

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

CHARTER

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

ACCREDITATION

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

OTHER ASSOCIATIONS

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

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

Kingswood University
2016-2017 Catalogue
Published August 2016

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STAFF DIRECTORY

Office of the President

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

Academic Affairs

Vice President for Academic Affairs Janet M. Starks, 432-4407
Associate V.P. for Graduate Studies Kenneth Gavel, 432-4461
Registrar Marilee Rodgerson, 432-4406
Office Manager Eileen Gavel, 432-4429
Receptionist Lyndsay Pearson, 432-4460
Director of Library Services Virnna Sabine, 432-4417
Library Assistant Amanda McFadzen, 432-4427
Director of Worship Robert Matthews, 432-4449
Campus Pastor Stephen Elliott, 432-4464

Faculty

Biblical Studies, Old Testament Clinton Branscombe, 432-4466
Biblical Studies, Theology Kenneth Gavel, 432-4461
Christian Counselling Allen Lee, 432-4419
Christian School Education Douglas Graham, 432-4472
Evangelism & Compassion Ministry Michael MacNeil, 432-4467
General Education David Trouten, 432-4473
Global Ministry Matthew Friedman, 432-4462
Pastoral Ministry & Church Planting Stephen Elliott, 432-4464
Student Ministries Brent Dongell, 432-4465
Worship Leading Betty Weatherby, 432-4463

Campus Life

Vice President for Campus Life Kirk G. Sabine, 432-4408
Administrative Assistant Judy Kearley, 432-4428
Men's Resident Director Nathan Maskery, 432-4448
Women's Resident Director Carolina Parker, 435-4414

Finance & Operations

Vice President for Finance & Operations Ivan R. Graham, 432-4403
Financial Officer Rob McMillan, 432-4413
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Director of Plant Operations Randy Forbes, 434-1318
Maintenance Facilitator David Walker, 432-0207
Director of Food Services Greg Mann, 432-4478
Assistant Cook Lynn Paris, 432-4478
Assistant Cook Bonnie Hatheway, 432-4478
Housekeeper Dianne Hornbrook, 432-4478

Enrolment & Communications

Vice President for Enrolment & Communications Brittany L. Trafton, 432-4402
Administrative Assistant/Receptionist Maggie Bean, 432-4422
Enrolment Counsellor Lindsay Miller, 432-4412
Enrolment Counsellor Lindsey Saunders, 432-4424
Enrolment Counsellor Jason Parker, 433-0011
Director of Financial Aid Shelley Vail, 432-4423
Director of Communications Dean Landry, 432-4492
Marketing Coordinator Rebecca Nicol, 432-4482
Graphic Design Assistant Troy Wilson, 432-4458
Sound Technician Scott Trafton, 433-0554

Development

Vice President for Development Allen Price, 432-4404
Administrative Assistant Debbie Benson, 432-4411
CEO, Buckingham Leadership Institute L. D. Buckingham, 227-6886

BOARD OF TRUSTEES

Executive Committee

Dr. H. C. Wilson, Chair	Moncton, NB
Rev. Mick Veach, Vice-Chair	Detroit, MI
Mr. Robert C. Strum, Secretary	Wilmington, DE
Dr. Stephen J. Lennox, University President	Sussex, NB

Members at Large

Rev. Pete Benson	Franklin, TN
Rev. Richard Cox	Altoona, PA
Rev. Moe Diggs	Waldorf, MD
Rev. Anita Eastlack	Allentown, PA
Dr. Philip S. E. Farrell	Toronto, ON
Mrs. Barbara Farrow	Buffalo, NY
Mrs. Barbara Halvorson	Presque Isle, ME
Mrs. Liza Heidelberger	Sioux Falls, SD
Rev. Paul James	Queensbury, NY
Rev. Kevin Johnson	Truro, NS
Rev. Richard Kavanaugh	Greenville, OH
Rev. Dwight Mikesell	Bethlehem, PA
Rev. Peter Moore	Moncton, NB
Rev. Paul Piraino	Painted Post, NY
Dr. Peter Rigby	Kingston, ON
Rev. Patrick Styers	Wesley Chapel, FL
Rev. Damian Williams	Pittsburgh, PA

Trustees Emeriti

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

Advisory Members – The Wesleyan Church

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

Direct correspondence to the appropriate department at:

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

E-mail Addresses:

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

A WORD FROM THE PRESIDENT



After extensive prayer and discussion, we recently approved a new mission statement:

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.

The statement may be new but the mission isn't. For over 70 years we've been preparing men and women to serve Christ by strengthening His church. At Kingswood, men and women are discovering the truths of God's Word and world. Students get first-hand experience in all aspects of ministry, including a four-month Supervised Ministry Experience in a church, school, or cross-cultural context. Most importantly, they are experiencing the transforming power of God's Spirit.

Campus life is rich and active, with student helping student grow into the leaders God has called them to become. Our students love studying amid the pastoral beauty of this area, minutes away from some of North America's most wondrous sites. They also relish the opportunity to take the gospel to the people in our own community and those metropolitan areas a short drive away.

The proof of our labour is found in our alumni, now serving God in 28 countries, 10 provinces, 41 states, and in over 20 denominations. Kingswood grads are known as some of the hardest working, most committed, and best prepared servants of the Church.

Whether you are seeking to prepare yourself for ministry or just need a place to deepen your walk and consider what God might have in store, Kingswood is an excellent choice. I welcome those who have already made the decision to become part of the Kingswood experience. We look forward to having you as part of our family. To those still looking for a school, why not come for a visit? You'll soon discover the "Kingswood difference."

For the King and Kingswood,

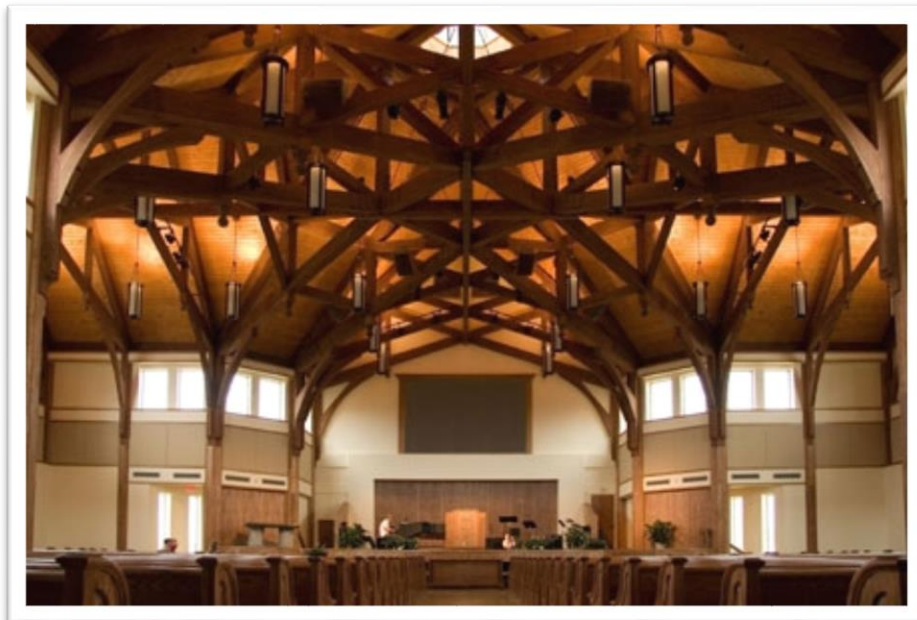
Stephen J. Lennox, Ph.D.
President, Kingswood University

OUR MISSION & CORE VALUES

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

We are committed to ...

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



GENERAL INFORMATION

Purpose

The purpose of Kingswood University is first and foremost to be a catalyst for revival and church renewal on the East coast and around the world. To do this, Kingswood educates and equips men and women for ministry in the Christian Church in general and The Wesleyan Church in particular. As such, Kingswood devotes itself to the up building of each individual with regard to their academic, spiritual, and emotional wholeness to enable them to be faithful in their witness to Jesus Christ and His Church.

Doctrinal Statement

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

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

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

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

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

Goals

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

In addition, the University continues to study and assess current programs to assure it is meeting perceived ministry needs. Since the University is

committed to the entire scope of the ministry of The Wesleyan Church, it seeks to provide the level of education required by the Church for various professional ministries and to prepare graduates to fulfill with competence and effectiveness their calling in these ministries. In so doing, the University gives priority to the education of students from The Wesleyan Church, but also encourages the attendance of other committed Christians from various church affiliations.

General Objectives

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

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

History and Heritage

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

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

Over the course of time, the University has made advances academically. In May 1970, the General

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

In 2011, Bethany Bible College was renamed Kingswood University.

Accreditation

Kingswood University is accredited by the Commission on Accreditation of the Association for Biblical Higher Education (ABHE) to grant certificates and degrees at the Associate, Baccalaureate, and Master's degrees. This is the major North American accrediting agency for biblical higher education. ABHE is recognized by the United States Department of Education.

Alumni Association

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

Kingswood and the Sussex Community

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

Campus Resources

The campus is situated on fifty-seven acres of land overlooking the town of Sussex. The lower part of the campus is located along Main Street and Western Street. This includes Nicholson Hall which contains the Earle and Marion Trouten Library and

the Student Success Centre, and the Burbury Administration Centre which accommodates administrative offices, the Enrolment and Communications Department, the Finance Department, and a classroom. The upper campus is site of four student residences, Stairs Hall containing the dining hall and classrooms, and the Mitchell Student Centre, which includes recreation facilities, the Blazer Deli, lounge, and Student Services office. The upper campus also includes buildings housing the Academic and Plant Operations Departments and recreational fields. Faculty offices are housed in Edgett Hall and the Worship Department resides in the lower level of the Saunders Irving Chapel.

Notification of Disclosure of Personal Information to Statistics Canada

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

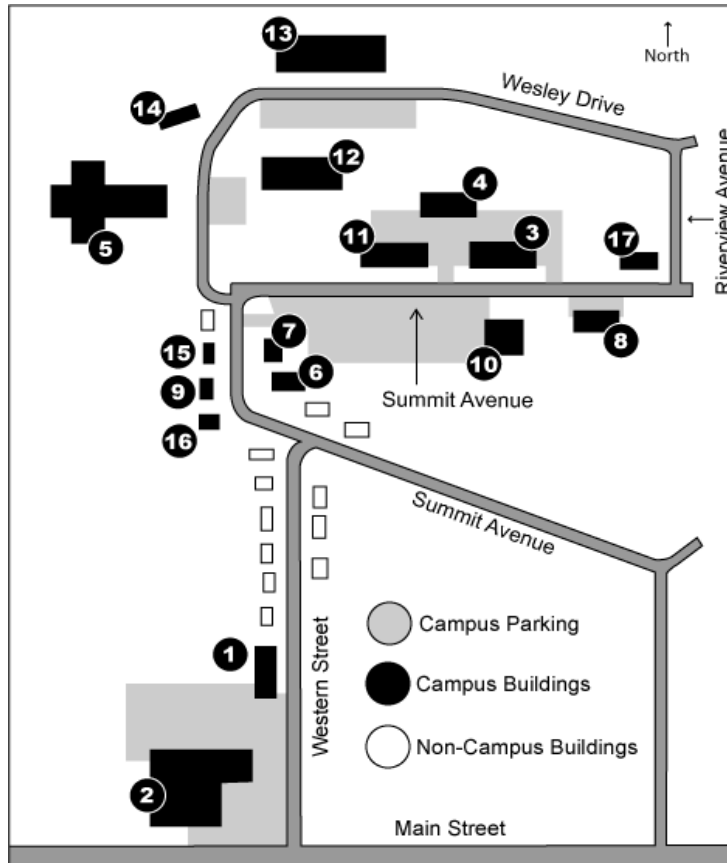
In order to carry out such studies, Statistics Canada asks all colleges and universities to provide data on students and graduates. Institutions collect and provide to Statistics Canada, student identification information (student's name, student ID number, Social Insurance Number), student contact information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

