



Student Handbook

Welcome

Kingswood University welcomes new and returning students to our campus in beautiful Sussex, New Brunswick. As students arrive from across North America and around the world, they join the Kingswood family in making this home.

It is our desire and commitment that your experience as a student at Kingswood will encourage your maximum growth and development. As this happens, you will be enabled and equipped to make a significant and positive contribution as a minister in the body of Christ and as a member of society. We believe you will experience growth and maturity through the campus community.

Your involvement in various campus activities will help you develop the disciplines necessary for personal growth and spiritual leadership. You will be given the opportunity to receive a quality academic education, develop practical ministry skills, and experience maximum character transformation. In addition, you may participate in campus government, athletic organizations, and student clubs and associations.

Over the years, God has blessed Kingswood with a beautiful sense of community among the faculty, staff and student body. As in any community, there is a need for organization and structure. This includes principles to encourage a positive, healthy, and safe environment for everyone. This outlines such principles as well as the opportunities for service and ministry as a student at Kingswood. We extend to you our warmest welcome to the Kingswood family.

The University reserves the right to make necessary changes without further notice. The regulations, policies, and other information listed herein are subject to change after the publication of this Handbook 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 Handbook and assume their proper responsibilities concerning them.

Contents of Student Handbook

I. Spiritual Life	2
II. Academic Life	4
III. Campus Life.....	7
IV. Social Life.....	14
V. Resident Life	17
VI. Student Services	25

I. Spiritual Life

A. Purpose

God's desire is that we not only come to know Christ as Saviour, but that we also seek to be continually transformed into His image (2 Cor. 3:18). We call this practice "spiritual formation." Thus, our purpose is to assist in the transformation of the spiritual, moral, and character development of every student at Kingswood University. This will only be accomplished if each member of the community is committed to a diligent and conscientious daily walk with Jesus Christ.

At Kingswood, we are intentional about spiritual formation by offering a variety of experiences that will help facilitate the personal spiritual growth of our students.

B. Experiences

1. **Chapel Services** are on Tuesdays and Fridays at 9:30 a.m. Chapel is a time for the campus family to worship together, through singings songs of praise and adoration, hearing God's Word preached, celebrating Holy Communion, participating in corporate prayer, and thus to be changed into the likeness of Christ by the powerful presence of the Holy Spirit.
2. **Pulse** allows us to enhance what is done in the classroom through considering different aspects of our spiritual pulse. On Wednesday mornings (9:30 to 11:30), we examine a variety of topics under the banners of Head, Heart, Hands, and Habits. As part of Pulse, students are divided into small groups where they learn to serve and learn alongside each other. Within the Pulse groups, students are further divided into what are called "bands" of two to four students for ongoing spiritual development and accountability.
3. **Weekend Worship Attendance** is expected of all Kingswood students and staff at a local church of their choosing.
4. **Elevate** is a monthly creative Sunday evening worship service designed and led by students. Services are usually held at 7:00 p.m. in Wesley Hall.
5. **Student Chaplains** are present in each residence hall. They help provide spiritual leadership in the residences. Spaces designated as prayer chapels are available in each residence for personal and small group prayer, Bible study, and worship.
6. **Annual Spiritual Formation Weeks** occur in September, January, and March.
 - a. **Ignite** (September) brings spiritual focus to the entire campus at the beginning of each fall semester, challenging each student and staff member to new levels of spiritual vitality, victory, and vision.
 - b. **Infuse** (January) proclaims the Biblical doctrine of holiness with conviction, anointing, and clarity that results in students and staff experiencing significant advancement in their transformation into the likeness of Christ.
 - c. **Incite** (March) heightens campus awareness of what God is doing in our world, particularly outside of North America. Opportunity is given for both students and staff to respond positively to God's direction for personal involvement in the great cause of missions, especially as accomplished through The Wesleyan Church.

C. Attendance

1. Requirements

- a. Weekly attendance is required at Chapel, Pulse, Pulse group and Band meetings, and Weekend Worship Services. Attendance is also required during Ignite, Infuse, and Incite services.
- b. Excused absences from any of the above may be issued following the same provisions as for excused absences from classes; that is, for Kingswood-sponsored activities (e.g. ministry teams, intercollegiate sports, and class or program field trips), documented extended illness, serious illness or death in the student's immediate family, or in similar extenuating circumstances. Absences are granted by the Vice President for Academic Affairs within one week of the absence.
- c. Attendance at other spiritual formation experiences is encouraged but not mandated.

2. Reporting

- a. Participation in spiritual formation events is reported on student transcripts through the course identified as SF 000 (Spiritual Formation component).
- b. Although a letter grade is reported, it will not affect a student's Grade Point Average.
- c. Students report their attendance through check-ins which are completed as tests in Populi, Kingswood's online management platform.
- d. Reports for the previous week are available on Populi on Sunday and Monday and must be completed by midnight each Monday.
- e. Failure to submit a report and/or submission of a failing report will result in a series of reminders and meetings, culminating with a meeting with the Vice President for Academic Affairs.
- f. Beyond this, continued failure to submit reports and/or submitting failing reports is considered a Level C violation and may result in dismissal from the University.
- g. Students are reminded to use full integrity in completing the check-ins; lying on the report may result in automatic failure of the SF 000 course.

II. Academic Life

A. Purpose

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.

B. Academic Information

1. Academic Requirements: Academic requirements for admission, registration, course of study, and graduation are published in the Kingswood University catalogue.

2. Class Attendance and Absence: 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 is under no

obligation to repeat any class material or demonstration, either in class or in private sessions, when a student has been absent.

3. 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.

4. 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 Refund Policies below.

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

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

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

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

- a. Practicum Credits: No refund is given for Practicum credits after the Student Practicum Contract has been signed.
- b. 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.
- c. 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.

- d. 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.
- e. Resource Fee: The one-time Resource Fee is non-refundable.
- f. Financial Aid: If a student withdraws or is dismissed at any time during a semester, financial aid is re-calculated based on the following policies:
 - All scholarships including Annual Scholarships, Campus Challenge/Wesleyan Bible Bowl Scholarships, Entrance Scholarships, International Wesleyan Ministerial Scholarship, and Presidential Scholarships (Distinction, Excellence, and Merit), are completely withdrawn from the student's account.
 - All grants including Kingswood University Grant, Campus Visit Grant, Florida District Grant, MK Grant, Multiple Family Member Grant, Shepherd's Grant, Sussex Community Grant, and Wesleyan Heritage Grant are pro-rated on the same basis as tuition.
 - The institutional portion of Matching Grants is completely withdrawn from the student's account. The church's portion remains, unless a refund is requested by the contributing church. This determination is made before any refund is given to the student.
- g. Intensive Courses: This policy applies to courses which are taught in a one to three-week intensive format. Students who withdraw or are dismissed before or within the first day of an intensive course will be eligible for a full refund of all charges, but will be charged a \$50 processing fee. Students who withdraw or are dismissed after the first day of a course will be ineligible to receive any refund.
- h. Kingswood Extended: This policy applies to courses taught through Kingswood Extended. Students who withdraw or are dismissed before or within the first seven calendar days of a course will be eligible for a full refund of all charges, but will be charged a \$50 processing fee. Students who withdraw or are dismissed after the first seven days of a course will be ineligible to receive any refund.

