

# ACADEMIC INFORMATION

## GENERAL

The school year is referred to as the academic session. It is divided into two regular terms (Fall and Winter) and special terms (Spring and Summer). Students normally take 15.5 credits per regular term in 93 credit, 120 credit and 123 credit programs and 15 credits per regular term in 60 credit programs.

## EVALUATION PROCEDURES, GRADING AND APPEALS

At the beginning of each course, the instructor will announce the distribution of marking weight among term work and final examination, and the evaluation procedures to be used.

In grading, the faculty will not lose sight of the student as a whole person, but the emphasis in grading will be on academic achievement.

The grading system used at the University is the Alberta Common Grading Scale, also known as the Alpha 4.00 Grading Scale. Grades have the following meanings:

Grade	Interpretation	Grade Points
A+	Excellent	4.00
A		4.00
A-		3.70
B+	Good	3.30
B		3.00
B-		2.70
C+	Satisfactory	2.30
C		2.00
C-		1.70
D+	Poor	1.30
D	Minimal Pass	1.00
F	Failure	0.00
FI	Failure, academic misconduct	0.00
AU	Audit	
I	Incomplete	
M	Full Year Course, No Mid-term Grade	
N	Non-credit	
PA/FA	Pass/Fail*	
W	Withdraw from Course	

\*See "Pass/Fail Courses" in the Course Description section (page 104).

Because of the nature of the Alpha 4.00 system, there can be no uniform university-wide conversion scale. The relationship between raw scores and the resultant grade will depend on the nature of the course, and the instructor's assessment of the level of this class compared to similar classes that he/she has taught. An instructor may provide students with his/her own conversion scale that he/she has found useful as a guideline for distributing grades over the Alpha 4.00 scale.

## AUDIT (AU)

A student may attend classes in a given course without receiving credit under the following conditions.

- Permission of the course instructor, or alternately the faculty dean, must be obtained and submitted to the Registration and Student Finance Office on the "Permission to Audit" form. Note that obtaining instructor permission does not guarantee registration in that course.
- Priority is given to students registered for credit. Should a course be full and have a waitlist, auditors will be removed and may be added to the course only at the add/drop deadline.
- A student may audit a course or course component that is by its nature practical or applied, except for applied music, but in such cases the audit fee shall be the same as the normal tuition fee. Instructors may also impose other conditions on student participation in practical or applied components for safety reasons.
- A student who audits a course must attend at least 80% of the class sessions of that course to receive the audit notation on a transcript unless specific, written alternative arrangements are arrived at between the instructor and the student.
- A grade of AU is assigned for successful completion of the audit requirements. "Audit notation denied" appears for students who have not completed requirements. AW is assigned for students who withdraw from an audited course.

- Audited courses will not be considered as meeting pre- or corequisites for any course or program at The King's University.
- A student may not audit any course which he or she has previously attempted for credit or audit.

The last day for changing a course from audit to credit is September 12, 2018, for the Fall term and January 16, 2019, for the Winter term. The last day to change from credit to audit is October 16, 2018, for the Fall term and February 15, 2019, for the Winter term. The last day to withdraw from an audited course is November 14, 2018 in the Fall and March 20, 2019 in the Winter.

### **INCOMPLETE (I)**

If a student has made prior arrangements to complete course work after the end of the term, a professor may award an "Incomplete". An incomplete cannot be given for missing an examination. The student has up to four weeks after the end of classes to make up incomplete work. If the work is not completed by that time, a grade of zero will be awarded for the incomplete work and calculated into the final grade for the course. Incomplete agreement forms are available in the Registration and Student Finance Office.

### **WITHDRAWAL FROM COURSES (W)**

If a student decides not to complete a course after the seventh class day of each term he or she may withdraw from the course.

A student can withdraw from a course by withdrawing in the Registration and Student Finance Office in person or online using their OnLine Registry Services. A student wishing to withdraw completely from the University must fill out a "Notification of Withdrawal" form available in the Registration and Student Finance Office and surrender their student identification card.