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

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

Further details on the use of this information can be obtained from the Statistics Canada website: <http://www.statcan.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



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

UNDERGRADUATE CATALOGUE



ACADEMIC CALENDAR

Fall Semester 2016

First day of semester – seminar classes	August 31
Registration & Orientation	September 3-5
Full-semester classes begin	September 6
Last day to enrol or add a course	September 12
Ignite	September 22-23
Encounter Weekend	September 30-October 1
No classes, Canadian Thanksgiving break	October 10-12
Board of Trustees meeting	October 21
Last day to withdraw without academic penalty	November 11
Pre-registration for spring 2016	November 14-18
No classes, American Thanksgiving break	November 23-25
Last day of classes	December 15

Spring Semester 2017

Financial Registration	January 9
Classes begin	January 10
Last day to enrol or add a course	January 16
Infuse	January 24-25
March break	March 6-13
Last day to withdraw without academic penalty	March 17
Incite	March 28-29
Pre-registration for fall 2016	March 27-31
Easter break	April 14-17
Board of Trustees Meeting	March 24
Last day of classes	April 25
Baccalaureate Service & Graduation Reception	April 28
Commencement	April 29

ADMISSIONS INFORMATION (UNDERGRADUATE)

ADMISSION POLICIES

General Requirements

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

Academic Requirements

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

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

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

Character Requirements

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

Ministry Graces

The mission of Kingswood University, as a single-focus institution, requires that an applicant possess natural skills and temperaments appropriate for ministry. The Admissions Committee looks at an applicant's skills and abilities that lend them to full-time church and parachurch vocations. In some cases, an applicant may be asked to complete additional testing to help in this evaluation.

ADMISSION PROCEDURES

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

All applicants must submit the following to the Enrolment Office:

- Application for Admission - Applications may be made on-line through the University website (www.kingswood.edu) or submitted to the Enrolment Office, Kingswood University, 26 Western Street, PO Box 5125, Sussex, New Brunswick, Canada, E4E 5L2. A non-refundable \$20 application fee should be enclosed. All questions on the application form are to be answered or marked N/A if not applicable.
- School Records - All secondary and post-secondary transcripts, when applicable, are required in order to assess a candidate for admission. All transcripts are to be mailed directly to the University. Applicants will need to ask their high school guidance counsellor to send a transcript to the University. Transcripts may be reviewed for admission at the completion of the applicant's 11th grade year. An official transcript certifying graduation will be required for enrolment.
- Reference Forms - All applicants must have the two appropriate reference forms completed according to the instructions on each form. All forms must be received in order to make an evaluation.

Some applicants may be required to submit program-specific materials. Your admissions counsellor will guide you through these requirements.

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

- Health Records - A completed Student Health Data Form must be submitted. U.S. and other international students are required to purchase medical insurance provided through the University.
- Financial Aid Application - All accepted applicants are expected to make adequate financial arrangements. Applicants wishing to apply for financial aid through the University must submit a Financial Aid Application. Specific opportunities for financial assistance through the University are listed in the Financial Information section of this Catalogue.
- Room/Tuition Deposit- A \$100 room/tuition deposit must be submitted by all students prior to enrolment. Details can be found in the Student Handbook at: www.kingswood.edu/campus-life/student-handbook and the Financial Information section of this Catalogue for details.

Note: Applicants must submit all required forms and transcripts before they may enrol. All acceptances are contingent upon continued Christ-like character development. Accepted students are to abide by all expectations regarding moral conduct as described by the Student Handbook.

Home Schooled Students

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

Mature Students

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

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

Early Enrolment

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

Transferring From Other Institutions

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

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

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

Online Courses

A part-time applicant wishing to take only online courses may do so by submitting an application. All part-time online applicants will also need to complete an interview with an Admissions Counsellor. No transcripts or references are necessary for online courses not requiring prerequisites. Transcripts will be made available upon request after the course is completed and paid in full.

Re-admission

A student who has withdrawn from the University for any reason must apply for re-admission through the Enrolment Office. If it has been two years or less since the student was last enrolled at the University, it may not be necessary for the student to complete the entire admissions process. The student should complete a new application form indicating on the form that they are applying for readmission. Applications for readmission will be accepted up to 30 days prior to the first day of class for any given semester. Students re-admitted return under the same academic standing as when they withdrew.

from Kingswood. Students must meet the academic requirements of the program in effect at the time of re-admission.

International Students

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

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

At the port of entry, a student authorization form (student visa) will be issued upon the fulfillment of the above requirements. Immigration Canada will charge a fee of \$150 (Canadian funds, payable by

cash, certified cheque, MasterCard, or Visa) for the student visa.

Applicants from countries other than the U.S. must obtain their Canadian Student Visa prior to traveling to Canada. They are also required to have proper medical documentation before leaving their own country and should contact a local Canadian Consulate for additional immigration requirements for their country. Such applicants should allow a minimum of one year to complete the application for admission process.

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

- Paper-based test – 550
- Internet-based test – 80



FINANCIAL INFORMATION

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

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

FEES FOR 2017-2016

Please note that all fees listed below are not applicable to all students.

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

Dollar Amounts are in Canadian dollars.

Tuition:

12 – 16 credit hours per semester	\$5,225	per semester
Less than 12 credit hours per semester	\$345	per credit hour
More than 16 credit hours per semester	\$325	per credit hour
Audit Fee, for part-time students	\$100	per credit hour
Early Enrolment	\$100	per credit hour
Tuition/Audit – Senior Citizens (60 and over)	½ tuition	
Tuition Deposit (off-campus students only)	\$100	
Music Lesson fee (45 minute lesson)	\$517.50	
Music Lesson fee – audit (30 minute lesson)	\$345	

Room:

Double Occupancy – Standard	\$1,350	per semester
Double Occupancy – Premium	\$1,625	per semester
Double Occupancy – Town House – unmarried	\$1,750	per semester
Single Occupancy Fee (where available)	housing + \$460	per semester
Town House - married - unfurnished (2-3 bedroom)	\$3,625 - \$4,175	per semester
Town House - married - furnished (2-3 bedroom)	\$4,125 - \$4,675	per semester
Town House Satellite TV	\$125	per semester
Town House Phone	\$125	per semester
Room Deposit Fee	\$100	
Town House – Family Housing Deposit.....	\$400	

Meal Plans:

21 Meals per week	\$1,800	per semester
14 Meals per week	\$1,700	per semester
Town House Meal Plan (120 meals per semester)	\$1,010	per semester
Off-Campus Noon Meal Plan	\$500	per semester

Campus Life Fee	\$200	per semester
Spiritual Life Fee	\$125	per semester
Resource Fee (1st semester only)	\$500	
Payment Plan Fee	\$100	per semester
Late Payment Fee	\$100	
International Student Medical Insurance	\$550	per year
Praxis Fee - A.A. (Evangelism & Compassion Ministry)	\$410	per semester
Graduation Fee	\$125	

SAMPLE OF BASIC FEES FOR 2016-2017

	PER SEMESTER	ANNUAL
Tuition	\$5,225.00	\$10,450.00
Room (Standard Housing)	\$1,350.00	\$ 2,700.00
21 meal plan	\$1,800.00	\$ 3,600.00
Campus Life Fee	\$ 200.00	\$ 400.00
Spiritual Life Fee	\$ 125.00	\$ 250.00
Total	\$8,700.00	\$17,450.00

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

DEFINITION OF FINANCIAL CHARGES

Tuition

Tuition for students who enrol in 12 to 16 credit hours per semester will be charged at a flat rate of \$5,225. Students enrolling in more than 16 credit hours in a semester will pay an additional \$325 per credit hour for every hour over 16 hours. Part-time students, taking less than 12 credit hours per semester, pay \$345 per credit hour.

Audit Fee

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

Early Enrolment

Students currently in grades 11 (junior) and 12 (senior) are eligible to enrol in courses at Kingswood University and receive university level credits will pay \$100 per credit hour.

Senior Citizen's Rate

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

Tuition Deposit

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

Individuals who have paid this fee but do not plan to attend Kingswood are eligible for a full refund if they submit a written request prior to July 31 for the fall semester, or December 31 for the spring semester.

If a written request is not received by these dates the tuition deposit will not be refunded.

Music Lesson Fee

This is the charge for 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 resident halls are closed for Christmas and March breaks and reopen the day before classes resume. The first meal will be served at noon on this day.

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

Single Occupancy Fee

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

Room Fee/Damage Deposit

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

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

At the end of the academic year this fee may be used to secure a room assignment for the fall semester. If the assigned room was damaged, costs

incurred for repairs will be deducted from this fee or the refund amount. The room reservation fee/damage deposit must be maintained at the \$100 level to ensure a room assignment.

Town House Family Housing

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

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

Town House Family Housing Deposit

When a town house apartment is assigned 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 the costs for repairs will be deducted from the refund amount.

Meal Plans

All resident students, except for town house residents, must choose the 14 or 21 meal plan. If the town house is used for single student accommodations, students must choose the 14, 21, or the town house meal plan (120 meals per semester).

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

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

Campus Life Fee

This fee is paid by all full-time students except those completing their Supervised Ministry Experience or Student Teaching. Resources from this fee are used to enhance the student's campus life experience while at Kingswood.

Spiritual Life Fee

This fee is paid by all full-time students except those completing their Supervised Ministry Experience or Student Teaching. Resources from this fee are used to provide opportunities, including the Pulse day,

which will enhance the student's spiritual life experience while at Kingswood.

Resource Fee

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

Payment Plan Fee

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

Late Payment Fee

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

International Student Medical Insurance

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

Praxis Fee

This fee covers the cost of many of the practical ministry experiences associated with the 2-year and 4-year Praxis 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 (SM 115)
- Regional Praxis II (SM 116)
- Urban Praxis (PX 250)

Graduation Fee

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

Textbooks

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

PAYMENT OF TUITION & FEES

Payment Terms – Full-time Students

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

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

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

The following payment plan options exist:

- Two installments, requiring payment of half the amount owing on Registration Day and the remaining half on the 15th of the following month (October 15th or February 15th).
- 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 1st and November 1st or February 1st and March 1st).

A Late Payment Fee will be charged when a student fails to make a required payment. Failure to make a required payment within five business days of the payment due date may result in the student being excluded from attending class and participating in University sponsored trips, etc. This includes Praxis and Global Ministry trips, music ministry tours, 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 online and intensive courses 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:

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

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

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

Student Ministry Credits

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

Music Lessons

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

Room Deposit

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

Meal Plans

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

Resource Fee

The one-time Resource Fee is non-refundable.

Financial Aid

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

- All scholarships including Annual Scholarships, Campus Challenge/WBB Scholarships, Entrance Scholarships, International Wesleyan Ministerial Scholarship, and Presidential Scholarships (Distinction, Excellence, and Merit), are completely withdrawn from the student's account.
- All grants including Kingswood University Grant, Campus Visit Grant, Florida District Grant, MK Grant, Multiple Family Member Grant, Shepherd's Grant, Sussex Community Grant, and Wesleyan Heritage Grant are prorated 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 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 assessed a \$50 processing fee. Students who withdraw or are dismissed after the first day of a course will be ineligible to receive any refund.

Non-Traditional Programs

This policy applies to courses taught in an on-line format. Students who withdraw or are dismissed before or within the first seven calendar days of a course will be eligible for a full refund of all charges, but will be assessed a \$50 processing fee. Students who withdraw or are dismissed after the first seven days of a course will be ineligible to receive any refund.