III. Campus Life

A campus discipleship ministry, Christian faculty, regular chapel services, a standard of conduct, and opportunities for Christian service and fellowship all play a part in the total university atmosphere.

A. 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.

1. Purpose: 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.

2. Goal: The student development ministry aspires for all students to achieve a positive level of personal holiness, vitality, and maturation that will provide an enduring foundation for an effective and fulfilling life and ministry.

3. Objectives: To achieve the goals of student development, this ministry includes the following objectives:

- a. To provide a vibrant spiritual atmosphere on campus that is consistent with the authority of Scripture, reflects the character and humility of Christ, and is catalytic for personal spiritual formation and maturity.
- b. To develop among all students and staff a sense of Christian community that fosters campus camaraderie, a sense of belonging, and personal connectedness.
- c. To promote the development of Christ-centered relationships in the context of the Christian community by providing appropriate activities that both model and nourish relational development.
- d. To nurture Christ-centered relationships and emotional health by offering appropriate instruction and counsel regarding mutual respect, integrity, sexuality, marriage, positive attitudes, personal responsibility, healthy interpersonal communication and relationship skills.
- e. To assist students in the development of personal disciplines that contributes to an exemplary lifestyle, honourable character, holy relationships, and life-long learning.
- f. To motivate students to develop healthy lifestyles and to take proactive responsibility in the maintenance of their overall health and well-being through appropriate programs, instruction, and resources.
- g. To facilitate the development of student leadership through various opportunities and experiences on campus, in the community, and beyond.
- h. To cultivate a more clearly discerned sense of God's call upon their life and a growing commitment to a life of ministry and service, regardless of

vocational focus, through exposure to a wide variety of ministry and vocational opportunities within and beyond the university community.

B. Student Development Advisory Council (SDAC)

The purpose of the SDAC is to give general counsel and direction to students who have demonstrated lack of adequate progress and overall development. Students are counseled who have shown evidence of chronic problems affecting behavior, attitudes, academic performance, personal relationships, character, self-discipline, or other issues related to ministerial preparation. This council is comprised of the Vice President for Campus Life (as Chairman), Vice President for Academic Affairs and Campus Pastor. Their counsel may include disciplinary measures, but all actions are aimed at motivating and encouraging students toward holistic development and excellent preparation for a life of ministerial service.

C. Conduct and Discipline

1. Standard of Conduct: Since Kingswood University is operated primarily as a ministerial and lay training University for The Wesleyan Church, the standard of conduct expressed in [The Discipline of The Wesleyan Church](#) is the basic code of conduct for the campus. These standards are derived from a combination of scripture, tradition, reason, and experience and have proven both wise and valuable for our lives together. By your enrollment, you have voluntarily chosen to be part of this community and to comply with Kingswood's standard of conduct either as a resident or as a non-resident student.

2. Code of Conduct: All Kingswood University students are expected to abstain from dishonesty, immorality, cheating, stealing, immoral sexual activities, and any other practices offensive to the wholesome standard of Christian morality. This includes abstaining from the sale and use of non-medicinal drugs, and cannabis products, tobacco, and vaping products, or alcoholic beverages.

3. Abuse, Harassment and Neglect Policy: The University is committed to creating and maintaining an environment for students, employees, volunteers, and guests that is free of objectionable and disrespectful conduct. Students should review Kingswood's [Abuse, Harassment and Neglect Policy](#) to help ensure self-awareness and protection. While a student may choose to discuss or report abuse, harassment, or neglect directly with law enforcement or any trusted Kingswood staff member, Harassment Advisors are available to employees, students, volunteers and guests of the University who wish to be informed about any aspect of the University policy and procedures on abuse, harassment or neglect. The VP for Enrolment and the Professor of Counselling serve as Internal Harassment Advisors and can provide direction to an External Harassment Advisor if desired, to offer advice and act as a neutral third party. These advisors provide information, advice, assistance and support on a confidential basis regarding this policy. A complaint of abuse, harassment or neglect brought to the University's attention will be treated as a serious matter and shall be acted upon promptly, fairly, judiciously, and with due regard to confidentiality for all parties concerned.

D. Dress Code

The Kingswood University policy on dress attempts to give expression to the principles of appropriateness, modesty, and responsible Christian liberty. Students are to dress neatly, modestly, and suitably for campus life so as to present the University with a positive image to others. A student who is in doubt about acceptable clothing should consult the Resident Director or Vice President for Campus Life who monitor campus attire. Students who dress inappropriately according to the following guidelines will be required to change into the appropriate attire. Faculty members have the privilege of prescribing specific attire for classrooms, workshops, seminars, field trips, or other such events. Students representing the University may be required to observe a more specific dress code than those generally required on campus.

1. Simplicity and Modesty: Extremes in adornment, cosmetics, or hairstyles should be avoided. Accent items such as cosmetics, apparel, or jewelry should be complimentary and worn discreetly. All apparel is to be clean and in good condition. Clothing of sheer and/or revealing material or style is considered immodest. Women's dresses or skirts should be modest in length. Hairstyles, beards, and mustaches must be kept clean and well groomed.

2. Dress Code Categories:

- a. **Sunday Dress:** Some occasions call for our "Sunday-best appearance." For women this includes dresses or skirts, dress pants, and blouses. For men this includes dress pants and dress shirt or sweater, or a suit. For both men and women this includes appropriate footwear. Ties and suit jackets for men, and dresses for women, are optional on Sunday mornings but should be a part of every student's wardrobe for occasions when such dress is deemed appropriate and required by the University. Banquets, Graduation, certain worship services, and class training experiences are all examples of occasions when such dress may be announced as required by the University.
- b. **Classroom Dress:** This usually includes slacks or jeans for men and women, appropriate shirts or tops, and footwear. Faculty may require specific classroom dress. Specific attire may be required by staff or faculty for work, ministry outings and mission trips.
- c. **Casual Dress:** This includes sweat suits and shorts for both men and women and appropriate footwear. Casual dress may be worn in the dining hall, library, and in other general public places around campus not identified for classroom dress or Sunday dress.
- d. **Swim Wear:** Women must wear one-piece swimsuits and men should wear boxer style swim trunks. Swimsuits are to be worn only in swimming areas.