The student's Statement of Results and transcript will note "W" for the withdrawn course. The "W" is not computed in the GPA and carries no academic penalty. The student should consult the "Fees" section of the calendar under "Obtaining a Refund" on page 31 to determine if he or she qualifies for a refund. Normally full-time students will not be allowed to withdraw from foundations or Interdisciplinary Studies courses. If a student stops attending classes but does not complete a "Course Withdrawal" form, his or her statement of results and transcript will note a grade for the course based on the work done relative to the requirements of the course.

A medical withdrawal request may be made by the last day of classes in extraordinary cases in which serious

illness prevents a student from continuing his or her classes or from withdrawing before the last day to withdraw specified in the academic schedule, and incompletes or other arrangements with the instructors are not possible. Medical withdrawals are normally for all courses in which the student is registered for the term.

Medical withdrawals after the withdrawal deadline that involve a pre-existing medical condition must present novel circumstances in order to be considered for late withdrawal. Under most situations, known pre-existing medical conditions do not warrant approval of a medical withdrawal.

Applicants will be required to complete the necessary supporting documentation (including the appropriate form) and submit them to the Registration and Student Finance Office. In order to return to studies in subsequent terms, an evaluation will be made by the Registrar, upon receipt of medical documentation stating that the student is cleared to resume studies.

### **GRADE APPEAL PROCESS**

The grading policies of the University are based on the assumption that normally the classroom instructor is best able to evaluate the performance of the student. However, the University has the responsibility of ensuring that proper grading practices and procedures are safeguarded, and the grade appeal process is a way of balancing responsibilities.

If a student believes that his or her **grade for an assignment or test, or final mark for a course** is not right, the student should speak to the course instructor **within 30 days** of receiving the grade or mark in question if possible, indicating what seems wrong.

If consultation with the instructor is not possible or fails to resolve the disagreement, the student may, **within 30 days** of consulting with the instructor, or within 30 days of receiving the grade if such consultation is not possible, present a written appeal to the Vice President Academic. The appeal should state the mark or grade in question, the grounds for the appeal and the remedy sought. Acceptable grounds are such things as a procedural error, failure to consider all relevant factors, an error in marking or computing a mark, bias or discrimination, etc.

If there appear to be sufficient grounds for the appeal, the Vice President Academic will consult with the instructor in question, and with the applicable Faculty Dean as required. In the case of an assignment or exam grade, the Vice President Academic may arrange for

another qualified academic to re-grade the assignment. In the case of a final course mark, the Vice President Academic will review the mark distribution and computation with the instructor to see that proper procedures were used in assigning the mark.

If the procedure suggests that the student's grade or mark should be changed, the Vice President Academic will arrange for the change with the Registrar. Whether the appeal is upheld or denied, the Vice President Academic will inform the student and the instructor of the outcome, and the Vice President Academic's decision shall be final.

## **CHALLENGE EXAMS**

A student who feels that he or she may have prior learning or experience equivalent to a course offered by the University may apply to write a challenge exam, subject to the following regulations.

1. Students should apply to write a Challenge Exam prior to the beginning of the term in which the course in question is normally offered. Students must successfully complete a Challenge Exam prior to the Add/Drop deadline of that term.
2. Only full-time King's students may apply to take a challenge exam.
3. Challenge exams cannot be taken for any course the student has previously audited or taken for credit and failed.
4. Students must obtain permission from the Registrar to take a challenge exam (forms are available in the Registration and Student Finance Office). The Registrar will consult with the faculty member affected as to the applicability of the student's background to the course to be challenged.
5. In applying for a challenge exam based on non-credit study at another institution, the student may be required to provide an official transcript and other documentation including one or more of the following: course outlines, course descriptions and a list of textual materials.
6. In applying for a challenge exam for work-related experience, the student shall provide documentation describing the nature and duration of the work experience and the name of a reference from the place of employment.
7. In challenging courses with lab components, a student is required to demonstrate sufficient applied experience to approximate the lab.
8. A fee of one-half the regular course tuition must be paid upon approval of the request and prior to the administration of the exam.

9. Students must achieve a grade of at least C- in order to receive credit for a course being challenged and to have the course and grade registered on their transcripts.
10. A course may be challenged only once.
11. No more than twelve credits may be earned by any student through challenge exams except for the B.Ed. program where 9 credits may be earned. Advanced and challenged course credits combined cannot exceed a maximum of 60 credits toward graduation requirements for all programs except for the B.Ed. program where 9 credits may be used toward graduation requirements.

