduction to Theology, Theology I. 9 South African credit hrs

**Pastoral Ministry** (PTH 202D) focuses on the ministry of the pastor in three areas: preparation-call, devotional life, and personal life. Responsibilities-preaching and teaching, worship, pastoral care, leading, training, forming cell groups,

and special services. Relationships with lay leaders, team, work, and calling. Prerequisites: Marriage & Family, Introduction to Theology, Theology I, Introduction to Psychology, Pastoral Counselling. 9 South African credit hrs

**Principles of Homiletics** (PTH 203D) is designed to teach pastors, evangelists, missionaries, teachers, and lay persons a five step method to prepare expository sermons. Students learn to develop the problem and solution parts of the sermon by stating a principle, and then explaining, illustrating, and applying it. We emphasize using illustrations to move the truth from the head to the heart. Prerequisite: Inductive Bible Study. 9 South African credit hrs

**Leadership in the Church** (PTH 301D) introduces the student to grow into the leader God has planned for them to be. This course is filled with graphics, life stories, relevant questions, and learning activities to practice as you develop the character and skills you need to lead. No course in the curriculum is more important for a leader than this one. 9 South African credit hrs

**Cross Cultural Communication** (PTH 302D) introduces the student to adventure with graphics, life stories, and practical exercises to make it as real and helpful as possible. It explores the missionary's purpose, character, and challenges of understanding layers of culture and worldviews of various people groups. From the inside out there will be practice thinking from the positions of those who are mostly relational, intellectual, or spiritual. The cycle of communication and the barriers to overcome in each of its steps will be examined. Consideration will be given to 12 ways to communicate without talking. There will be an invitation to climb the five steps of learning new values. The student will be encouraged and even stretched to practice seeing nine values through the eyes of those who view life from an opposite perspective. Because the rise and fall of our messages depend on relationships, time will be devoted to several lessons emphasizing and practicing 12 principles for relating to family members, team members, and the host culture that God calls us to serve. Finally, since conflict is an inevitable part of life, consideration will be placed on its role, its levels, responses to it, and key principles

to deal with it. Prerequisites: Oral Communication, Introduction to Psychology, Christian Ethics. 9 South African credit hrs

**Community Transformation** (PTH 303D) introduces the student to a biblical and theological framework for local church intentional engagement in the community. Meaningful tools for community needs assessment, program development, and resource access are explored. The course examines compassionate incarnational ministries that have enabled communities to see, experience, and hear God's transformative work, and assess strategies for integration of these ministries into the other ministries of the church. Prerequisites: Cross-Cultural Communication, Christian Ethics, Intro 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 creative methods of evangelism and church planting. Practical experience is a key part of the course. Prerequisites: Introduction to Christian Education, Community Transformation, Principles of Hermeneutics, Cross-Cultural Communication. 9 South African credit hrs

**Introduction to Ministry of Discipleship** (PTH 305C) is designed to empower and facilitate the student's growth as a disciple and, ultimately, a disciple-maker. It seeks to cultivate the knowledge, plan, and basic skills necessary to participate in the work of discipleship both in his or her community and the broader church. 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



## OTHER EXPERIENCES

**Chapel** is a significant part of the EWBC theological educational program, and attendance is a part of the requirements for graduation for resident students. A student is required as assigned to participate in chapel corporate worship. This encompasses leadership, preaching, teaching, and assisting in having a spiritually oriented chapel service as part of a faith formation student journey.

**Capstone** encompasses aspects of spiritual formation including chapel, discipleship, missions, evangelism, mentorship and counselling.

**Ministry Internship** is a ministry student placement program where a student is directly positioned under a spiritual mentor. It is a requirement for graduation and the primary goal is to provide learning practical experience related to the program of study for the student. The office of the dean of students coordinates with the local ministry mentors to evaluate core learning outcomes for effective student ministry.

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