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

To apply for grants, visit:

www.kingswood.edu/admissions/financial-aid/grants/

Campus Visit Grant

(Up to \$800)

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

Church Matching Grant

(Up to \$500 per year)

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

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

Kingswood University Grant

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

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

MK Grant

(1/2 block tuition per semester)

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

Criteria:

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

Multiple Family Member Grant

(\$250-\$750 per year)

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

Shepherd's Grant

(\$500 per year)

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

Sussex Community Grant

(1/2 of block tuition)

This grant is awarded to first-year students who are currently residing in Sussex and have graduated from Sussex Regional High School, PALS, or Sussex Christian School, or have been a long-term resident of the Sussex area. The Sussex area is considered to be the area from which students would normally attend Sussex Regional High

School. A long-term resident is one who has lived in the Sussex area for at least ten years. Students must be full-time and enrolled in a degree program. To maintain their grant, they must achieve a cumulative GPA of 2.5 or higher and will be reviewed at the end of each semester. If a student loses the grant, it will not be reinstated.

Wesleyan Heritage Grant

(\$500 per year)

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

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

Wesleyan Loan/Grant Program

This loan/grant provided by The Wesleyan Church is available to junior and senior Wesleyan students who are pursuing ordination in The Wesleyan Church. Students must maintain a grade point average of at least 2.0 on a 4.0 scale. This loan is interest free while the student is enrolled. Those who serve in qualifying ministerial appointment by The Wesleyan Church will receive a twenty percent (20%) cancellation of the loan principle plus interest for each year of full-time service following studies.

SCHOLARSHIPS

President's Scholarship Program

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

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

President's Scholarship of Distinction

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

- 4 Year Total: \$16,000

President's Scholarship of Excellence

- Requirement: Average 80-89.9%, GPA 3.70-3.89, SAT 1690-1790, or ACT 25-26
- Award: \$2,000 per year
- Minimum required cum. GPA for renewal: 3.70
- 4 Year Total: \$8,000

President's Scholarship of Merit

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

Details:

- Scholarships will be awarded to Canadian and American students based on the average of the six college preparatory courses required for admission (page 13).
- Scholarships will be awarded to home schooled students based on their SAT or ACT score.
- Scholarships will be awarded to international students based on their SAT or ACT score.
- Scholarships will be awarded to transfer students who were full-time students at other institutions based on their cumulative GPA. Scholarships for transfer students who were part-time students will be based on high school grades, SAT, or ACT scores, as above.
- As the President's Scholarship is a comprehensive program, in subsequent years, recipients will receive their scholarship at the level appropriate to their cumulative GPA.
- Scholarships are renewable for up to nine semesters for a bachelor's degree and four semesters for an associate's degree, if the minimum cumulative GPA is maintained.

International Wesleyan Ministerial Scholarship

(Full-block tuition scholarship)

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

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

Criteria:

- Recommendation through personal acquaintance by District, General, or Field Superintendent, and missionary.
- An exemplary student and spiritual leader.
- A member of The Wesleyan Church or an alumnus of Caribbean Wesleyan College.
- A full-time, resident student accepted into a degree program at the university.
- A letter of intent expressing commitment to return to the home country for ministerial service in The Wesleyan Church.
- A working knowledge of the English language. See page 14 for required TOEFL scores for applicants for whom English is not their first language.

Annual Scholarships for returning students

(Up to \$5,000)

Over \$74,000 is awarded annually to full-time, returning students. These scholarships are awarded according to the criteria established by their donors. To be eligible to receive these scholarships, students must submit an application and be enrolled full-time during the semester in which the scholarship is applied to their student account.

Wesleyan Campus Challenge (WCC) and Wesleyan Bible Bowl (WBB) Scholarships

(Up to \$1,000 per semester)

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

Awards are disbursed as follows:

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

Entrance Scholarships

(Up to \$350)

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

EMPLOYMENT

Campus Employment

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

International Student Employment

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

International Spousal Employment

Spouses of full-time international students (including U.S.) may be able to accept employment in the general labour market if they obtain an employment authorization. Applications for employment authorizations may be obtained from Immigration Canada at point of entry. Spouses who are full-time students are not eligible for employment in the general labour market.

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

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

CANADIAN STUDENT LOANS

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

When to Apply

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

Where to Apply

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

How to Apply

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

Alberta: www.alis.gov.ab.ca

British Columbia: www.aved.gov.bc.ca

Manitoba: www.gov.mb.ca

New Brunswick: www.studentaid.gnb.ca

Newfoundland: www.aes.gov.nl.ca/studentaid

Nova Scotia:

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

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

Prince Edward Island: www.studentloan.pe.ca

Quebec:

<http://www.mesrs.gouv.qc.ca/aide-financiere-aux-etudes/>

Saskatchewan:

<http://www.saskatchewan.ca/residents/education-and-learning/student-loans>

Canada Student Loans Program:

www.canlearn.ca

Current Loan Provider

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

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

U.S. FEDERAL AID

American citizens and permanent residents studying full-time can apply for subsidized and unsubsidized Direct Loans, Parent Plus Loans and/or Private Loans. A student may be eligible to borrow the maximum annual loan limit amount for each year of study. These limits are effective for periods of enrolment during the Federal Student Aid

fiscal year which begins on July 1st and ends on June 30th. Students are expected to have their paperwork completed and submitted to Kingswood University Financial Aid Office by July 15th.

Applying for a Direct Loan

- Create a FAFSA user ID at www.studentloans.gov.
- Complete the FAFSA application online at www.fafsa.ed.gov. Students, parents, and borrowers are required to use an FSA ID, made up of a username and password, to access certain U.S. Department of Education websites. Your FSA ID is used to confirm your identity when accessing your financial aid information and electronically signing your federal student aid documents.
- Complete a Master Promissory Note at www.studentloans.gov. You will need your FSA ID to complete this step.
- Email the Request letter to Kingswood University. Download the form indicating how much you would like to borrow, up to the maximum of your academic level (for example, first-year students are permitted to borrow up to \$3,500 + \$2,000). Email the completed form to finaid@kingswood.edu.
- For first time applicants at Kingswood: complete the Entrance Counselling (Direct Loan) at www.studentloans.gov.
- For last year at Kingswood: complete the Exit Counselling at www.studentloans.gov.

Parent Plus Loan

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

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

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

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

- Obtain an endorser and complete PLUS Counselling at www.studentloans.gov

- Request a review to determine extenuating circumstances at www.studentloans.gov

Private Loans

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

Disbursement of Loans

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

U.S. SATISFACTORY ACADEMIC PROGRESS POLICY

Satisfactory Academic Progress

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

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

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

- successfully completes 75% of attempted credit hours each semester.
- 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

Students must successfully complete 75% of the attempted credit hours each semester and earn a semester GPA of at least:

Semester	Semester GPA
First Semester	1.5
Second Semester	1.7
Third Semester	1.9
Fourth & subsequent semesters	2.0

Maximum Allowable Timeframe for Full-Time Students

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

- Associate's degree – 3 years of eligibility
- Bachelor's degree – 6 years of eligibility

Evaluation and Notification

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

Financial Aid Probation and Suspension

Students who fail to achieve the required minimum standards of academic progress will be placed on Financial Aid Probation for one semester. If, during that semester, students meet the required minimum standards of academic progress and meet with the Director of Financial Aid, they will be moved from Probation and be eligible for U.S. Federal Aid.

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

Students who have exceeded their Timeframe Eligibility will be ineligible for any further U.S. Federal Aid. Students who repeat a course more than two times will be ineligible to receive any further U.S. Federal Aid for that course.

Financial Aid Appeals

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

- The death of an immediate family member (parent, caregiver, spouse, sibling, dependent child, etc.).
- The extended illness of the student – documented chronic or recurring medical or emotional illness that causes the student to be absent from class at least 15 days or more.
- Family difficulties, such as divorce or illness.

- Mitigating circumstances as determined by the Director of Financial Aid.

Appeal Process:

- Submit a written appeal letter to the Financial Aid Director within five business days of the receipt of the notification of probation. 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 Vice President for Enrollment & Communication, who together will decide to uphold or reverse the suspension.
- A written response to the appeal will be provided to the student within ten business days.

U.S. Title IV Refund Policy

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

Calculation of Title IV Funding Earned

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

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

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 of 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

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

Withdrawal Date

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

- 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 into the likeness of Christ himself (2 Corinthians 3:18). Traditionally, we call this "Christian spiritual formation;" it is our purpose to assist in the Christian spiritual formation of every student at Kingswood University. To help accomplish this, we offer a variety of significant spiritual experiences that will place all students in the path of God's transforming grace.

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

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

Every student enrolled at Kingswood University participates in **Bands** of two to four peers for close accountability and a small **Pulse Group** for ongoing development of the character, values, and mind of Christ. Pulse groups are highly regarded as times of deeper connection to fellow students for prayer, mutual support, and encouragement.

Twice a year there is a special two-day emphasis on campus wide spiritual renewal and growth with speakers noted for their ability to preach with clarity, conviction, and spiritual anointing. In September, **Ignite** helps bring spiritual focus to the entire campus by challenging each student and staff member to new levels of spiritual vitality, victory, and vision. In January, **Infuse** provides a time for the campus community to focus on the Biblical doctrine of holiness that results in deeper spiritual transformation.

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

There are many other opportunities for spiritual growth and ministry at Kingswood including summer ministry teams, worship bands, and more. For additional information about spiritual life at Kingswood, please refer to the Student Handbook (www.kingswood.edu/campus-life/student-handbook).



CAMPUS LIFE

For complete information about student life at Kingswood, please refer to the Student Handbook (www.kingswood.edu/campus-life/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 Christ-likeness, and gain an abiding understanding of, and commitment to, their calling and ministry within the body of Christ.

SOCIAL LIFE

Becoming a responsible, discerning, and respected leader is accomplished by learning to make wise choices and developing strong interpersonal relationship skills. Thus, a meaningful, well-rounded education at Kingswood University includes cultivating Christ-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." (Phil. 4:9). The Spiritual Life Association assists in leading the annual Ignite and Infuse worship experiences.

Outreach Association

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

Student Global Impact

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

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.

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.

Drama Association

The Drama Association provides students with an opportunity for ministry outreach to the community



ACADEMIC INFORMATION

ACADEMIC POLICIES

Class Attendance

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

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

Students who miss more than one-tenth (10%) of the class hours in a course will receive a grade reduction penalty equivalent to a 2% grade reduction for each additional hour of class missed. Most classes are 3 credit hour classes which meet in two sessions of 75 minutes per week. Missing more than two of these 75-minute classes will result in a 3% grade reduction for each additional class session missed. Check the syllabus for details about specific classes.

Excused absences 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. Absences will be granted by the Academic Affairs office within one week of the absence. Excused absences do not result in grade reduction, but do contribute to the one-fourth rule.

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

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

Faculty may have additional attendance policies for a course. When this is the case, this requirement will

be explained in the course syllabus. Faculty are under no obligation to repeat any class material or demonstration, either in class or in private sessions, when a student has been absent.

Academic Load

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

Dropping a Course

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

Adding a Course

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

Auditing a Course

Students who wish to attend a course but not receive academic credit or a grade may audit the course. This must be indicated at registration. Students who audit a course are not required to do the course work or take any tests in the course; however, students are required to attend at least

75% of the classes in order to have the audited course recorded on their transcript.

Qualifying Semester

The first semester for students who do not have the required academic background or who are accepted as mature students will be a qualifying semester. During the semester students will not be permitted to participate in student ministry teams, collegiate sports requiring travel, or hold student offices.