## **REPEATING A COURSE**

Students may repeat any course they have failed or passed. All attempts at the course and the resulting grade will be recorded on the Statement of Results and Transcript but only the highest grade will be used in Grade Point Average (GPA) calculations except for term GPA's.

## **ATTENDANCE**

The University expects students to attend all classes, seminars and laboratory periods. Part of a student's responsibility in contributing to the community of the University is his or her contribution to and participation in each class. Students should note that some classes (e.g., physical activity courses, Choir) have minimum attendance requirements.

Students auditing a course must attend at least 80% of the lectures.

## **ACCOMMODATION FOR DISABILITIES**

Information and assistance is available to students who have, or suspect they may have, a disability which would affect their academic performance or physical wellbeing at King's. Please see page 51 in the Student Life section of the calendar for more information.

## **TESTS AND EXAMINATIONS**

Tests and examinations are attempts to establish how well students have mastered the subjects being examined, and the effectiveness of the examining procedure depends on an instructor getting a clear indication of a student's achievement during the course. Thus the effectiveness of the procedure is based on the trust or confidence which everyone must have in the process, including students, instructors and those who must evaluate students' capabilities at a later date, based

on their academic performance. Anything which would undermine that trust is a threat to the value of a student's education, and the following procedures and policies are intended to protect the security and reliability of the examination procedure in the spirit of the following section on Scholarly Ethics.

### **TESTS**

Instructors may give intra-term tests, commonly called mid-terms, during any regular lecture or laboratory period except during the last week of classes of each term. Laboratory exams and music juries may be scheduled in the last week of classes up to the first day of final exams. If a student is absent from an intra-term test without excuse, the grade assigned to him or her will be zero. Students who are prevented from taking an intra-term test by illness or other extreme circumstances may request to take an alternate test at a later date, presenting to the instructor, in the case of illness, a physician's note which indicates that the student was unable to attend class on the day in question, using such wording as "In my opinion [the student] was unable to take an exam on...". A general note indicating that the student has simply seen a physician will not be sufficient. At the instructor's discretion, a student who misses an intra-term test for a valid reason may be excused from writing an intra-term test, and the missed test will not be included in the calculation of the final grade.

### **FINAL EXAMS**

The dates for the Final Examination Week are listed in the **Academic Schedule** on page 7.

Final exams will not make up more than 40% of the course grade, except in the case of private music instruction, where the final exam may be weighted up to 50%. In no case will supplemental exams be given.

Final exams must be taken at the time specified in the official exam schedule. Students will not be scheduled to write more than three final exams in a 24-hour period. Final exams must be written in official exam booklets distributed by the instructor at the time of the exam. In no case may a student substitute another booklet for the one distributed at the time of the exam.

If a student is prevented from writing a final exam by illness or other extreme circumstances, the student must submit a completed "Permission to Miss a Final Examination" form to the Associate Registrar for an exemption or alternate exam. In the case of illness, the student must also present a completed "Physician's Statement for Missed Final Exams" form which

indicates that the student was unable to write the exam on the day in question. A general note indicating that the student has simply seen a physician will not be sufficient. Both forms are available in, and need to be returned to, the Registration and Student Finance Office.

If the Associate Registrar determines that the student's excuse is valid, he or she will notify the instructor who may exempt the student from writing the final exam or may require the student to take an alternate exam normally scheduled during the final exam period. If a student is absent from a final exam without a valid excuse, the grade assigned to him or her will be zero. If an exemption is granted, the final exam will not be used in calculating the student's final grade.

If the student's request for an exemption or alternative exam is not granted, the student has the right to appeal the Associate Registrar's decision to the Director of Enrolment Management and Registrar. The written appeal needs to include grounds for the disagreement with the original decision and further documentation should be provided. The decision of the Director of Enrolment Management and Registrar shall be final.

Students must not finalize plans for departure from Edmonton during Examinations Week until they have received the final examination schedule (early October for the Fall term; early February for the Winter term).