3. Other Dress Protocol:

- a. Footwear is to be worn in university buildings at all times with the exception of residences as appropriate.
- b. Hats are not to be worn in chapel services, and are deemed as inappropriate attire for students at worship services and Sunday dress occasions.
- c. Nudity in the presence of other individuals or groups is unacceptable.

E. Disciplinary Guidelines

1. Purpose: The purpose of these Disciplinary Guidelines and the social conduct accountability at Kingswood is to facilitate maximum Christian character development. Our goal is to nurture a spiritual atmosphere on campus that is most conducive to Christian growth and maturation. This strategy is designed to help each student assume increasing responsibility for his/her life as a maturing Christian and developing spiritual leader. We believe character transformation takes place within Christian community. Our goal is to urge each other on towards our highest potential through God's grace. In that context, disciplinary guidelines and actions are designed to be redemptive and transformational through the internalization of self-management principles, not just punitive or conformity to external demands. Becoming a self-disciplined man or woman of God is seen by Kingswood University as an essential part of ministry preparation and these guidelines lay at the foundation of that process.

2. Levels of Violation: The following three sections identify different levels of violation of the campus code of conduct. Based on the level of offense, disciplinary actions will be applied as described following this list.

Level A Violations

1. Excessive noise in the residence
2. Failure to comply with the Student Centre policies
3. Curfew violation
4. Dress code violation
5. Unauthorized furniture removal
6. Having over-night guests without permission
7. Unsatisfactory room check
8. Water-fights in buildings
9. Pets in residence hall
10. Failure to attend Morning Worship or having unexcused Chapel absence
11. Improper public display of affection (PDA)
12. Letting someone in after hours or leaving the residence hall after hours
13. Entering another person's room without permission (door unlocked)
14. Improper use of roller blades or skate boards (See section V H)
15. Failure to communicate overnight absences from the residence

Level B Violations

1. Use of unauthorized appliances in residence hall
2. Willful property damage
3. Entering another's room without permission (door locked)
4. Offensive materials in room (inappropriate poster, literature, media etc.)
5. Fighting
6. Misuse of motor vehicle
7. Music or media violation
8. Cursing or use of profane language or other obscenities

Level C Violations

1. Failure to obey those in authority or manifesting a spirit of rebellion
2. Possession or use of tobacco, vaping or non-prescription cannabis products
3. Possession or use of illegal drugs and misuse of prescription drugs
4. Possession of or drinking alcoholic beverages
5. Possession or use of pornographic media
6. Theft
7. Criminal offense
8. Immoral sexual activity (based on Scriptural prohibitions – all fornication, adultery, and homosexual practices)
9. Gambling - wagering of money or merchandise through lottery, video lotto, 50/50 tickets, or other games of chance
10. Occult practices - Ouija boards, role playing games, etc.
11. Hazing - annoying any student by playing abusive or ridiculous tricks upon a student to frighten, scold, harass, or to subject a student to personal indignity
12. Improper use of fire equipment
13. Threatening/jeopardizing the welfare of others
14. Lying/dishonesty/cheating
15. Malicious property damage
16. Endangering people with motor vehicle
17. Unmarried students participating in co-ed sleeping arrangements.

3. Disciplinary Actions:

Level A Violations

First Offense: A verbal warning from a Resident Assistant, Resident Director, or other staff member intended to provide an opportunity to amend behavior.

Second Offense: A written warning from the Resident Director and/or meeting with the Residence Hall Council regarding the unacceptable behavior. Such a warning may be placed in the student's file.

Third Offense: Meet with the Resident Director and/or Vice President for Campus Life to discuss the repeated offense(s) and determine the level of restriction which may exclude a student from certain privileges and from participation in certain events. A student will be required to commit to an accountability program with the Vice President for Campus Life or some other approved member of the University.

Fourth Offense: Reviewed by the Student Development Advisory Council to be treated as a Level C Violation.

Level B Violations

First Offense: Meet with the Resident Director, and/or Vice President for Campus Life to discuss the offense and determine the level of restriction which may exclude the student from certain privileges and participation in certain events.

Second Offense: Meet with the Vice President for Campus Life to discuss the repeated offense and determine the disciplinary probation. A student will be required to commit to an accountability program with the Vice President for Campus Life or some other approved member of the University.

Third Offense: Reviewed by the Student Development Advisory Council to be treated as a Level C violation.

**** Written accounts will be issued for all Level C violations.**

Level C Violations

First Offense:

1. Meet with the Resident Director, Vice President for Campus Life, and/or representatives of the Student Development Advisory Council.
2. Discipline may include campus restrictions, social probation, or suspension.
3. Student will be required to commit to an accountability program.
4. An Incident Report including disciplinary actions taken may be sent to the parents of dependent students.
5. Certain Level C violations will result in dismissal.
6. Some offenses may initiate legal action.

Second Offense:

1. Meet with representatives of the Student Development Advisory Council, and/or the President.
2. Discipline - Suspension or dismissal.
3. An Incident Report will be put in the student's permanent record and where appropriate, will be shared with the District Board of Ministerial Development which supervises the student.

4. Definitions of Disciplinary Actions

- a. **Campus Restrictions:** The student is restricted to campus and may only leave with the permission of the Resident Director or the Vice President for Campus Life and is denied certain privileges as directed by the Resident Director and/or Vice President for Campus Life. These privileges may include visits to lounge areas, social events, university activities, and participation in intercollegiate or intramural sports.
- b. **Restitution:** The student is required to make reimbursement for damage to or misappropriation of property and/or funds. This may take the form of appropriate service or repair or otherwise compensate for damages. The process of restitution shall be specified in writing.
- c. **Social Probation:** A student on social probation will be restricted from certain activities, relationships, or other privileges in order to ensure proper accountability and the rebuilding of trust when the campus code of conduct has been violated. This student is also ineligible to participate in activities in which he or she would represent the University or serve in a leadership role which may include the loss of Student Ministries participation.
- d. **Suspension:** A temporary exclusion of a student from the University, activities, and all campus facilities. A student may return without formally requesting re-admission at the end of the stated period. The suspension may be followed by a period of social probation. Students are subject to the review of the Student Development Advisory Council. The duration and conditions of the suspension shall be specified in writing and written notification may be sent to the parents of dependent students.
- e. **Dismissal:** The student's enrollment is terminated from the University for an indefinite period of time. All suspension restrictions are applicable. The

duration and conditions of this period will be specified in writing and re-admission will be at the discretion of the proper university officials. Such action shall be noted on the student's permanent record as "dismissed for non-academic reasons" and written notification may be sent to the parents of dependent students.