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

Academic Probation

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

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

* includes hours transferred from other institutions.

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

While on academic probation, students may not participate in student ministry teams, collegiate sports requiring travel, or hold student offices. Students on Academic Probation must have the permission of the Academic Affairs Office to participate in other time-intensive campus-related activities or ministries.

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

Academic Dismissal and Re-Admission

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

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

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

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

A second dismissal will be for an indefinite period.

Grading System

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

- A Superior work. This grade represents originality, insight, and achievement.
- B Good work. This grade represents fulfillment of the course requirements with diligence and thoroughness, yet with something less than mastery.
- C Minimally acceptable work. This grade represents steady work at a low level of competence. It may indicate an outward or mechanical fulfillment of requirements with little personal involvement or application to studies.
- D Unsatisfactory. This grade represents work below an acceptable level. For 300 and 400 level courses, a D grade is not satisfactory for graduation (see Degree Graduation Requirement #4), therefore, any such course receiving a D grade must be re-taken. For 100 and 200 level courses, a D is adequate for graduation.
- F Failure.
- I Incomplete. This is a temporary grade which will be changed to a passing or failing grade by the end of the following semester.
- W Withdrawal from a course.
- WF Withdrawal from a course while doing failing work.
- AU Audit: No grade assigned.

Credit

One credit is awarded for each class hour (50 minutes) scheduled per week for the thirteen weeks of a semester. Most courses are 3 credit courses which meet for 150 minutes per week, often in two 75-minute sessions

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

two hours on out-of-class work for every hour spent in class.

Grade Point Average

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

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

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

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

Contesting a Grade on an Assignment

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

Contesting a Final Grade in a Course

A student may contest a final grade in a course informally by discussing it with the professor upon receipt of the grade. If this does not bring about satisfactory resolution, a student may contest the grade formally by the following procedure:

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

- The professor will respond in writing to the student within five days.
- If this does not bring about satisfactory resolution the student may take the grievance to the Vice President for Academic Affairs who will rule on the matter. The procedure is as follows:
 - The student must submit a written request for a review of the issue(s) to the Vice President for Academic Affairs and include a copy of the student's statement to the professor and the professor's response.
 - This request must be submitted to the Vice President for Academic Affairs by January 10 for fall grades, by June 1 for spring grades, and by October 11 for summer grades.
 - The decision of the Vice President for Academic Affairs will be final.
 - If the professor involved is the Vice President for Academic Affairs, the written request may be submitted to the Chair of the Academic Committee.

Late Assignments

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

- Extensions may be granted by faculty in the event of sickness, death or serious illness in the student's immediate family, or similar extenuating circumstances. Normally, extensions should be requested at least five days prior to the due date of an assignment. No extension will be granted if requested on the day the assignment is due.
- No assigned work will be accepted after the last day of classes at the end of the semester unless a prearranged extension has been granted because of extenuating circumstances.
- Assignments submitted to faculty which are past due dates, when approval to do so has not been granted, will be penalized for each day the assignment is late, as follows:
 - 100 and 200 level courses – 10% per day
 - 300 and 400 level courses – 25% per day

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

Class Standing

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

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

Early Enrolment

High school students in grade 12 may enrol for up to six hours of university level courses per semester. Students must have an average of at least 85% (3.3 on a 4.0 scale) and must have written approval of their parent or guardian, and the high school they attend. Students may take regular classroom courses on campus or they may take courses online, or a combination of the two.

High school students in grade 11 who attend the annual World Concerns Day may earn university credit for their participation in the day-long conference and completion of follow-up assignments.

High school students may also be able to earn university credit for participation in other University sponsored ministries from time to time.

Graduation Honours

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

- In recognition of academic achievement, graduates with superior grades will be designated as follows:
 - Cum Laude 3.4 or above
 - Magna Cum Laude 3.6 or above
 - Summa Cum Laude 3.8 or above
- 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 on the basis of having achieved a cumulative grade point average of not less than 3.3 and demonstrated an outstanding Christian character and leadership ability. This award is made available through the Association for Biblical Higher Education (ABHE).

August Graduates

Students in bachelor's degree programs who, at the time of graduation, are no more than two courses (maximum six credit hours) away from completing their program of study may be granted permission by the Vice President for Academic Affairs to participate in Commencement with the designation

August Graduate. This provision also applies to students who are completing their Supervised Ministry Experience during the spring semester if the supervised ministry marks the conclusion of their academic work.

Students in associate's 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.

In the event that all course work is not completed by August 31 of that year, graduation will be withheld until Commencement of the following year. Such students will not be permitted to participate in Commencement a second time and will graduate in absentia.

Off-Site Degree Completion

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

Plagiarism

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

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

the course in which the second act of plagiarism occurred;

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

Use of Electronic Devices in the Classroom

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

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

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

Graduation Requirements

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

- a life of high moral standing and a committed discipling relationship with the Lord and Saviour, evidenced by full engagement in chapel, Pulse, discipleship groups and other campus spiritual formation events.
- successful completion of all program requirements.
- a minimum of 30 credit hours, and the last 30 credit hours preceding the conferring of the degree, earned at Kingswood University.
- a letter grade of "C-" or above attained in all 300 and 400 level courses.
- a minimum cumulative grade point average of 2.0.
- full payment of all financial commitments to the University.

Additional graduation requirements may apply to some degree programs.

ACADEMIC PROCEDURES

Academic Year

The University operates with two semesters each year. The first semester concludes prior to Christmas and the second semester concludes in late April or early May.

One-Week Intensive Courses (Seminars)

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

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

Faculty Advisor

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

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

Registration

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

Course Numbering

Courses are classified in the following manner:

- First-year courses - 100s
- Second-year courses - 200s
- Third-year courses - 300s
- Fourth-year courses - 400s

Courses number 300 or 400 (upper division) will need to be preceded by those number 100 or 200 (lower division) course preparation.

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

Change of Program

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

Second Degree

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

Directive/Independent Study

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

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

Students cannot take more than two directives or independent studies in any one semester, or more than a total of twelve credit hours of directive study during their course of study at the University. Students completing their Supervised Ministry Experience or Student Teaching normally are not permitted to take a directive or independent study course in that semester.

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

Learning Disabilities

Kingswood desires to support all students in fulfilling the unique call of God in their lives including their academic success. To this end, the University is able to provide some support for students who have documented learning disabilities. Examples of support include making accommodations for 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.

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

Student Success Centre

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

Dean's List

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

Transferring from Other Institutions

Students can transfer a maximum of 90 credit hours into a bachelor's degree program and a maximum of 30 credit hours into an associate's degree program. 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.

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

Kingswood University has articulation agreements with institutions in the United States and Canada. Check the website or contact the Academic Affairs Office for current details.

Transferring to Other Institutions

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

Advanced Placement

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

Transcripts

Transcripts are issued upon request from the student through the University website. The cost is \$10.00 per transcript, payable before the transcript can be released. Grades and transcripts cannot be released unless all financial obligations to the University have been met.

Withdrawal from the University

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

Changes to Programs and/or Requirements

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

BACHELOR'S DEGREE PROGRAMS

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

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

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

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

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

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

<u>Practical Ministry</u>	
Student Ministry credits	3
Supervised Ministry Experience*	12

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

* Supervised Ministry Experience normally takes place in the student's own denominational background.

BACHELOR OF ARTS (MINISTRY)

The Bachelor of Arts (Ministry) program of study is designed to train students for multiple types of ministries. In addition to excellent classroom instruction, during their fourth year B.A. (Ministry) students complete a four-month in-depth supervised ministry experience under the direct supervision of a qualified ministry leader in their field of study. During this time, students are exposed to the broad range of ministries within a local 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 student ministry assignments during their four year degree program.

Students completing the B.A. (Ministry) degree will meet many of the academic requirements for ordination in their denomination. The core courses of the degree meet the academic requirements for licensing in The Wesleyan Church; students may elect to complete academic requirements for ordination in The Wesleyan Church. Depending on the selection of track and/or minor, this may necessitate a ninth semester at Kingswood.

Purposes of the B.A. (Ministry) program

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

Objectives of the B.A. (Ministry) program

Graduates will:

- demonstrate an understanding of and appreciation for the central doctrines of the Christian faith and articulate them clearly.
- show an ability to view contemporary society accurately from a biblical perspective and, in light of the historical past, a deeper appreciation of our Christian heritage.
- skillfully interpret, expound, and proclaim the Word of God through word and deed.
- accept leadership and function competently in a variety of church and parachurch ministries in North America and around the world.
- demonstrate a maturing Christian walk through the practice of prayer, the exercise of faith, edification through the Word, and obedience to the Holy Spirit.

Electives in the B.A. (Ministry) program

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

- Christian Counselling
- Church Planting
- Evangelism, Compassion Ministry, and Social Justice
- Global Ministry
- Pastoral Ministry
- Worship Leading
- Youth Ministry

MINISTRY TRACKS

CHRISTIAN COUNSELLING TRACK

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

Objectives of the Christian Counselling Track

Graduates will:

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

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

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

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

	<u>Credits</u>
<u>General Education</u>	
Adolescent Psychology	3
Child Psychology	3
Developmental Psychology	3
Introduction to Addiction	3
Introduction to Counselling	3
Psychopathology	3
<u>Ministry</u>	
Crisis Counselling	3
Group Process	3

Marriage & Family Counselling 3

Total Credit Hours 120

CHURCH PLANTING TRACK

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

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

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

	<u>Credits</u>
<u>General Education</u>	
Church History <i>(meets history requirement)</i>	3
Denominational History & Policy*	1.5
Basic Music Theory	3
Introduction to Counselling	3
<u>Ministry</u>	
Church Health, Growth & Leadership	3
Empowering & Equipping Lay Ministry	3
Expository Preaching	3
Introduction to Compassion Ministry	3
Pastoral Ministry	3
Principles of Church Planting	3
Strategies of Church Planting	3
Total Credit Hours	120

* Students take a course in the denomination of their choosing.

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

EVANGELISM, COMPASSION MINISTRY, & SOCIAL JUSTICE (PRAXIS) TRACK

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 and balanced ministry of outreach to “the least of these” (Matthew 25).

Objectives of the Praxis Track

Graduates will:

- be equipped to work in organizations and churches already focused on compassion and social justice, for example, The Salvation Army, Teen Challenge.
- be equipped to work in churches who wish to develop this kind of focus.
- be prepared to study in this field at the master’s level.

The Evangelism, Compassion Ministry, and Social Justice track is built on the B.A. (Ministry) core, plus the following courses:

	<u>Credits</u>
<u>General Education</u>	
Oral Communication	3
Foundations of Social Justice	3
History of Civil Rights & Social Justice (<i>meets history requirement</i>)	3
Urban Ministry & Community Development	3
World Religions or Worldview	3
<u>Ministry</u>	
Introduction to Compassion Ministry	3
Introduction to Counselling	3
Counselling Elective	3
Global Ministry Elective	3
Praxis Senior Project	1.5
<u>Practical Ministries</u>	
Cross Cultural Praxis	2
Directed Praxis	2
Leadership Praxis	2
Regional Praxis	4
Urban Praxis	2
Total Credit Hours	120

The Supervised Ministry Experience for students following the Evangelism, Compassion Ministry, and Social Justice track takes place with a Compassion or Social Justice ministry.

GLOBAL MINISTRY TRACK

The Global Ministry track is designed to prepare students to serve globally, missionally, and strategically in any location of the world. Its focus is on contemporary mission in The Wesleyan Church and beyond. Its fundamental goal is to help produce men and women who are holy in character, excellent in academics, and effective in ministry. The program is grounded on the philosophy that reflects Jesus’ command to “go into all the world and preach the good news to all creation and make disciples of all nations, and to go as the Father has sent me” (Mark 16:15, Matthew 28:19, John 20:21).