Students must not make travel plans which conflict with their final exam schedule. The Associate Registrar will not normally consider booking transportation out of Edmonton before all exams are complete as a valid excuse for missing a final exam.

## **SCHOLARLY ETHICS AND ACADEMIC HONESTY**

### **PREAMBLE**

The King's University community is based on the biblical concept of community and mutual trust. All members of the University community are called upon to share the ideal of Christian community. All are equal in their worth as God's creatures, and all are liable to discipline. Every effort must be made to avoid an adversarial relationship, especially between students and University personnel, and every effort must be made to restore trust when it is broken.

By Charter, student discipline is fundamentally a responsibility of the Senate, and it is by delegation that University personnel and committees deal with it.

Regulations regarding student discipline should accomplish two things. They should preserve an infracting student's dignity as much as possible while calling that student to account, and they should be redemptive in nature, calculated to restore an offending student to a proper relation with the rest of the community.

**Normally a first case of confirmed academic dishonesty for a student will result in a zero being assigned for the test, exam or assignment. A second confirmed case for a given student will normally result in a zero being assigned for the course in which the case was discovered. A third confirmed case will normally result in a zero being assigned for the course and a suspension policy will normally apply. This means that the student will be suspended from King's for a minimum of 12 months and any post-secondary credits completed elsewhere during the suspension period will not be transferable to King's. The student will not be permitted to withdraw from the course in which a second or subsequent case is discovered. Any subsequent academic offense may result in permanent expulsion.**

The regulations that follow should be seen as exceptional measures to deal with exceptional cases. Most problems of student adherence to University standards should be resolved between two people or at most with the Registrar, Vice President Student Development or Vice President Academic. Only in extreme or unresolved cases should the Discipline Committee be required to convene.

If the principles of trust and mutual accountability are worth anything, they are worth the extra trouble represented in a loving and caring attempt to resolve differences on the simplest level. Only when this attempt fails or when the offense is severe and clearly against the whole institution should the following policy be implemented.

### **ACADEMIC OFFENSES**

The following offenses are infractions of the scholar's ethical code and are liable to punishment under the University disciplinary code.

#### *Cheating*

- obtaining information or material from other students or from another unauthorized source during an exam,
- passing information or material to another student during an exam,

- permitting another student to observe answers during an exam, or
- possessing or attempting to acquire or distribute unauthorized material relating to an exam.

#### *Plagiarism*

- representing another's work in whole or in part as one's own in an exam or paper,
- knowingly including a false statement or reference as if it were true, or
- submission by the student of the work prepared for a different course without the express consent of the instructor.

#### *Other Academic Offenses*

- tampering or attempting to tamper with examinations, class work, grades or class records;
- failure to abide by directions given by an instructor regarding the individuality of work handed in;
- the impersonation of another student in an examination or other class assignment;
- the falsification or fabrication of clinical or laboratory reports;
- the non-authorized recording of lectures;
- failure to obtain approval, permission, or to otherwise follow procedures, as required by the University as outlined in the University Calendar.

Any student who voluntarily and consciously aids another student in the commission of one of these offenses is also guilty of academic misconduct.

### **DISCIPLINE POLICY**

The discipline procedure should be followed only in exceptional circumstances that cannot be resolved by dialogue between those involved, or at most, with the Registrar, Vice President Student Development or Vice President Academic.

#### *Discipline Committee*

The Discipline Committee is a standing University committee, with male and female representatives, established to adjudicate matters of student behavior. This committee is composed of the following members appointed by the President:

1. Three representatives of the student body, elected by the Student Association.
2. The Vice President Academic, the Registrar and the Vice President Student Development.
3. A member of the Senate not employed by The King's University or registered at the University as a student, to serve as Chairperson.

#### *Procedures*

1. Any person believing that a student has committed a serious academic offense may notify the Vice

President Academic in writing, whereupon the Vice President Academic will conduct a preliminary investigation to see if there are sufficient grounds for the charge. The Vice President Academic will then inform the Chairperson of the standing committee.

2. The Chairperson, upon deciding that there are sufficient grounds for a charge, shall convene a hearing for the student concerned during which the charges are heard. Both the student charged and the party or parties bringing the charge shall be present at the hearing.