F. Student Appeals Process

1. Rights of Due Process: All students shall receive the following rights of due process.

- a. To request that all charges of misconduct and disciplinary decisions be specified in writing.
- b. To have counsel of an advisor of the student's choosing from within the university community at all times.
- c. To call witnesses and to question accusers and witnesses called by other parties.
- d. To request a private hearing where more than one student is involved.
- e. To receive all appeal decisions in writing within twenty-four hours following the rendering of a judgment.
- f. To appeal the judgment in writing within forty-eight hours of receiving written notification of the decision.

2. Process of Appeal: Any disciplinary action within the Kingswood University community may be appealed. A decision made by a Resident Director may be appealed to the Vice President for Campus Life. A decision made by the Vice President for Campus Life may be appealed to the Student Development Advisory Council, which shall either uphold the decision or recommend that the decision be reviewed and modified. A decision made by the Vice President for Campus Life after recommendation of the Student Development Advisory Council may be appealed to the President of the University. The decision of the President shall be final.

Any appeal shall be made within forty-eight hours of receiving notification of a previous decision. The appeal hearing shall be scheduled by the Chair of the Student Development Advisory Council. Those present at the hearing shall include the person making the appeal, an advisor of his/her choosing, the person who has made the decision being appealed, the person or committee to whom the appeal has been made, and any other persons needed as sources of information. Each side shall make its case and then both shall retire. The Vice President, the Student Development Advisory Council, or the President, as the case may be, shall make a decision and report the same in writing within twenty-four hours. If there is a need for further discussion after the decision has been reported in writing, one could contact the Association for Biblical Higher Education by writing to:

ABHE
5850 T. G. Lee Blvd., Suite 130
Orlando, FL 32822
Or by calling: 407-207-0808 or fax 407-207-0840
Website: www.abhe.org

IV. Social Life

A. Statement of Purpose

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

B. Dating

Many young people have met and selected their life's partner at Kingswood University and we want Kingswood to be a good environment to develop positive relationships. We believe that Christ-centered relationships are based on biblical principles of abstaining from all premarital sex and immoral conduct. Your dating experiences at Kingswood can enrich a busy university life, especially as you maintain a proper balance and not let them monopolize your life.

1. Dating Behavioral Expectations:

- a. Kingswood supports the biblical principle of Christians dating only believers. Also, since the Office of Campus Life is responsible for the conduct of all students, the Vice President for Campus Life and staff monitor the development of dating relationships both on campus and with off-campus Christians.
- b. It is inappropriate for any general public display of affection to go beyond holding hands, except for an appropriate good-night kiss.
- c. Students who spend excessive time in a private residence with a member of the opposite sex without the presence of other responsible adults are placing themselves at undue risk.

2. Violations:

- a. Anyone who persists in inappropriate public displays of affection, such as heavy kissing, hugging, or petting will be counseled regarding a more appropriate behavior. Violations may result in a loss of social privileges.
- b. Co-ed sleeping arrangements among students are unwise leaving students open to unnecessary sexual temptation and accusation, therefore the University does not permit this. This includes but is not limited to on campus or while students are off campus visiting at other residences, camping, or on vacations. Violation of this principle is a level C violation of the University code of conduct and may result in dismissal.
- c. Sexual Assault, Abuse or Harassment: For the safety of all students it is important to quickly report incidents you believe may be abuse, rape, sexual assault, or sexual harassment. Incidents may be reported directly to law enforcement or any trusted Kingswood staff member. It is the intent and duty of the university to support any student with seeking the appropriate counsel and legal support in all allegations of abuse, rape, sexual assault or harassment. Students should review Kingswood's [Abuse, Harassment and Neglect Policy](#) to help ensure self-awareness and protection. The Campus

Pastor and the Professor of Counselling serve as Internal Harassment Advisors and can provide direction to an External Harassment Advisor if desired, to offer advice and act as a neutral third party. These advisors provide information, advice, assistance and support on a confidential basis regarding this policy. A complaint of abuse, harassment or neglect brought to the University's attention will be treated as a serious matter and shall be acted upon promptly, fairly, judiciously, and with due regard to confidentiality for all parties concerned.

- 3. Dating:** Any student may date any night of the week until curfew time unless they are on social probation.

C. Marriage

Students planning to marry during the academic year and remain in school should notify the Office of Campus Life at least 60 days in advance and must participate in a series of marriage counseling sessions with a qualified counsellor or pastor of their choice.

D. Music and Media

The principle underlying the use of music, videos, posters, video games, and other media which are allowed on campus is on the basis of their being conducive to maximum personal spiritual development, promotion of the best spiritual atmosphere throughout campus, and the development of Christ-centered relationships. It is our purpose and commitment to provide to each student the best environment in which to grow spiritually and in all other areas of life. We will encourage all media which contribute to this end and discourage or not permit those media which are contrary or distract from this. The following are guidelines for media which are not permitted:

1. Those which are generally offensive, including movies not rated at 14A or better. (Movies rated NC-17, or 18A with an R rating, are not permitted.)
2. Those which present or represent ideas, images, or persons which are opposed or contradictory to Christian principles, ethics, and behavior including material showing nudity, excessive violence, or actions disrespectful or degrading of human life.
3. Those with anti-Christian, profane, or suggestive lyrics and / or images or representative of and promoting godless, anti-Christian philosophies, and lifestyles. This includes material promoting witchcraft, sorcery, or the occult.
4. The use of video equipment in classroom facilities is permitted only during class hours under the supervision of university faculty.
5. The use of video games that violate the media guidelines above is not permitted. Video gaming on campus is a privilege that may be withdrawn from individuals for whom such gaming may affect class attendance, academic success, or social interaction with others.
6. In principle, postings of media on the internet or otherwise are to be with the permission of those individuals or institutions pictured or referred to. All postings

must be appropriate in protecting the privacy, security, and dignity of individuals and institutions. Students are held morally responsible by the University for media they create, post, blog, chat, or leave posted by others on their web spaces. This includes photos, videos, language, and the ideas conveyed.

The above criteria are to be observed in relationship to all media including TV, DVD, videos, public theater, magazines, posters, computer software, video games or the Internet. These criteria are expressed in the spirit of and in accordance with the Membership Commitments and Special Directions of The Discipline of The Wesleyan Church.

V. Resident Life

A. Statement of Purpose

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 you share with friends in the residence hall to have a positive impact on your Kingswood experience and to be the beginning of many lifelong friendships.

B. Residency

1. Residency Requirements: As a resident housing institution, single students who come to Kingswood are expected to live in the residence halls unless qualified and permitted to live off campus.

2. Students Eligible for Off-campus Housing: Students who live with their spouse, parents, or legal guardian; and may also include those twenty-three years or older; part-time students (eleven hours or less), or senior students (90 credit hours completed) with permission.

3. Resident Housing is also available for families in campus townhouse apartments. Availability is limited. Applications are available through Campus Life and the Enrolment department.