Objectives of the Global Ministry Track

Graduates will:

- identify, understand, and articulate the central doctrines of the Christian faith.
- highly value mission today by studying the biblical, historical, cultural, and strategic perspectives.
- understand the contemporary global scene and apply a biblical perspective to it.
- know and use an understanding of contemporary missiological principles in a ministry setting.
- connect strategic intercultural competence training with cross-cultural ministry practice.
- relate accurately and proclaim with conviction God’s word to a lost world.
- value passionately an effective evangelistic and discipleship ministry.
- model Christ by practicing prayer, exercising faith, valuing the Word, obeying the Spirit, and living a life of public and private integrity.
- remember and communicate a biblical philosophy of global ministry.
- provide missional leadership for the local and international Church.
- approach with confidence key practical issues in missionary preparation.
- create a plan for becoming life-long learners in missions and intercultural studies.
- be able to pursue master’s level studies in related programs such as intercultural studies, missiology, or divinity.

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

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

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

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

PASTORAL MINISTRY TRACK

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

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

Students following this track will complete many of the requirements for ordination in their denomination. The track contains all academic requirements for ordination in The Wesleyan Church.

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

	<u>Credits</u>
<u>General Education</u>	
Church History (meets history requirement)	3
Denominational History & Policy*	1.5
Basic Music Theory	3
Introduction to Counselling	3
World Religions or Worldview	3
<u>Bible & Theology</u>	
Theology of Worship	3
<u>Ministry</u>	
Church Health, Growth & Leadership	3
Expository Preaching	3
Empowering & Equipping Lay Ministry	3
Introduction to Compassion Ministry	3
Pastoral Ministry	3
Total Credit Hours	120

* Students take a course in the denomination of their choosing.

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

WORSHIP LEADING TRACK

The Worship Leading track is designed to prepare worship leaders with servant hearts, professional music skills, theological understanding, and a biblical philosophy of worship, for effective service in the local church and beyond. The program includes basic education in music studies, both practical and theoretical. In addition, students will benefit from a well-rounded foundation in general studies and a basic foundation in pastoral ministry training.

Purposes of the Worship Leading Track

- to prepare students to be effective worship pastors.
- to prepare students to give competent leadership in a wide range of worship and music applications.

Objectives of the Worship Leading Track

Graduates will:

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

Entrance Requirements

In order to be fully accepted into the Worship Leading track, potential for success in the program must be demonstrated in a required entrance audition. The audition will be based on the proficiency requirements for the track and will measure the prospective student's current skill levels and overall aptitude in voice and piano or guitar. Students may elect to decline auditioning in piano and guitar with the understanding that they must achieve proficiency level for graduation.

The goal of the Kingswood Worship music audition is to highlight a student's strengths while helping to assess potential to thrive in the focused program. Since the intent of the Worship Leading track is to develop worship leaders, students will be auditioned both for their main instrument and their singing. The purpose of the audition is to ascertain that a student has the innate musical ability necessary for success in this program.

Practical Experience

Students enrolled in the Worship Leading track are required to participate in worship ministries for at least four semesters. Opportunities will include ministry in local churches as well as in a variety of university ministries and ensembles.

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

	Credits
<u>General Education</u>	
Basic Music Theory	3
Music Theory for Worship Leading	3
Group Voice Class	1
<u>Bible & Theology</u>	
Theology of Worship	3
<u>Ministry</u>	
Applied Music Lessons*	4
Introduction to Songwriting & Arranging	3
Technical Ministry	3
Worship Leading I & II	6
Worship Leading Labs	4
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 need to demonstrate proficiency in voice, and either guitar or piano.

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

YOUTH MINISTRY TRACK

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

Youth ministry is a vitally important and much needed ministry in contemporary culture. Those studying youth ministry, will interact with world class youth pastors, professors and youth specialists from all over North America who truly understand the culture and the demands upon youth ministers.

Practical instruction is stressed, while laying a solid Biblical and theological foundation for effective ministry to both teens and their families. Students are involved in a variety of hands-on Student Ministry opportunities during their four year program.

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

	<u>Credits</u>
<u>General Education</u>	
Adolescent Psychology	3
Denominational History & Polity	1.5
Introduction to Counselling	3
<u>Ministry</u>	
Church Health, Growth & Leadership	3
Introduction to Compassion Ministry	3
Introduction to Youth Ministry	3
Models & Theology of Youth Ministry	3
Pastoral Ministry	3
Youth Ministry Electives	6
Total Credit Hours	120

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



BACHELOR OF ARTS (CHRISTIAN SCHOOL EDUCATION)

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

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

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

Teacher Certification

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

Objectives of the B.A. (CSE) program

Graduates will:

- articulate the content and meaning of a Christian philosophy of education, recognizing how this is applied in the educational process.
- assume the role of a classroom teacher demonstrating the effective use of classroom management techniques and familiarity with current principles for teaching and learning, giving evidence of skill in their use.
- demonstrate knowledge of age appropriate curriculum and experiences for the elementary classroom and beyond.
- evidence an ability to relate productively with students, parents, colleagues, and school administration.

- model a life of maturing Christian faith worthy of being followed by students in a Christian classroom.

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

In addition to the core courses for all Bachelor's degrees (see page 36), the following courses are required for the B.A. (Christian School Education) degree:

	<u>Credits</u>
<u>General Education</u>	
Child or Adolescent Psychology	3
Educational Psychology	3
Fundamentals of Math	3
History & Philosophy of Christian Ed. <i>(meets history requirement)</i>	3
Oral Communication	3
Technology in Education	3
<u>Ministry</u>	
Classroom Management	3
Instructional Methods	3
Introduction to Exceptional Learners	3
Introduction to Teaching	3
Legal & Ethical Issues	3
Teaching Health & Physical Ed.	3
Teaching Literacy	3
Teaching Math	3
Teaching Science	3
Teaching Social Studies	3
Total Credit Hours	120

BACHELOR OF THEOLOGY

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

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

Purposes of the Th.B. degree

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

Objectives of the Th.B. degree

Graduates will:

- have a comprehensive knowledge of the Bible.
- demonstrate an understanding of, and appreciation for, the central doctrines of the Christian faith and be able to articulate them clearly.

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

In addition to the core courses for all Bachelor's degrees (see page 36), the following courses are required for the Bachelor of Theology degree:

	<u>Credits</u>
<u>General Education</u>	
Church History <i>(meets history requirement)</i>	3
Philosophy for Understanding Theology	3
Reformation Church History	3
Worldview	3
<u>Bible & Theology</u>	
Apologetics	3
Contemporary Theology	3
Hermeneutics	3
Historical Theology	3
Greek	6
Hebrew	6
Total Credit Hours	120
<i>(Wesleyan students must also take Wesleyan History & Discipline)</i>	

MINOR PROGRAMS OF STUDY

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

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

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

Children's Ministry Minor

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

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

	<u>Credits</u>
Child Psychology	3
Educational Psychology	3
Ministry of Teaching	3
Ministry to Children	3
Two approved electives	6

Christian Counselling Minor

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

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

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

Church Planting Minor

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

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

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

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

Global Ministry Minor

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

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

	<u>Credits</u>
Cross Cultural Ministry	3
Cultural Anthropology	3
Intercultural Competencies	3
Spiritual Conflict Resolution	3
World Religions	3
World View	3

The TESL Certificate program (6 credit hours) is a strongly recommended option for all Global minors as they seek additional and creative ways to serve cross-culturally.

Worship Leading Minor

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

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

	<u>Credits</u>
Introduction to Worship	3
Basic Music Theory	3
Music Theory for Worship Leading	3
Theology of Worship	3
Worship Leading I	3
Co-curricular Experience	2
Applied Music Lessons*	2

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

Students enrolled in the Worship Leading 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.

Youth Ministry Minor

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

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

	<u>Credits</u>
Church Health, Growth & Leadership	3
Introduction to Youth Ministry	3
Models & Theology of Youth Ministry	3
Pastoral Ministry	3
Two of the following:	6
• Adolescent Psychology	
• Empowering & Equipping Lay Ministry	
• Introduction to Compassion Ministry	
• Other Ministry Electives	

ASSOCIATE'S DEGREE PROGRAMS

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

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

	<u>Credits</u>
<u>General Education</u>	
General Psychology	3
Introduction to Philosophy	3
Introduction to Sociology	3
Oral Communication	3
Wellness	3
Writing & Research	3
<u>Bible & Theology</u>	
Biblical Literature	6
Basic Christian Beliefs	3
Bible or Theology elective	3
<u>Practical Ministry</u>	
Student Ministry credits	2

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

Articulation Agreement

Kingswood has entered into an articulation agreement with Houghton College's main campus in Houghton, New York. The agreement states, "A student with an A.A. degree will have satisfied all core requirements (general education) for a Houghton College bachelor's degree. Students who transfer at least 60 hours that are applicable towards a bachelor's degree will automatically be classified as juniors ... For most Houghton College academic programs, graduation in four semesters is the norm with good advisement, but for selected academic programs it is less likely, however, such questions can usually be resolved with confidence before enrollment at Houghton College."

ASSOCIATE OF ARTS (GENERAL EDUCATION)

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

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

Graduates will:

- have a foundation in general education courses.

- be adequately prepared for continuing education in an arts related field.
- receive quality education in a Bible-based university context for enriched spiritual growth and development.

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

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

ASSOCIATE OF ARTS (EVANGELISM & COMPASSION MINISTRY)

The Associate of Arts degree in Evangelism and Compassion Ministry is designed to prepare students to serve and lead in evangelism and compassion ministry in various settings. The course of study embraces both the Great Commission (Matthew 28:19-20) and the Great Commandment (Matthew 22:37-39) as essential to Christian witness, and uses the head (knowing), heart (being), hands (doing) method of disciple-making that Jesus modeled in the Scriptures. As well as a strong Christian community and excellent classroom instruction, there is a strong experiential component that allows students life-on-life encounters with lost and hurting people in their own cultural context, in large urban 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) program

Graduates will be:

- able to demonstrate an understanding of, and appreciation for, the basic doctrines of the

Christian faith and be able to articulate them clearly.

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

In addition to the core courses for all Associate's degrees (page 47), 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 & Theology</u>	
Inductive Bible Study	3

<u>Ministry</u>	
Introduction to Compassion 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 (EARLY CHILDHOOD EDUCATION)

The Associate of Arts in Early Childhood Education degree equips students as educators of young children (birth to five years) in home-based and centre-based care. The program emphasizes the teaching and nurturing of young children in a Christ-centred environment and provides students a knowledge base and skills set for developing and leading Early Childhood Education programs within local churches and communities.

In order for learning to take place, early learners need safe, encouraging relationships and the ability to grow and learn through play. Kingswood's Early Childhood Education program stresses the importance of creating stimulating, yet safe environments for young children.

The Early Childhood Education degree is structured around the New Brunswick Curriculum Framework for Early Learning and Child Care and has been added to a list of training programs recognized by Early Childhood Services of New Brunswick. If employed at recognized provincial daycare sites, graduates of this degree will qualify for the wage enhancement offered by the New Brunswick Government.

As part of the application process, applicants to the A.A. (Early Childhood Education) program will be required to submit a police background check.

Objectives of the A.A. (Early Childhood Education) program

Graduates will:

- be able to develop a framework in a centre that encourages play, communication, literacy, diversity, and social responsibility within the young learner and promotes the well-being of the child.
- model a life of maturing Christian faith while ministering God's love.