Any person believing that a student has committed a non-academic offense against University rules should refer to the terms of the student handbook.

#### *Appeals*

A party who feels that the issue has not been fairly resolved has the right to appeal the decision to the Senate through the office of the President. The Senate shall then appoint an Appeal Board to hear the appeal. The Appeal Board shall include one member of the faculty or staff of the University, one community member, and three students, one of whom may be selected by the student charged.

#### *Penalties*

The Discipline Committee, by delegation of authority from the Senate, is empowered to take appropriate disciplinary action, including the levying of fines, suspension, expulsion, or an alteration of the student's applicable marks and academic standing. Recommendation for expulsion must be approved by the Senate. Every attempt shall be made in dealing with an offense to preserve the integrity of the University's regulations and the student's dignity.

## **NOTIFICATION OF RESULTS**

After each term, students may view their results through their online services (registry.kingsu.ca). A single copy of a printed statement of results may also be requested by the student. In the event, however, that the student has outstanding fees (owing to the University or the Bookstore), application documents, library materials, or disciplinary or property fines owing to the University, his or her statement of results will be withheld pending settlement of the account. All certification of a student's record (including degrees, diplomas and transcripts) will be withheld until amounts owing to the University are paid in full and/or University property assigned to the student has been returned and/or all official documents have been received in the Registration and Student Finance Office. In addition, registration in future terms may be withheld, at the discretion of the Registrar.

## **ACADEMIC STANDING REGULATIONS**

### **ACADEMIC CRITERIA**

At the conclusion of each term, academic standing is determined for all students. Students' average grades are calculated based on all King's courses in order to determine their academic standing.

For all students registered in at least nine credits, academic performance is classified according to the standards and has the implications noted in the tables following.

**Academic Performance Classification**

	Program	Criteria by Grade Point Average:	
		Term	Cumulative
<b>Outstanding:</b>	<b>B.Ed.</b>	at least 3.70 with no failing grades	
	<b>All other programs</b>	at least 3.50 with no failing grades	
<b>Acceptable:</b>	<b>B.Ed.</b>	at least 2.70	
	<b>B.A. or B.Sc. in Environmental Studies</b>	at least 2.50	3rd year: at least 1.60 4th year: at least 2.00
	<b>All other 4 year programs</b>	at least 2.00	3rd year: at least 1.60 4th year: at least 2.00
	<b>All 3 year programs</b>	at least 2.00	2nd year: at least 1.60 3rd year: at least 2.00
<b>Marginal:</b>	<b>B.Ed.</b>	at least 1.70 but less than 2.70	
	<b>B.A. or B.Sc. in Environmental Studies</b>	at least 1.70 but less than 2.50	3rd year: at least 1.60 but less than 2.00 4th year: at least 1.60 but less than 2.00
	<b>All other 4 year programs</b>	at least 1.70 but less than 2.00	3rd year: at least 1.60 but less than 2.00 4th year: at least 1.60 but less than 2.00
	<b>All 3 year programs</b>	at least 1.70 but less than 2.00	2nd year: at least 1.60 3rd year: at least 2.00
<b>Unsatisfactory</b>	<b>B.Ed.</b>	less than 1.70	
	<b>B.A. or B.Sc. in Environmental Studies</b>	less than 1.70	3rd year: less than 1.30 4th year: less than 1.60
	<b>All other 4 year programs</b>	less than 1.70	3rd year: less than 1.30 4th year: less than 1.60
	<b>All 3 year programs</b>	less than 1.70	2nd year: less than 1.30 3rd year: less than 1.60

### **Academic Performance Implications**

	<b>Implications</b>
<b>Outstanding:</b>	A student with outstanding achievement will be awarded Honors standing and receive written recognition of his or her performance. A notation will also appear on the student's transcript.
<b>Acceptable:</b>	A student achieving acceptable achievement is academically eligible to continue studies at the University.
<b>Marginal:</b>	A student with marginal achievement may continue studies at the University either under Academic Warning or on Academic Probation. A student who is on academic warning or on academic probation for two consecutive terms may be required to withdraw from the University. A notation will appear on the student's transcript.
<b>Unsatisfactory:</b>	A student with unsatisfactory standing at the end of the <b>Fall term</b> may continue at the University for the Winter term on Probation with a 9.5 credit restriction. The student must have Acceptable achievement for the Winter term or he or she will normally be required to withdraw from the University.  A student with unsatisfactory standing at the end of the <b>Winter term</b> will normally be required to withdraw from the University.  A notation will appear on the student's transcript.