C. Personnel

1. Vice President for Campus Life: Serves as the general coordinator of student life services, including specific responsibilities for resident life and the Mitchell Student Centre. The Vice President for Campus Life's office is located in the Student Centre. Student activities and permissions are coordinated through this office.

2. Resident Directors (R.D.): There are two Resident Directors, one for all male students and one for all female students. They supervise student life under the direction of the Vice President for Campus Life.

3. Resident Assistants (R.A.): The Resident Assistants are students appointed each year by the Vice President for Campus Life to assist the ministry of the Resident Directors.

4. Residence Hall Council: The Resident Director and Resident Assistants plus an upper classman and freshman chosen by their peers comprise the local governing unit of each residence hall. This Council considers rules and necessary discipline within the residence hall in cooperation with the Resident Director and the Vice President for Campus Life.

5. Housekeeper: The University Housekeeping Services operate under the direction of Plant Operations for the purpose of supervising the cleaning of each residence

hall and other university buildings. Special cleaning needs should be addressed to Plant Operations.

6. Maintenance: The University Maintenance Director works under the supervision of Plant Operations and is specifically responsible for repairs in all of the buildings. Special repair needs should be submitted on a Maintenance Request Form to Plant Operations.

D. Resident Facilities

1. Primary Residence Halls

- a. Joan Phillippe House - female residence
- b. Tom Phillippe House - female & male residence
- c. Ingersoll House - male residence
- d. Townhouse Apartments - family & single, male & female residence

2. Room Assignments: All reservations and assignments for housing will be made through the Office of Campus Life. Resident facilities include standard double rooms furnished, suitable for two students. Students are responsible to furnish bedding, linens, and wastebaskets, and to care for the cleaning of their own rooms. Upon arrival, students should report to the Office of Campus Life to receive their room assignments. Students' preferences for roommate and room location are honored as much as possible, based on a written room request accompanying the room deposit. Room assignments are confirmed after receipt of room deposits. The Resident Directors and/or Assistants will help students locate their assigned rooms. While staying on campus, resident students must sleep in their assigned rooms. No change of room assignments will be made without the permission of the Resident Director in cooperation with the Vice President for Campus Life.

3. Single Rooms: Subject to the occupancy level, some dual occupancy rooms may be designated as single rooms. There is an additional charge for single rooms. Room requests must be submitted in writing on the Room Request Form through the Enrolment Department at the time of making the room deposit. Financial arrangements must be made with the Business Office at registration.

4. Room Deposits: All resident students must submit a \$100 Room Reservation Fee/Damage Deposit to ensure a room assignment in a residence. Reservations will be prioritized according to the date the deposit is received. Students submitting fees after April 1st for the fall semester and November 30th for the spring semester will be assigned rooms on a first come first served basis subject to the availability of space.

The cost to repair or replace damaged university property may be charged to the student(s) responsible. A final inspection of a student's room will be conducted by the Resident Director with the results being reported to the Business Office.

The fee/deposit may be refunded when a student moves out of residence, if there is no damage to their assigned room, and their student account is paid in full. A written request for the refund must be received by July 31st for the fall semester. If this

written request is not received by July 31st, the Room Reservation Fee/Damage Deposit will not be refunded.

Prospective students who submit the fee but do not enroll must also request a refund in writing by July 31st.

5. Key Replacement: A replacement fee of \$10.00 will be charged for room keys, fobs, and mailbox keys.

6. Room Security: Students are encouraged to lock their rooms to prevent theft and unwelcome entry by others. The University does reserve the right to enter student rooms in residence halls whenever it deems necessary, in order to fulfill the stated purpose, goal, and objectives of student development at Kingswood.

E. Resident Housing Policies for Single Students

1. Leave of Absence:

a. **Overnight Leave of Absence:** Students desiring a leave of absence overnight must receive permission from the Resident Director by 5:00 p.m. Online forms can be found on the campus intranet.

b. **Weekend Leave of Absence:** Check-out forms are available online or from the Resident Director and are expected to be completed prior to the intended absence.

c. **Holiday Leave of Absence:** Students are asked to indicate check-out plans for holidays in advance by completing a Request for Permission for Absence Form online. Students returning from holidays must be in their residence hall by curfew if arriving the day before classes begin. Students who arrive after curfew or who are unavoidably detained by transportation problems should contact the appropriate Resident Director or the Vice President for Campus Life.

2. Curfew: The campus wide curfew is 12:00 midnight. For security purposes, the doors of all residence halls are locked and evening guests are required to leave at this time. As well, all residence lounges are closed and are to be vacated by 12:30 a.m. except for Friday nights (Saturday a.m.).

3. Quiet Hours: As a courtesy to all residents 11 p.m. - 8 a.m. are designated as hours when noise is kept at a minimal level, not carrying into hallways or beyond the confines of one's room. For this reason, congregating in groups after 11 p.m. is not encouraged.

4. Late Leave: A late leave is a one hour extension past curfew. A maximum of four late leaves are granted per month. Permission for late leaves must be secured prior to 10:00 p.m. through an online Extended Curfew Form or from the Resident Director or Vice President for Campus Life. Employed students who are required to work past curfew hours must notify the Resident Director and indicate their schedule with the Office of Campus Life. Work requirements or unavoidable transportation delays will not be considered a late leave. Student organizations or campus events which extend beyond curfew hours must be requested and approved in advance

through the office of Campus Life. A list of participants must also be presented at that time.

5. Overnight Guests: Overnight lodging by visitors is allowed only by advance permission which is received through the Office of Campus Life. Hosts and/or guests who violate this policy may forfeit all campus visitation privileges. All overnight lodging costs \$25 per person per night paid in advance to the Office of Campus Life. All visitors are expected to abide by the Kingswood code of conduct while on campus and participate in regular spiritual life and campus wide events.

6. Room Maintenance: White picture putty rather than tape is to be used for posters. University furniture is to be left in the rooms and screens are to remain in the windows. You are responsible for the care of the furnishings in your room and will be expected to pay for anything which you or your guests damage. Additional furniture such as couches and sofa chairs are not permitted in rooms.

7. Room Care: Students are responsible for the cleanliness and neatness of their room. Resident Directors and Resident Assistants will monitor acceptable levels of room care. Your cooperation in keeping your room in good condition will contribute to healthy and well-ordered living conditions. Vacuum cleaners, brooms, mops, and cleaning supplies are provided.

8. Residence Furnishings: None of the furnishings, fixtures, or appliances provided for residents are to be moved to other rooms or removed from the residence.

Where size of room would make appropriate and with agreement by roommates and Resident Director, students may move limited furnishings into their rooms such as small, free standing bookcases, small dressers, lamps, computer desk chairs, and inflatable/bean-bag type chairs. Larger furniture items such as beds, lounge/reading chairs, sofas, etc. are not allowed.