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

	<u>Credits</u>
<u>General Education</u>	
Health, Safety, and Nutrition	3
Developmental or Child Psychology	3
<u>Ministry</u>	
Early Childhood Programming	3
Foundations of Early Childhood Ed.	3
Guiding and Caring for Children	3
Introduction to Exceptional Learners	3
Introduction to Teaching	3
Language and Literacies	3
Learning through Play	3
<u>Practical Ministry</u>	
Observation	2
Practicum	6
Total Credit Hours	62

CERTIFICATE PROGRAM

TESL – TEACHERS OF ENGLISH AS A SECOND LANGUAGE

The TESL Certificate provides a thorough introduction to the concepts, theory, and methods related to teaching English as a second language. Such preparation helps graduates to instruct competently in local or international settings, such as 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 Summer Institute of TESL, a ministry of Kingswood University.

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

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

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 (see below) will be eligible to receive a Certificate that includes, "100 hours of instruction plus a 20-hour teaching practicum." Note: 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.

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 Summer Institute of TESL.

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

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

COURSE DESCRIPTIONS

DIVISION OF BIBLICAL & THEOLOGICAL STUDIES

Dr. Kenneth F. Gavel, Chair

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

3 credit hours

Every semester

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

3 credit hours

Alternate years, fall

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

3 credit hours

Alternate years, May

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

3 credit hours

Alternate years, fall

OLD TESTAMENT

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

3 credit hours

Every semester

Old Testament Survey (OT 102) is a course designed to acquaint the student with the basic contents of the Old Testament (or Hebrew Scriptures) and enable the student to understand better this major portion of God's revelation.

3 credit hours

Every fall, online

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

3 credit hours

Annually, fall

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

3 credit hours

Alternate years, fall

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

3 credit hours

Alternate years, spring

Introduction to Hebrew I (OT 305) is an introduction to the Hebrew alphabet, basic vocabulary, grammar, and syntax, the language in which the majority of the Old Testament was written. The language will be explored as much as possible with the biblical text.

3 credit hours

Alternate years, fall

Introduction to Hebrew II (OT 306) continues the study of the Hebrew alphabet, basic vocabulary, grammar, and syntax, the language in which the majority of the Old Testament was written. The language will be explored as much as possible with the biblical text. Pre-requisites: Introduction to Hebrew I.

3 credit hours

Alternate years, spring

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

3 credit hours

Alternate years, spring

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

3 credit hours Elective

Genesis (OT 407) provides a careful study of the message of Genesis, the foundational book of both the Old and New Testaments, with an emphasis on how it was understood in ancient Israel and what it means for the contemporary Christian. Pre-requisites: Biblical Literature I and Inductive Bible Study.

3 credit hours Elective

NEW TESTAMENT

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

3 credit hours Every semester

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

3 credit hours Every spring, online

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

3 credit hours Annually, fall

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

3 credit hours Annually, spring

Introduction to Greek I (NT 301) is a study of "Koine" Greek, the form of the Greek language used in the New Testament. Basic Greek vocabulary and grammar will be taught and applied to the translation

of selected New Testament texts.

3 credit hours Alternate years, fall

Introduction to Greek II (NT 303) continues the study of "Koine" Greek. Basic Greek vocabulary and grammar will be taught and applied to the translation of selected New Testament texts. Pre-requisite: Introduction to Greek.

3 credit hours Alternate years, spring

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

3 credit hours Elective

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

3 credit hours Elective

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

3 credit hours Spring seminar

Letters to Corinth (NT 412) is an inductive survey of the writings of Paul to the church at Corinth. Emphasis is placed on identifying and understanding literary structure, main themes, and their significance for today.

3 credit hours Alternate years, spring

THEOLOGY

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

3 credit hours Every semester

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

3 credit hours Every spring, online

DIVISION OF GENERAL EDUCATION

David E. Trouten, Chair

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

3 credit hours

Annually, fall

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

0 credit hours

Every semester

TESL I (GE 310) introduces students to the concepts, theory, and methodology related to teaching English as a second language and to the various components of language classes. In addition to class lectures and activities, students may have regular readings and written assignments, and will apply what they learn by demonstrating techniques and developing teaching materials, including detailed lesson plans.

3 credit hours

Annually, May

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

3 credit hours

Annually, May

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

3 credit hours

Alternate years, fall

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

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

3 credit hours

Alternate years, fall

Linguistics (GE 303) provides an understanding of human language by studying the nature and the grammar of language. Its social and biological aspects are also considered. Such an understanding increases the likelihood of intercultural competency which in turn helps lead to ministry effectiveness. The course will also help to provide a foundation for TESL studies.

3 credit hours

Alternate years, spring

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

2 or 3 credit hours

Every semester

ENGLISH

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

3 credit hours

Annually, fall

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

3 credit hours

Annually, fall

3 credit hours Annually, spring

3 credit hours Annually, spring

3 credit hours Annually, fall

3 credit hours Annually, spring

3 credit hours Alternate years, fall

3 credit hours Annually, fall

3 credit hours Alternate years, spring

1.5 credit hours Annually, fall

3 credit hours Alternate years, spring

3 credit hours **Annually, spring**

3 credit hours Annually, spring

3 credit hours Alternate years, spring

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

3 credit hours

Annually, spring

PHILOSOPHY

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

3 credit hours

Annually, spring

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

3 credit hours

Alternate years, fall

PSYCHOLOGY

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

3 credit hours

Annually, spring

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

3 credit hours

Alternate years, fall

Developmental Psychology (PS 205) discusses major theoretical concepts and evidence-based insights pertaining to lifespan development. It focuses on key perspectives related to foundational

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

3 credit hours Alternate years, January seminar

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

3 credit hours

Alternate years, fall

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

3 credit hours

Alternate years, fall

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

3 credit hours

Alternate years, fall

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

3 credit hours

Alternate years, spring

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

3 credit hours

Alternate years, spring

Psychopathology (PS 405) is designed to provide the student with a basic understanding of abnormal human behaviour. Models of abnormal behaviour, methods of classification of mental disorders, and approaches to treatment of these disorders are discussed. Pre-requisites: General Psychology. Pre-requisites for Counselling students: Child Psychology and Adolescent Psychology.
3 credit hours Alternate years, spring

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

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

SOCIOLOGY

Introduction to Sociology (SO 221) studies social systems and their development from early times to the present. The course is designed to enhance the student's appreciation of the various forms of social life as well as show the complex forces at work within the scope of societal life. The major project for the course is a sociological research project on a topic chosen by the students and approved by the instructor.
3 credit hours Annually, fall

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

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



Rev. Allen Lee, Chair

Dr. Janet Starks, Program Director

3 credit hours Every semester

3 credit hours Annually, spring

3 credit hours Annually, spring

Instructional Methods (CSE 202) surveys strategies for inspiring learning in the student and the effective delivery of lessons by the teacher. Particular attention is given to active learning as it relates to instructional techniques, lesson and unit designs, the use of cooperative group work, the review and mastery of information, as well as the development of thinking skills. Attention is also given to the implementation of technology to enhance instruction and communication in the classroom.

3 credit hours

Annually, fall

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

3 credit hours

Alternate years, fall

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

3 credit hours

Alternate years, spring

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

3 credit hours

Alternate years, fall

Teaching Mathematics (CSE 332) is designed to acquaint the student with the content, learning theory, and methods appropriate to instruction in elementary math. Philosophical emphasis is placed

on the understanding of mathematics as one aspect of a structured universe created by a rational, orderly God. Pre-requisites: Fundamentals of Mathematics and Instructional Methods.

3 credit hours

Alternate years, spring

Teaching Science (CSE 333) is a course of study in which students examine the nature of science instruction and learning. Attention is given to the development of science process skills, as well as to the content and concepts that typically appear in elementary to middle school science curriculum. The latest teaching models and strategies for science learning are explored. National Science Standards are reviewed. Pre-requisite: Instructional Methods.

3 credit hours

Alternate years, spring

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

3 credit hours

Alternate years, fall

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

3 credit hours

Alternate years, August seminar

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

3 credit hours

Alternate years, January seminar

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

12 credit hours

Every semester

EARLY CHILDHOOD EDUCATION

Mr. Douglas Graham, Program Director

Health, Safety, and Nutrition (GE 201) introduces students to issues of health, safety and hygiene, specifically in young children and in child care centres. Discussions revolve around how children experience safe and caring environments where their emotional and physical health, positive identities, and sense of belonging are nurtured and protected. Safety issues discussed include emergency procedures, recognition and management of illness, allergies, and first aid. The course includes St. John Ambulance First Aid Training (additional cost).

3 credit hours

Alternate years, fall

Foundations of Early Childhood Education (ECE 101) introduces the student to child development and curriculum, including terminology, history, philosophy, and its potential in the ministry of the church or community. Discussion includes early childhood regulation and policy, facilities, and working with the families of young children. Co-requisite: ECE Observation I.

3 credit hours

Annually Fall

Guiding and Caring for Children (ECE 102) helps students consider the day to day aspect of working with young children, focusing on behaviour, guidance (including consequences), conflict resolution, problem solving and coping skills, and classroom management. The course stresses the value of relationships, friendships, cultures, and environments, coupled with the value of routines and rituals for children.

3 credit hours

Alternate years, fall

Observation I (ECE 110) provides first-semester Early Childhood Education students an opportunity to observe in practice what they are learning in the classroom. Students spend two hours per week, for ten weeks, observing the operations of an early childhood centre. A journal will be maintained. Co-requisite: Foundations of Early Childhood Education (ECE 101).

1 credit hour

Every fall

Observation II (ECE 111) provides second-semester Early Childhood Education students opportunity to further observe in practice what they are learning in the classroom. Students spend two hours per week, for ten weeks, observing the operations of an early childhood centre. Students should be able to plan, implement, and reflect upon specific activity. Ideally Observation II will be completed in a different centre than Observation I. A journal will be maintained. Co-requisite: Introduction to Teaching.

1 credit hour

Every spring

Learning through Play (ECE 201) helps students understand the educational value of play. Topics include play-based learning, physical space for play, evaluating materials and equipment. Also considered is how children experience open and flexible environments where playful exploration, problem-solving and creativity are encouraged and purposefully planned. Pre-requisite: Foundations of Early Childhood Education.

3 credit hours

Alternate years, spring

Early Childhood Programming (ECE 202) teaches students about the structure and programming for early childhood education, including after school programs. The course will also address current interest and emphases in nature-based programming and story. Students will be introduced to learning principles and their implications, will evaluate and develop curriculum, and will learn how to document and assess children of varying abilities. Pre-requisite: Foundations of Early Childhood Education.

3 credit hours

Alternate years, spring

Language and Literacies (ECE 203) examines language development in young children. Attention is given to various theories, including multiple intelligences, the use of children's literature in language acquisition, varying abilities, and early numeracy skills. Topics include how children experience intellectually, socially and culturally engaging environments where their communicative practices, languages, literacies and literate identities are valued and supported. Pre-requisite or Co-requisite: Introduction to Teaching.

3 credit hours

Every Semester

Practicum I and II (ECE 210, 211) provides second-year Early Childhood Education students opportunity to put into practice what they have learned in the classroom. Students spend approximately eight hours per week, for 12 weeks, working in an early childhood centre under the direct supervision of a qualified worker. Students will be able to plan and implement several activities and will be required to submit written reflections of the

experience. Ideally by the time a student has completed Observation I and II and Practicum I and II, they will have been exposed to at least two different early childhood education centres.