### **NOTES AND ADDITIONAL ACADEMIC REGULATIONS**

1. The year of study referred to in the academic performance charts is as of the end of the term being assessed.
2. A student who has been required to withdraw from the University will not be considered for re-admission until two regular terms of study have elapsed.
3. A student who has been required to withdraw from another post-secondary institution normally will not be admitted to The King's University until two regular terms of study have expired.
4. A student who has been admitted on probation may be required to meet specific conditions as well as those required of all other full-time students.
5. Any student having been placed on academic warning or probation or who has been asked to withdraw may appeal to their Faculty Dean within 30 days of receiving notice. After a successful meeting with the Faculty Dean the student must submit a signed "Confirmation of Conference" form to the Registration and Student Finance Office. Academic standing will be changed once the student registers in courses and the tuition deposit is paid. Academic Warning is a cautionary status but carries no course registration restriction. Academic Probation requires that students restrict their registration to less than a full load as specified in their academic standing letter.
6. Students wishing to return to studies after being asked to withdraw must enrol and be successful in EDUC 211. Students with repeated probationary status may also be required to enrol in and pass EDUC 211.

7. Also see "Academic Standing" on page 74.

### **TRANSFER TO OTHER INSTITUTIONS**

The University does not offer distinct transfer programs as such, although it continues to maintain the transferability of most of its courses. While at The King's University, all students are registered in a University program and must meet University program requirements.

Students planning to transfer to other institutions should be aware of the specific program requirements at the institutions to which they plan to transfer.

For information on transfer to The King's University from other institutions see regulations under the section on *Admissions, Previous Post-Secondary* on page 19 and *Transfer Credit* on page 23.

Duly negotiated Alberta transfer arrangements are recorded annually in the *Alberta Transfer Guide* published by the:

Alberta Council on Admissions and Transfer  
11th Floor, Commerce Place  
10155 - 102 Street  
Edmonton, AB T5J 4L5  
Phone: 422-9021

The *Alberta Transfer Guide* is also online at [www.transferralberta.ca](http://www.transferralberta.ca).

## ACADEMIC LEAVE

A student in good academic standing may apply to take an academic leave of up to one academic year. Students who apply for approved off-campus programs will be automatically granted academic leave for the duration of that program.

Students on academic leave are required to request permission for any courses taken elsewhere during that leave prior to taking those courses. Students on academic leave are restricted from taking courses elsewhere that we are offering during the period of the leave. Students on academic leave are also responsible to ensure that they continue to meet the requirements of their program at King's.

Students not on leave who fail to register by relevant deadlines for a regular academic term lose their student status and must reapply for admission. Re-admission is not guaranteed.

There may be financial implications as a result of taking academic leave; students are advised to consult with the Manager, Student Finance and Scholarships and the Registration and Student Finance Office in advance.

Forms to apply for Academic Leave are available at the Registration and Student Finance Office.

## STUDENT RECORDS

Documents submitted to The King's University become the property of the University. Neither the originals nor copies will be released to the student or anyone outside the University. The applications, transcripts and other supporting documents of applicants who are not admitted or who do not attend may be destroyed at the discretion of the Registration and Student Finance Office. If a student wishes to reapply, a new set of documents may be required.

The University assumes the responsibility for the safekeeping and confidentiality of student records. No private information of any kind concerning any student will be released without specific written permission by the student, either by the application form declaration or separate authorization. Exceptions are: inquiries whether or not the student is currently attending the University ("yes" or "no"), in the case of an emergency, in response to a formal inquiry by police or justice officials, or by permission of the Registrar in exceptional circumstances. Students have access to all information in their student files except to material for which they have waived access.

Public information, such as the awarding of a degree, may also be released in response to inquiry.