9. Laundry: Automatic washers and dryers are available at no charge for resident students. Ironing boards are supplied in each residence and are available for use in designated areas. The laundry rooms are open 7:00 a.m. to 12:00 a.m. daily.

10. Storage: There are storage facilities available on campus. Specific storage arrangements should be made with the Resident Director when you move in. All articles should be clearly labeled with your name. Tires cannot be stored in residence storage areas due to fire code regulations. Returning students may leave items between semesters provided they are clearly labeled as stated above. It is the individual student's responsibility to take these items to the designated storage area prior to his/her departure. The University does not assume any responsibility for goods left in storage areas.

11. Pets: Pets, except for fish kept in an aquarium not to exceed 15 gallons, are not allowed in any of the residence halls or other campus buildings.

12. Electrical Appliances: With the provision of kitchen facilities in Joan Phillippe, Tom Phillippe, and Ingersoll residences, the use of various electrical appliances within student rooms is restricted due to safety, health, and space reasons. These kitchen facilities include a refrigerator, stove, microwave, and toaster. Students may bring popcorn poppers, waffle makers, and crock pots for use only in kitchen facilities. Coffee makers and electric tea kettles may be brought for use in student rooms, as well as, refrigerators providing they do not exceed measurements of 40" height, 20" width, and 20" depth. There is a limit of one such refrigerator per student room. Students are not permitted to bring the following appliances to campus: infrared lights, sun lamps, open-coiled appliances, microwave ovens, fryers/deep pot fryers, hot plates, or toasters/toaster ovens. Cooking and/or food preparation is not allowed in student rooms or apartment lounges, but only in residence kitchen facilities.

13. Fire Prevention and Safety: Due to fire safety regulations, the use of lighted candles, plug in scented wax units and incense are prohibited in the residence halls. Also, all combustible liquids and open flames of any type are not to be used or stored in the residence halls. Fire drills will be held throughout the year. During orientation you will be instructed regarding evacuation plans and use of fire extinguishers. Additional instructions are posted in each residence hall and other buildings. Because of the dangers involved, tampering with fire alarm systems or fire protection equipment is prohibited by law and violators will be fined one hundred dollars and may be suspended from the University. In case of fire, call 911 immediately. Students who observe an unsafe condition are encouraged to report it immediately to the Resident Director.

14. Firearms and Weapons: Firearms and weapons are not permitted on campus, including hunting bows or any sort of ammunition. Storage or use of such items on university property is prohibited.

15. Personal Property Damage: The University does not assume responsibility for the loss or damage of any personal property which should be covered by insurance under a student's personal "Home Owners" policy.

F. Check Out Policy

It is important that all students who cease attendance and/or residency at Kingswood, whether graduating, at year-end, or for other reasons, follow the necessary check out procedures. Campus Life assists by issuing the appropriate form with instructions for: room cleaning and inspection, storage procedures, key returns, library returns, payment for room damages or outstanding fees, and proper notification of appropriate university personnel of departure. Failing to follow proper checkout procedures may result in charges to a student's room deposit.

G. Resident Housing Policies for Families

Campus housing for families at Kingswood University provides an opportunity for mature students and their families to participate in the rich fellowship and vital learning experience of living in community on our campus. It is intended that living in campus housing for

families will be a valuable character building and discipleship experience for mature students and their families as they practice a discipleship lifestyle that includes servanthood, mutual respect, selfless caring, and sharing. The goal of campus living is to promote the development of Christ-centered relationships in the context of Christian community that fosters a sense of camaraderie, personal connectedness, and assists students and their families in establishing lifelong friendships.

Community requirements- All those who live in campus housing for families are required to be positive contributors to a vibrant spiritual atmosphere on campus. The standard of conduct expressed in the Discipline of The Wesleyan Church is the basic code of conduct for campus. Other specifics describing the campus code of conduct are outlined throughout this Student Handbook.

A married student *and* his or her spouse will be required to sign the *University Community Covenant* as an expression of their commitment to comply with Kingswood's standard of conduct. It is ultimately the responsibility of a student to ensure that each of their family members live within the requirements of the university Code of Conduct for the campus.

The following are important requirements and information that apply to families that choose to live in campus housing at Kingswood University:

1. Curfew: There is no curfew in effect for mature students and their families in this campus housing. It is expected however, that mature student families would respect the curfew requirements of single student residents by concluding single student visits to mature student family apartments at an appropriate time prior to curfew.

2. Quiet Hours: As a courtesy to all residents 11 p.m. - 8 a.m. are designated as hours when noise is kept at a minimal level.

3. Inspections: The University reserves the right to call for a pre-announced inspection of any apartment when deemed by the University as necessary. These inspections are for the purpose of ensuring that each student is a good steward of a well-cared for apartment. With adequate notice given, additional access may be required for maintenance purposes or to ensure that student residents and their families are meeting their commitments to live by the university Code of Conduct.

4. Student Withdrawal, Dismissal, or Graduation: There are a limited number of apartments for students with families on campus. Therefore, when a student in campus housing for families ceases to be a full-time registered student with the University, normally the student and his or her family must vacate campus housing by the end of the following month. This may occur as a result of withdrawal, dismissal, or graduation.

5. Checkout: It is important when vacating an apartment that students follow the necessary checkout procedures on behalf of their families. Campus Life assists by providing the appropriate form with instructions for: apartment cleaning and inspection, key returns, library returns, payment for apartment damages or

outstanding fees, and proper notification of appropriate university personnel of departure.

6. Cost: The fee for campus housing for families is added to a student's account upon residency, and is payable according to the regular payment schedule set by the Business Department for all student accounts. A student in campus housing for families may be eligible for work-study and student loans to assist with these expenses. A campus meal plan is not required for mature students with families. See the University Catalogue for a current fee schedule.

7. Deposit: A \$400 damage deposit is required to secure and maintain campus housing for families. This is refundable after the first 5 months of residency is completed and upon vacating the apartment without damages or other outstanding fees payable to the University.

8. Amenities: Campus housing for families includes a refrigerator, stove, microwave, washer and dryer, but is otherwise unfurnished. Although TV's are not provided, satellite TV service is available on the university plan at a reasonable cost. Adding personal satellite or cable TV is not permitted.

9. Mail service: Students with families in campus housing will each be assigned a mailbox located on the upper floor of the Mitchell Student Centre.

10. Overnight guests: Families in campus housing may entertain overnight guests at their discretion. All guests are expected to abide by the Kingswood code of conduct. Students are responsible for their guests. Special permission is required from the Vice President for Campus Life for guests that stay more than 7 nights during any 30 day period.