3 credit hours

Every semester

GLOBAL MINISTRY

Dr. Matthew Friedman, Program Director

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

3 credit hours

Alternate years, spring

Practical Issues in Missionary Preparation (MI 202) covers how to build a ministry partnership team (including prayer support and financial partnership practices), personal health, language learning, and a variety of other practical issues related to effective missionary service. The course includes St. John Ambulance First Aid training (additional cost).

3 credit hours

Alternate years, spring

Cross Cultural Ministry (MI 310) offers exposure to a cross-cultural setting including observation and service. The course, required for global ministry minors, gives the opportunity to experience first-hand a cross cultural ministry setting, usually outside North America. Normally, this experience happens in January, during the break between semesters. The student will serve under an experienced missionary or host country leader, as well as work with the Global Ministry Program Director, who usually will travel with the students and serve as facilitator. Pre and post-trip assignments are part of the requirements for this course.

3 credit hours

Alternate years, spring

Spiritual Conflict Resolution (MI 402) examines the spiritual encounter with demonic power by reflecting biblically, theologically, historically, and culturally on the topic. The believer’s identity and authority in Christ are explored, as well as techniques to counter the influence of demons in the life of believers. Defensive and offensive postures of the missionary are also examined. The practical focus of the course is two-fold: to help the student

experience and maintain complete freedom in Christ, and to consider the missiological implications spiritual conflict resolution has to the training for modern day mission. Pre-requisite: Worldview.

3 credit hours

Alternate years, spring

Intercultural Competencies (MI 403) is designed to help today’s Christ follower live as a competent intercultural communicator in an increasingly diverse world. The course looks at and engages in intercultural interactions, investigates how to adjust to and work with people who are of a different ethnicity than one’s own, explores and develops new skills for intercultural communication, and teaches how to manage and resolve conflict cross-culturally. Pre-requisite: Cultural Anthropology.

3 credit hours

Alternate years, fall

PASTORAL MINISTRY & CHURCH PLANTING

Dr. Stephen Elliott, Program Director

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

3 credit hours

Alternate years, fall

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

3 credit hours

Alternate years, spring

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

2 credit hours

Alternate years, spring

Homiletics (PM 301) introduces the student to preaching. Emphasis is placed on the principles and practices underlying the preparation and delivery of

effective, creative, dynamic sermons. Topics include: discovering and studying the text, the role of the Holy Spirit in sermon preparation and delivery, the importance of voice and body language, various sermon structures, finding and using sermon illustrations, and the spiritual development of the preacher. Students practice preaching in the class and are coached by both their peers and the professor.

3 credit hours

Every semester

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

3 credit hours

Annually, spring

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

3 credit hours

Alternate years, fall

Empowering and Equipping Lay Ministry (PM 312) explores the skills and procedures involved in empowering and equipping lay people to be involved effectively in front-line ministries. Christian leaders are taught to identify, develop, deploy and support lay people as they serve in both church-based and community-based ministries, according to their God-given gifts and passions.

3 credit hours

Alternate years, spring

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

3 credit hours

Annually, fall

WORSHIP LEADING

Dr. Betty Weatherby, Program Director

Introduction to Worship (WL 105) will provide an opportunity for first-year students to gain a basic understanding of Christian worship by exploring theologically informed biblical and historical foundations. The course will serve to orient students to chapel worship and will seek to enhance their appreciation of, and engaged participation in, local church worship.

3 credit hours

Annually, spring

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

3 credit hours

Annually, fall

Group Guitar Class (MUG 105) is designed for students to work on the basic skills of guitar playing. This group class is designed for students in the Worship Leading track, as well as non-Worship Leading students who would like to learn to play the guitar to facilitate leading others in worship.

1 credit hour

Annually, spring

Group Voice Class (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 Leading track must either take or test out of the Group Voice Class.

1 credit hour

Annually, fall

Music Theory for Worship Leading (MU 240) is designed to build on the concepts covered in Basic Music Theory. 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 scale. Focus is given to transposition, modulation, cadences and aural analysis. Some elementary harmony and composition is also included. Pre-requisite: Basic Music Theory or placement by exam.

3 credit hours

Alternate years, spring

Technical Ministry (CE 305) is designed to familiarize the student with applications possible through today's technology for use in music and worship ministries. This course covers basic principles and functional use of audio-media-lighting technology and the use of *Finale* computer transcription software.

3 credit hours

Alternate years

Introduction to Songwriting and Arranging (MU 305) is designed to discover and facilitate creative exploration of a student's ability to compose and arrange music. Emphasis is placed on writing songs for corporate worship and arranging songs for a rhythm section. An introduction to arranging for some specialized instruments is included. Pre-requisites: Basic Christian Beliefs; Basic Music Theory; *Finale* proficiency.

3 credit hours

Alternate years, spring

Worship Leading I (MU 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. Pre-requisite: Theology of Worship and Theory for Worship Leading, or permission of Worship Leading Program Director.

3 credit hours

Alternate years, fall

Worship Leading II (MU 402) offers further inquiry into the art of worship leading and explores by practical application the necessary skills needed by a minister of worship. Emphasis is placed upon the practical principles involved in giving leadership to rhythm sections and vocal teams. 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 hours

Alternate years, spring

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. Applied lessons taken for credit will include ear training and sight reading.

1 credit hour

Every semester

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. Applied lessons taken for credit will include ear training and sight reading.

1 credit hour

Every semester
(limited spring enrolment)

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.

1 credit hour

Annually, spring

Co-Curricular Experience activities are designed to provide worship-leading students with hands-on learning opportunities related to worship in the local church. Highly participatory by design, these activities provide a breadth of experience: chapel choir, songwriting, scripture presentation, and worship leading. Although the worship-leading department provides guidance for these activities the emphasis is on collaborative learning. These are scheduled in a 4-semester rotation.

1 credit hour

Every semester

YOUTH MINISTRY

Rev. Brent Dongell, Program Director

Introduction to Youth Ministry (YM 101) is designed to introduce the student to the concepts of ministry to teens in contemporary culture. Key to the course is the development of each student's philosophy, mission, strategies, and theology concerning youth ministry.

3 credit hours

Annually, spring

Models and Theology of Youth Ministry (YM 202) involves a theological and philosophical study of youth ministry as well as an exploration and evaluation of various models of ministering to both church and unchurched teens. The student develops his or her own philosophy and model of youth ministry. Pre-requisite: Introduction to Youth Ministry.

3 credit hours

Annually, fall

STUDENT MINISTRIES

The purpose of the Student Ministries Department 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 will assist students in developing skills in relating Christian truth to human needs. The student's individual needs and vocational objectives will help to 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. Through practical ministry experience, students receive evaluation and instruction from pastors, church leaders, and other competent supervisors.

Student Ministries

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

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

The Student Ministries Handbook provides detailed information concerning student ministry assignments and requirements. Selection of assignments is made in consultation with the Director of Student Ministries and the student's faculty advisor. All student ministry assignments must have the approval of the Director of Student Ministries. The handbook can be found on the University website at:
<http://www.kingswood.edu/wp-content/uploads/2015/08/SM-handbook-2015-2016.pdf>.

Supervised Ministry Experience

All B.A. (Ministry) students spend four months in full-time supervised ministry in the final year of their degree program. Students work under the direction of a University faculty member and a field supervisor ministering in the student's area of study. 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 concerning all aspects of this program from placement through debriefing. Students should acquire the current version of the Supervised Ministry Handbook in the fall of their sophomore year and begin working with the Director of Supervised Ministry Experiences and their Program Director to secure an appropriate placement. The handbook can be found at:
<http://www.kingswood.edu/wp-content/uploads/2015/08/SM-handbook-2015-2016.pdf>.

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

Student Teaching Experience

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

GRADUATE CATALOGUE



ACADEMIC CALENDAR

Fall Semester 2016

Registration deadline – all fall courses, including Ministry Placement August 1
“The Bible as Christian Scripture” intensive (on-campus) August 22-26
“A Theology of Pastoral Leadership” intensive (on-campus)..... August 29 – September 2
“A Theology of the Church” October 31 – January 13

Spring Semester 2017

Registration deadline – all spring courses, including Ministry Placement January 5
“A Theology of Word & Sacrament” January 23 – March 31
Graduation application deadline (includes registration for Final Project) March 1
Baccalaureate Service & Graduation Reception April 28
Commencement April 29
“Missional Pastor: Evangelism & Discipleship” intensive (on-campus) May 1 - 5

Summer Semester 2017

“Final Guided Comprehensive Project” June 12 - July 30



ADMISSIONS INFORMATION (GRADUATE)

ADMISSION POLICIES

General Requirements

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

Academic Requirements

Applicants must have earned a bachelor's degree from an accredited 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.

Character Requirements

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

Ministry Graces

The mission of Kingswood University as a single-focus institution requires that an applicant possess natural skills and temperaments appropriate for ministry. The Admissions Committee looks at an applicant's skills and abilities that lend themselves to full-time Church and Parachurch vocations. In some cases, an applicant may be asked to complete additional testing to help in this evaluation.

ADMISSION PROCEDURES

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

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

- Financial Aid Application - All accepted applicants are expected to make adequate financial arrangements. Applicants wishing to apply for financial aid through the University must submit a Financial Aid Application. Specific opportunities for financial assistance through the University are listed in the Financial Information section of this Catalogue.
- Ministry Placement Site - The M.A. (Pastoral Theology) is an 'in-ministry' degree. Each student will be required to invest a minimum of 20 hours each week in church-related ministry (on either a paid or volunteer basis). Applicants

who do not have a ministry placement site should contact the Associate Vice President for Graduate Studies for assistance in finding one. The lead pastor or ministry director at the church or ministry will be asked to sign a formal Ministry Placement agreement.

Transferring From Other Institutions

Credits being transferred to Kingswood must be from an accredited institution and have at least a "C" grade. The University will only transfer those credits that can be applied directly toward the desired program of study at Kingswood.

International Students

Students wishing to reside in Canada as a student must have the following documentation upon entry:

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

At the port of entry, a student authorization form (student visa) will be issued upon the fulfillment of the above requirements. Immigration Canada will

charge a fee of \$150 (Canadian funds, payable by cash, certified cheque, MasterCard, or Visa) for the student visa.

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

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

- Paper-based test – 550
- Internet-based test – 80

Students residing in the U.S. who will visit Canada for one-week intensive courses do not need a student visa.



FINANCIAL INFORMATION

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

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

GRADUATE FEES FOR 2016-2017

Please note that all fees listed below are not applicable to all students.

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

Dollar Amounts are in Canadian dollars

Tuition	\$345 per credit hour*
Audit fee	\$100 per credit hour
Graduation Fee.....	\$125

Room & Meal Plans:

Graduate students who live on campus will be charged the same housing and meal plan fees as undergraduate students (see page 15).

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

DEFINITION OF FINANCIAL CHARGES

Tuition

Tuition for students will be charged at a rate of \$345. All graduate level courses are 3 credit hours, so courses cost \$1,035, before financial aid is applied.

Audit Fee

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

International Student Medical Insurance

All international students (including U.S.) who reside in Canada throughout the semester 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.

Graduation Fee

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

Textbooks

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

PAYMENT OF TUITION AND FEES

Payment Terms

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

Payment Options

The University accepts Visa, MasterCard, and Canadian and American currencies. The rate of exchange used to convert American currency to Canadian is based on the bank exchange rate for the date payment is received.

REFUND POLICIES

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

Intensive Courses

This policy applies to courses which are taught in 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 assessed a \$50 processing fee. Students who withdraw or are dismissed after the first day of a course will be ineligible to receive any refund.

Semester Courses

This policy applies to courses taught in a ten-week format. Students who withdraw or are dismissed before or within the first seven calendar days of a course will be eligible for a full refund of all charges, but will be assessed a \$50 processing fee. Students who withdraw or are dismissed after the first seven days of a course will be ineligible to receive any refund.