## TRANSCRIPTS

**Official transcripts are issued only upon the request of the student.** Students can request transcripts online through OnLine Registry Services ([registry.kingsu.ca](http://registry.kingsu.ca)). Alternatively, students can request transcripts using the paper transcript request form. This must include the student's signature, address, and phone number, the number of copies required, and the name and address to which they are to be mailed. Transcripts issued to a student are not considered official transcripts; official transcripts are sent directly to the institution or agency designated by the student.

## GRADUATION

Degrees are conferred twice each year by King's Senate: in January and in May. Spring Convocation is held once a year on the Saturday following the last Winter term Final Examination. All students planning to graduate from any program must submit a completed "Application to Graduate" form to the Registration and Student Finance Office by October 31 for January conferral or by the last day to withdraw for fall term courses for the May conferral (see page 8). "Application to Graduate" forms are available in the Registration and Student Finance Office. The "Application to Graduate" must be completed in full including the student's signature and be accompanied by the current graduation fee. Late "Applications to Graduate" for the May conferral will be accepted until the last day in February accompanied by a current late graduation fee.

The application fee is assessed for all graduands regardless of their attendance at the Convocation. As well, applicants who have previously applied to graduate must also pay the fee.

It is the responsibility of the student to ensure that his/her name appears on the graduation list.

In order to graduate a candidate must fulfill all program requirements as listed under Programs of Study.

To participate in the Spring Convocation, a student needs to show promise of satisfying all program requirements by the end of the Winter term prior to the convocation. Students are strongly encouraged not to take courses elsewhere during the Winter term prior to the convocation. Students who are completing requirements elsewhere must have final official transcripts submitted to the Registration and Student

Finance Office by November 30 for January conferral or March 31 for May conferral. Students not submitting transcripts by the deadline will not be permitted to participate in the Spring Convocation and will need to reapply for degree conferral in the following year.

Holders of a three year degree from King's who are completing a four-year degree of the same kind and in the same subject who participated in a Spring Convocation for the three year degree may not participate in a Spring Convocation for the four year degree.

Candidates for Graduation must participate in the Convocation rehearsal to participate in the ceremony.

All certification of a student's record (including degrees, diplomas and transcripts) will be withheld until amounts owing to the University are paid in full and/or University property assigned to the student has been returned and/or documents required by the University are received.

### **RESIDENCY REQUIREMENTS**

Normally, a student in the B.A. or B.Sc. (3-year) program must complete at least 33 credits at The King's University. Normally, a student in a four-year program

must spend at least two full years to complete that program. These two years consist of 60 credits in programs requiring a total of 120 credits, 63 credits in programs requiring 123 credits, and 72 credits in programs requiring 132 credits. A student in the B.Ed. program must normally take at least 51 credits at King's. Also, each student must normally take at least 18 credits of the last 30 credits in the program at King's.

Transfer credit will be granted for no more than 60 credits toward B.A., B.Sc., B.Com. or B.Mus. graduation requirements and 9 credits toward B.Ed. graduation requirements.

Students must have completed 50% of their major/first concentration and minor/second concentration at The King's University.

### **SENIOR LEVEL CREDITS**

A minimum of 42 credits of 300- and 400-level courses are required for a 3-year B.A. or B.Sc. and a minimum of 72 credits of 300- and 400-level courses are required for a 4-year B.A., B.Sc., or B.Com. and a minimum of 75 credits of 300- and 400-level courses are required for a 4-year B.Mus.

Grade Point Average Requirements for Graduation: These averages are calculated on the last 60 credits.

<b>Degree</b>	<b>Overall</b>	<b>Major and Concentration</b>	<b>With Distinction</b>
Bachelor of Arts (93 credits)	2.00	2.00	3.50
Bachelor of Arts (120/123 credits)	2.00	2.00	3.50
Bachelor of Arts in Environmental Studies	2.50	2.50	3.50
Bachelor of Science (93 credits)	2.00	2.00	3.50
Bachelor of Science (123 credits)	2.00	2.00	3.50
Bachelor of Science in Environmental Studies	2.50	2.50	3.50
Bachelor of Commerce (123 credits)	2.00	2.00	3.50
Bachelor of Music (132 credits)	2.00	2.00	3.50
Bachelor of Education	2.70	2.70	3.70
Diploma of Church Music	2.00	2.00	3.50