11. Sub-letting: Campus housing for families is provided primarily for mature students and their immediate family members. Only those approved for residency in campus housing for families by Campus Life will reside there beyond the time allotted for *guest* privileges. Families wishing to sub-let their apartment to other students during extended absences may be permitted to do so by the office of Campus Life. Applications for sub-letting are available at Campus Life and must be submitted 60 days prior to the date you wish to sub-let the apartment.

12. Cleaning and Maintenance: Students are responsible for the cleanliness and neatness of their personal living space. Families must keep appropriate cleaning appliances and supplies on hand to care for their apartments. White picture putty rather than tape is to be used for posters. Painting, wallpapering, or the installation of shelving or other fixtures on walls is not permitted. Special repair needs or report of damages should be submitted via an online maintenance request form.

13. Pets: Pets are not allowed in any of the university housing facilities, except for fish kept in an aquarium not to exceed 15 gallons.

14. Motor Vehicles: All families keeping a motor vehicle on campus must register it with the office of Campus Life and provide proof of insurance. Vehicle operators are responsible for the safe and proper use of their vehicles both on and off campus. Inoperable vehicles may not be stored on campus parking lots or property. Car maintenance and repairs such as oil changes and engine work is not permitted in university parking lots.

15. Storage: Limited storage is available for household items in the lower level of the townhouse facility while students are in campus housing. All items must be clearly labelled and boxed neatly. Tires cannot be stored in townhouse storage areas due to fire code regulations. Storage for furniture and other larger items is not available and must be cared for off-site at the student's expense.

16. Personal property damage: The University does not assume responsibility for the loss or damage of any personal property of students or their families. Students should consider purchasing a personal "Renters" insurance policy to insure personal items.

17. Fire prevention and safety: Due to fire safety regulations combustible liquids and open flames of any type are not permitted in university residence facilities. This includes lighted candles and incense. Fire drills will be held throughout the year for residents' awareness of evacuation procedures and use of fire extinguishers. Firearms and other weapons are not permitted on campus, including hunting bows or any sort of ammunition. Storage or use of such items on university property is prohibited.

VI. Student Services

A. Student Organizations

Students are encouraged to participate in these various student organizations. Participation in these organizations provides valuable opportunities to develop your leadership abilities and improve the quality of campus life. Click on the link to review the [Student Council Constitution](#).

1. Student Organizations:

Student Council
Athletic Association (AA)
Spiritual Life Association (SLA)
Outreach Association (OA)
Student Global Impact (SGI)
Student Fellowship Association (SFA)
Drama Association

2. Elections: The Student Council Executive Committee and the student organization leaders, including senior class and off-campus representatives are elected annually prior to the end of April. All election campaigns are supervised by the Student Council including rally speeches and other campaign details. The term of office for each officer shall be one full academic year. All full-time students are eligible to vote in the election.

3. Eligibility Requirements:

- a. A nominee must be registered as a full-time, resident student at Kingswood University at the time of election and for the entire term of office. One off-campus representative will also be elected.
- b. A nominee must have successfully completed a minimum of twenty-four semester hours before the commencement of their term of service (except for the first year class representative), with a cumulative grade point average of at least 2.5 and not be on probation of any kind.

B. Orientation and Counselling

1. Orientation and counselling: Services are provided for all students to maximize their university experience. Orientation week will include a spiritual assessment, a Bible knowledge test, Music and English placement tests, as well as programs to acquaint them with the campus and other students.

2. Professional Counselling: The Professor of Christian Counselling offers personal confidential counselling services either by referral through the office of Campus Life or by appointment with the Professor of Counselling's receptionist. The objectives of the service provided in counselling include the following:

- a. To professionally assist students toward a life of wholeness and health including integrity, godly character, positive self-esteem, disciplined self-management, and overall strength and well-being.
- b. To professionally assist students in the development of healthy relationships and a positive understanding of community life including dating and/or spousal relationships and relationships with parents, friends, those in authority, and the world at large.
- c. To provide an empathetic environment and professional guidance for students to gain insight and better understanding of their emotional problems including past hurts, conflict, and habits, resulting in restoration, inner healing, and overall emotional and psychological health.
- d. To professionally assist students dealing with chronic and severe psychological problems by making appropriate psychological evaluations, and referrals to other professionals for further diagnosis and treatment.

3. Orientation of Student Leaders and Support Staff: The Vice President for Campus Life coordinates workshops for leaders and support staff that arrive prior to the beginning of the fall semester for orientation and spiritual development.

C. Food Services

1. Kingswood food service: Options include the dining hall, which is used daily, located on the ground floor of Stairs Hall. The Blazer Deli located in the lower Mitchell Student Centre and Wesley Hall in the lower Saunders Irving Chapel is used for special campus events. Food services are open during all academic sessions of the school year. They are closed between semesters, during spring break, and during the summer.

2. Payment: Meal tickets or cash are used in the dining hall. Only those who present a meal ticket or a cash payment will be served. Meal tickets for non-resident students may be purchased from the cashier in the Administration Building. Prices and serving times are posted on the dining hall bulletin board. We respectfully ask that only Aramark employees, or those purchasing a meal, enter the dining hall during meal times.

3. Food, dishware and cutlery: Items are not to be removed from the dining hall or other food service areas. When take-out meals are necessary, disposable containers and utensils are available.

D. Health Services

1. Campus Health Consultation: Health consultation and assistance is provided through the office of Campus Life on the second floor of the Mitchell Student Centre, and includes basic medical supplies. At times other than regular office hours, emergency medical needs may be addressed by contacting the respective Resident Director or Vice President for Campus Life. The Campus Life office maintains all student health records provided by students.

2. Hospital: The regional hospital (Sussex Health Centre (506-432-3100) is located nearby for medical services. Campus Life may be of assistance in setting up

appointments with local physicians and other health care workers. A student assumes all financial obligations for any medical services. Transportation to the local medical centre for emergency treatment is available on a complimentary basis except when ambulance service is required.

3. Medical Insurance: All American and other international students are required to purchase a Canadian emergency medical insurance plan provided through the University. The premium for this insurance will be included in the student's semester charges. Cost and more information about the plan is available through the Enrolment Department upon enrolment at the University. This is an *emergency* medical insurance plan that does not cover pre-existing or chronic conditions. It covers students for the duration of the academic year *while in Canada* only. Therefore it is important that students maintain a health insurance policy in their home district for items not covered by this temporary *emergency* medical insurance plan.

4. Debilitating Illness: Students who have or develop a debilitating illness which would limit their classroom participation will be expected to return home until they are able to fulfill their academic responsibilities. Any student with a quarantinable disease will be assisted in seeking appropriate health service.

5. Scent Reduced Campus Environment: Recognizing that there are those persons who suffer allergic reactions from exposure to various scented products; it is our campus policy to promote a scent reduced environment. Students, staff, and guests are kindly requested to use sparingly, or to voluntarily refrain from the use of such products. Everyone's cooperation in this makes for a healthier campus environment for all.