Financial Aid

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

Housing

Graduate students living on campus will be subject to the same housing refund policies as undergraduate students (see page 18).

GRANTS

Kingswood University Graduate Student Grant

(Up to \$1560) This grant is available to all students enrolled in the graduate degree program. Students will receive a grant of \$65 per credit hour for the 24 hours of master's level courses.

Wesleyan Loan/Grant Program

This loan/grant provided by The Wesleyan Church is available to Wesleyan students enrolled in graduate theological training. Students must maintain a grade point average of at least 2.0 on a 4.0 scale. This loan is interest free while the student is enrolled. Those who serve in qualifying ministerial appointment by The Wesleyan Church will receive a

twenty percent (20%) cancellation of the loan principle plus interest for each year of full-time service following studies.

STUDENT EMPLOYMENT

On-Campus Employment

Due to the 20 hour per week Ministry Placement required for graduate studies at Kingswood University, graduate students are not eligible for on-campus employment.

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.

Spousal Employment

Spouses of full-time international students (including U.S.) may be able to accept employment in the general labour market if they obtain an employment authorization. Applications for employment authorizations may be obtained from Immigration Canada at point of entry. Spouses who are full-time students are not eligible for employment in the general labour market.

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

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

CANADIAN STUDENT LOANS

All Canadian students are eligible to apply for financial assistance through the Canada Student Loan Program. The actual amount of assistance received through this program will vary depending on individual family circumstances and province of residence. The graduate program is considered to be 52 weeks in length for Canadian Student Loans. See page 22 for more details about Canadian Student Loans.

ACADEMIC INFORMATION

ACADEMIC POLICIES

Class Attendance

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

Dropping a Course

Students may withdraw from a course up until the start of the first intensive session for the course. Courses dropped after this time will incur an "F" unless a student can document extenuating circumstances. For information about tuition refunds see the Financial Information section of this Catalogue (page 66).

Auditing a Course

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

Grading System

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

- A Superior work. This grade represents originality, insight, and achievement.
- B Good work. This grade represents fulfillment of the course requirements with diligence and thoroughness, yet with something less than mastery.
- C Minimally acceptable work. This grade represents steady work at a low level of competence. It may indicate an outward or mechanical fulfillment of requirements with little personal involvement or application to studies.
- D Unsatisfactory. This grade represents work below an acceptable level. For 500 level courses, a D grade is not satisfactory for graduation (see Degree Graduation

Requirement #4); therefore, any such course receiving a D grade must be re-taken.

- F Failure.
- I Incomplete. This is a temporary grade which will be changed to a passing or failing grade by the end of the following semester.
- W Withdrawal from a course.
- WF Withdrawal from a course while doing failing work.
- AU Audit: No grade assigned.

Grades

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

Grades and grade-point averages are calculated in the same manner as at the undergraduate level (see page 31).

Academic Probation

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

Academic Dismissal and Re-Admission

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

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

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

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

A second dismissal will be for an indefinite period.

Contesting a Grade on an Assignment

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

Contesting a Final Grade in a Course

A student may contest a final grade in a course informally by discussing it with the professor upon receipt of the grade. If this does not bring about satisfactory resolution, a student may contest the grade formally by the following procedure:

- The student will submit to the professor, in writing, the reasons for contesting the grade within five days of receiving the grade.
- The professor will respond in writing to the student within five days.
- If this does not bring about satisfactory resolution the student may take the grievance to the Associate Vice President for Graduate Studies who will rule on the matter. The procedure is as follows:
 - The student must submit a written request for a review of the issue(s) to the Associate Vice President for Graduate Studies and include a copy of the student's statement to the professor and the professor's response.
 - This request must be submitted to the Associate Vice President by January 10 for fall grades, by June 1 for spring grades, and by October 1 for summer grades.
 - The decision of the Associate Vice President will be final.
 - If the professor involved is the Associate Vice President for Graduate Studies, the written request may be submitted to the Vice President for Academic Affairs.

Late Assignments

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

Extensions may be granted in the event of unexpected ministry duties, sickness, death or serious illness in the student's immediate family, or similar extenuating circumstances. Normally, extensions should be requested at least five days prior to the due date of an assignment.

Assignments submitted to faculty which are past due dates, when approval to do so has not been granted, will receive a 10% grade reduction for each weekday late.

No assigned work will be accepted after the official end date of the course. Students should check specific requirements for due dates in each syllabus.

Plagiarism

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

- a first offence will result in failure of the assignment;
- a second offence, even if occurring in a different course than that of the first offence and/or in a subsequent semester, will result in the failure of the course in which the second act of plagiarism occurred;
- a third offence, even if occurring in a different course than that of the first or second offence and/or in a subsequent semester, will result in dismissal from the University.

Graduation Requirements

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

- Evidence of a life of high moral standing and a committed discipling relationship with the Lord and Saviour.
- Successful completion of all program requirements.
- A minimum of 24 credit hours earned at Kingswood University.
- A letter grade of "C" or above attained in all courses.
- A minimum cumulative grade point average of 2.0.
- Full payment of all financial commitments to the University.

August Graduates

Students who complete the Master of Arts (Pastoral Theology) in one academic year will, by the nature

of the program, be August graduates. They will be granted permission by the Vice President for Academic Affairs to participate in Commencement with the designation August Graduate.

In the event that all course work is not completed by August 31 of that year, graduation will be withheld until Commencement of the following year. Such students will not be permitted to participate in Commencement a second time and will graduate in absentia.

ACADEMIC PROCEDURES

Academic Year

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

Faculty Advisor

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

Learning Disabilities

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

Students who have a diagnosed learning disability must inform the Academic Affairs Office prior to initial registration if they wish to request accommodation of any form. Professional, current

documentation that establishes the nature of the disability and the recommendations for accommodation must be provided. The Vice President for Academic Affairs will meet with each student who provides documentation and subsequently notify faculty of suggested accommodations.

Student Success Centre

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

Transferring from Other Institutions

Students can transfer a maximum of 15 credit hours into the Master's degree program; this includes the 12 hours of dual enrolment credit. 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.

Transcripts

Transcripts are issued upon request from the student through the University website. The cost is \$10.00 per transcript, payable before the transcript can be released. Grades and transcripts cannot be released unless all financial obligations to the University have been met.

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.

MASTER OF ARTS (PASTORAL THEOLOGY)

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

Purpose of the M.A. (Pastoral Theology)

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

Objectives of the M.A. (Pastoral Theology)

Graduates will:

Cognitively

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

Affectively

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

Behaviourally

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

Program Integration

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

Program Application

Students will have opportunity to compile a practical set of ministry tools and resources as part of a 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 invest a minimum of 20 hours each week in church-related ministry (on either a paid or volunteer basis). This work will be evaluated at the ministry site by a Kingswood-approved ministry partner.

Dual Enrolment

Students who apply for this degree may transfer up to 12 hours of bachelor's degree credits toward the core courses of the M.A. (Pastoral Theology) degree. These 12 hours are courses that meet the Bible, theology, church history and practical ministry requirements outlined below. These dual-enrolment qualifications will normally be met by students graduating from Kingswood in the B.A. (Ministry) and Th.B. degrees.

Graduates from other institutions applying for this degree may be able to transfer equivalent courses from other institutions, or they may take these courses at either Kingswood or another approved institution. A grade of at least C must have been earned in a course for it to be transferrable.

- Biblical Studies (BT 500), credit for one of:
 - Old and New Testament studies
 - Hermeneutics (BT 301)
 - Equivalent course
- Theology (TH 500), credit for one of:
 - Systematic Theology I & II (TH 305 & 306)
 - Doctrine of Holiness (TH 411)
 - Apologetics (TH 405)

- Contemporary Theology (TH 403)
- Equivalent course
- Church History (HI 500), credit for one of:
 - Church History (HI 303)
 - Reformation Church History (HI 405)
 - Equivalent course
- Pastoral Theology (PM 500), credit for one of:
 - Adult & Family Ministries (CE 414)
 - Empowering/Equipping Lay Min. (PM 312)
 - Expository Preaching (PM 302)
 - Introduction to Counselling (PSPM 301)
 - Pastoral Ministry (PM 400)
 - Pastoral Counselling (PSPM 405)
 - Equivalent Course

Degree Requirements

	<u>Credits</u>
Dual Enrolment	12
The Bible as Christian Scripture	3
Theology of Pastoral Leadership	3
Theology of the Church	3
Theology of Word and Sacrament	3
Missional Pastor: Evangelism & Discipleship	3
Guided Comprehensive Project	3
Ministry Placement	6
Total Credit Hours	36

Course Sequencing

The M.A. (Pastoral Theology) is designed to be able to be completed in one academic year. However, some students may prefer to work on the degree more slowly, over a two-year span. In either case, The Bible as Christian Scripture (BT 501) is normally the first course.

	<u>Credits</u>
<u>One-Year Plan</u>	
Dual Enrolment	12
Fall Semester	12
2 intensive courses (Aug.)	
10-week course (Oct. & Nov.)	
Ministry Placement I	
Spring Semester	9
10-week course (Feb. & Mar.)	
Intensive course (May)	
Ministry Placement II	
Summer Semester	3
Comprehensive Project (June)	
<u>Two-Year Plan</u>	
Dual Enrolment	12
Fall Semester I	6
Intensive course (Aug.)	
Ministry Placement I	
Spring Semester I	6
10-week course (Feb. & Mar.)	
Ministry Placement II	
Fall Semester II	6
Intensive course (Aug.)	
10-week course (Oct. & Nov.)	
Spring Semester II	3
Intensive course (May)	
Summer Semester	3
Comprehensive Project (June)	

COURSE DESCRIPTIONS

The Bible as Christian Scripture (BT 501) develops and builds upon the skills learned in the course, Introduction to Biblical Studies and practiced in subsequent Bible courses. This first course in the M.A. (Pastoral Theology) 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 will be given to the ways in which different genres of scripture, as well as various books of the Bible, are to be utilized in both private and public worship.

3 credit hours Annually, August intensive

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 will evaluate their current church experiences in light of these principles, and develop a plan by which they may apply them in their ministry to a local congregation.

3 credit hours Annually, spring

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 will reflect critically upon life in the church and ministry as he or she currently experiences it in light of these biblical, historical and theological principles. The goal is for the student, as a ministry leader, to become a facilitator of a biblically sound, culturally relevant, spiritually growing, reproducing, missional congregation.

3 credit hours Annually, fall

Missional Pastor: Evangelism and Discipleship (PM 504) examines the dual focus of the Great Commission, evangelism and discipleship. No evangelism program is complete without the inclusion of an intentional system of discipleship; and no discipleship program is complete without a strong engagement in evangelism. It is often at the

point of making disciples that the church has her greatest failure. Conversion is only the beginning, and often that beginning is lost because converts never become followers of Jesus. The objective of this course, therefore, is to equip students with both a biblical understanding of how a local church effectively reaches the unsaved in the community with the gospel message, and transitions new believers into a community of believers who intentionally support and encourage each other in becoming as much like Jesus as the Holy Spirit intends and enables.

3 credit hours Annually, May intensive

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 problem case studies from the student's context and so requires that the student currently be serving in an approved organizational context to enable appropriate reflection and application.

3 credit hours Annually, August intensive

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

3 credit hours Annually, June

Ministry Placement (PM 525, PM 526) is the hands-on ministry component of the Master of Arts (Pastoral Theology). During the twelve-month program, each master's student will invest a minimum of 20 hours per week in an approved ministry, on a paid or volunteer basis. Monthly reflective reports will be submitted to the Associate V.P. for Graduate Studies.

3 credit hours Annually

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