E. Telephone and Mail Service

1. Phone Service: Courtesy telephone service is available with phones located on each floor of the residence halls and in other campus buildings. Courtesy should be exercised in the use of phones after quiet time.

2. Mail Service: Students are assigned mail boxes located on the top floor of the Mitchell Student Centre. Mail is normally posted by 3:00 p.m. Monday through Friday. There is a mail drop for out-going and campus mail located by the mail boxes.

F. Motorized Vehicle Policies

Any student keeping a motor vehicle on campus must register it with the Office of Campus Life and provide proof of insurance. Having a vehicle as a Kingswood student is both a privilege and responsibility. Vehicle operators are responsible for the safe and proper use of their vehicles both on and off campus. Violation of this privilege may result in legal action from law enforcement agencies and/or campus restrictions. Inoperable vehicles may not be stored on campus parking lots or property.

G. Non-Motorized Personal Transportation

The use of bicycles, skateboards, roller blades, and all similar equipment must be operated in a safe manner for all students. Roller blades, skateboards, and bicycles may not be used in any campus building. Designated campus areas for roller blades and skateboards include parking lots, streets, and the recreation pad beside the Student Centre. Bike racks are provided around campus. Bikes may not be stored inside residence facilities. Use of skateboards and roller blades off campus should be in accordance with guidelines expressed by town ordinance. Laws of New Brunswick require that all bicycle riders wear a safety helmet.

H. Transportation

The Office of Campus Life will assist with information for coordinating transportation needs to and from area public transportation points including airports, ferries, and bus stations in Saint John, Moncton, and Fredericton. It is the student's personal responsibility to make travel arrangements well in advance and at his/her own expense.

I. Campus Communications

1. Publications:

- a. The **Online Catalogue** is a publication of official institutional information regarding Enrolment, curriculum, financial requirements, and academic policies and programs.
- b. The **Online Student Handbook** contains guidelines, policies, and helpful information regarding student life at Kingswood.

2. Bulletin Boards: Areas are available in most campus buildings for the posting of announcements and other pertinent information. Check with Campus Life for appropriate posting of items.

3. Propaganda and Solicitation: Kingswood University reserves the right to prohibit or limit the use of its facilities for the purpose of promoting special views, products, or concerns by the use of propaganda or solicitation. No student shall be involved in promoting any view antagonistic to the doctrines and commitments of The Wesleyan Church.

J. Campus Facilities

1. Property Damage: The University does not assume responsibility for the loss or damage of any personal property.

2. Public Access: The University reserves the right to open its buildings for the use of registered university students only. When necessary for security or administrative purposes, buildings will be locked. Assignments or emergencies requiring a student to be in a public building after hours must be authorized by a university administrative official.

3. Campus Buildings:

- a. **Nicholson Hall - Earle & Marion Trouten Library:** Located in Nicholson Hall facing Main Street. Students are responsible for all materials checked out of the Library and will be charged for their replacement cost if not returned by the end of the semester. The Library is closed for Chapels, prayer meetings, or other services. Other schedule details are posted at the Library entrance.
- b. **Saunders Irving Chapel:** Located on the hill at the west end of campus, the chapel is used as a multi-purpose assembly area, especially for Chapels, special Sunday evening services (Elevate), campus assemblies, and concerts.
- c. **Wesley Hall:** Located in the lower level of the Saunders Irving Chapel is a banquet and conference facility and includes a classroom.
- d. **Burbury Administration Building:** Located at 26 Western Street includes the administrative offices for Communications, Finance, and Human Resources, Development, and the President. Office hours are from 8:00 a.m. to 5:00 p.m. (Atlantic Standard Time). The lower floor of the Administration Building includes a classroom.
- e. **Mitchell Student Centre:** Located on the upper campus off Summit Avenue. The upper level includes the student lounge, the Campus Life offices, and student mail services. The lower level houses an open lounge area, the Blazer Deli and restrooms. It is understood that the Student Centre is not to be used as a child care facility. Students, faculty, staff, and their immediate families must assume responsibility for their invited guest(s) to abide by the campus Code of Conduct. Children under 12 years of age must be accompanied by their parent or an adult who assumes responsibility for the child. The Student Centre is closed each evening at curfew, during scheduled church services, and other occasions as announced. Student Centre activities are under the supervision of the Vice President for Campus Life.
- f. **Stairs Hall:** Located on the upper campus off Summit Avenue. The upper level houses classrooms. The lower level includes the campus dining hall, kitchen, and restrooms.
- g. **66 Summit Avenue:** The residence of the Vice President for Campus Life. The lower level contains rooms for guest housing.
- h. **Bridgeo House:** Located at 89 Summit Avenue, this building contains the Campus maintenance offices in the lower level. The Enrolment Department and Welcome Centre are located on the upper level.
- i. **Edgett Hall:** Edgett Hall contains offices for faculty, a board meeting room, and campus counselling services directed by the professor of Christian counselling.
- j. **60 Summit Avenue:** The residence of the Director of Global Ministry.
- k. **63 Summit Avenue:** Offices of the Vice President for Academic Affairs and Registrar.
- l. **44 Wesley Drive:** The residence of the Campus Pastor.
- m. **74 Blazer Way:** Benson Athletic Complex Clubhouse and athletic fields.

K. Grievances

The fundamental criterion for initiating a grievance is that a student believes that a decision of a University authority or the action of a University member affecting some aspect of her/his University life has not been reasonable, just or fair. Every student in the University

community has a right to institute and participate in proceedings under this grievance procedure without reprisal or threat of reprisal for so doing.

The grievance process is divided into the following three stages, with each successive stage becoming increasingly formal.

1. An informal inquiry is the first stage and is initiated by a student going directly to the individual or chair of the committee whose decision or action is being questioned. This communication can be either in writing or in person. This step must be taken before a review under formal procedures is sought; experience has shown informal communication to be an effective resolution mechanism.

2. A student who is not satisfied with the outcome of an informal inquiry may initiate a **formal review** by submitting a written request to either the ***Vice President for Campus Life*** or ***Vice President for Academic Affairs*** indicating the grounds on which the request is being made. On behalf of the student, the Vice President for Campus Life or Vice President for Academic Affairs will request a formal review by the appropriate campus staff or committee that best relates to the area of grievance.

3. A student who is not satisfied with the outcome of a formal review may initiate an **appeal**. An appeal is a written request from the student for a hearing before a tribunal established by the university president. This is the third and final stage in the grievance process.

At each stage in the process, parties to a grievance are entitled to be accompanied by a colleague or friend for advice and support. Students are expected to seek remedies for their grievances within a reasonable period of time and are also entitled to a timely response to an appeal, including clearly stated reasons for which decisions are made.

Revised - 052518

Notes

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.