

APPLICATION, ADMISSION, REGISTRATION

APPLICATION

Inquiries from prospective students should be addressed to the Admissions Office. Application may be made online (www.kingsu.ca). Although early application is highly recommended (before March 31, see section on Scholarships and Financial Aid), the application form should be completed not later than the following deadlines:

Application deadlines for Canadian and United States citizens and permanent residents:

- August 15 for the Fall term
- December 1 for the Winter term

Early International application deadline:

- April 15 for the Fall term
- August 15 for the Winter term

Regular International application deadline:

- June 15 for the Fall term
- October 15 for the Winter term

B.Ed. applications are normally considered for the Fall term only. The B.Ed. program has limited space and admission is competitive. Applicants will be informed of admission decisions by March 31, and May 15.

The University may accept applications after the deadline; contact the Admissions Office to inquire. The University may also close or restrict applications prior to these deadlines.

The application must be complete and accurate in order to be processed. Applications are complete when:

- all required information on the application form has been supplied,
- the application fee has been received
- official transcripts and other required documents have been received by the University

Requirements for applicants to the Bachelor of Education program are on page 22.

Please note that prospective students must arrange to have official transcripts of their high school and all college and university records sent to the Admissions Office. Bachelor of Education applicants are not required to provide high school transcripts.

Applicants should order their transcripts to be sent directly from the appropriate government department or institution maintaining their records.

Transcripts issued to the student or to another institution are not acceptable. Fax or email copies are also not considered official. If transcripts will take some time to obtain, unofficial transcripts may be submitted only for preliminary consideration, and must be followed by official transcripts.

All documents must be submitted in English or French. Where official documents are in a language other than English or French the applicant needs to provide notarized English translations as well as the final official documents.

Students who have not yet completed high school should submit transcripts indicating credits and grades to date, and subsequently submit, as soon as possible, a transcript with final grades. Similarly, students with post-secondary work in progress should submit interim transcripts followed by final transcripts as soon as possible.

Admission decisions may be made using interim or unofficial transcripts. If final transcripts are not available at the time of application, they must be received by the University by the last business day of the month in which the student begins study at the University.

All documents submitted for application purposes become the property of The King's University and will not be returned. Neither the originals nor copies will be released to the applicant or anyone else.

Admission is always conditional on the receipt of official final versions of these documents; failure to meet these deadlines could jeopardize the student's continuation in the program.

See page 28 for application fees. Please note the application fee is non-refundable and non-transferable.

ADMISSION

ADMISSIONS AUTHORITY

Initiation and at least annual renewal of admissions policy is the responsibility of the Registrar. Admissions policy change and new admissions policy development is initiated by the Director of Admissions and the Registrar via the Academic Affairs Committee allowing for appropriate engagement of faculty in review of any new policies or proposed changes to current policy. Upon completion of this process, the Registrar and Vice President Academic will recommend the new policies for approval to the Faculty Council and the Senate as necessary. Written admissions appeals are heard by the Registrar and if necessary the Vice President Academic.

BASIS OF ADMISSION

Admissions are granted by a review of application information provided and all academic information. Applicants may be admitted on the basis of:

Bachelor of Education

- an acceptable bachelor's degree with specific elements contained therein (see page 22),
- additional documentation and an interview (see page 22)

B.A., B.Sc., B.Com., B.Mus.

- grade 12 courses,
- previous post-secondary study, either for transfer or as a previous degree,
- mature student status,
- being a visiting or unclassified student

Applicants may be admitted provided they present the academic requirements outlined below. Possession of minimum academic requirements does not guarantee admission to the University. Conversely, applications for admission that do not meet the minimum admission criteria may be considered by the Registrar. Applicants who are refused admission may submit a written appeal to the Registrar. Admission will not be granted without meeting the English Language Proficiency requirements on page 20.

GRADE 12

Required High School Courses

Applicants must present five Grade 12 courses including English, with a minimum average of 60%. This average will be calculated on the final grades for these courses as they appear on the final, official transcript. In provinces

where provincial testing for a course is optional, the grade used will be the higher of the school grade or the blended grade. Students who have taken SAT tests before February 2016 must present for admission a minimum score of 1500 or higher, with no section having a score less than 400. If the SAT test was taken in March 2016 or later, the applicant must present for admission a minimum score of 1100, with no section lower than 550. Students who have taken ACT tests must present for admission a score of 20, with no individual section having a score lower than 20.

Of the four courses presented besides Grade 12 English, at least three must come from the standard list on page 16. The remaining course may be any distinct academic or non-academic grade 12 course carrying normal course weight and which is neither a Special Projects nor a Work Experience course. Two courses of lower course weight may be substituted for this fifth course.

No more than two courses from each category below will be considered for admission.

- English
- Language Other than English
- Social Studies
- Mathematics
- Fine Arts
- In the Sciences, one course from each of biology, chemistry and physics may be presented

Recommended High School Program

To obtain maximum freedom in choosing college programs and courses, a student should take the following six subjects at the Grade 12 level:

1. English
2. A language other than English
3. Social Studies or History
4. Mathematics
5. & 6. Chemistry and/or Biology and/or Physics and/or Computing Science.

Course Deficiency

A student who cannot present 5 acceptable courses for admission purposes but who can present a 65% average on 4 courses may be admitted as an unclassified student to take for credit an approved King's course substituting for one of the admission courses. Should this student achieve a C- or better in that course, he or she may be considered for regular admission to King's in the subsequent term. The following chart indicates which courses fulfill which deficiencies.

| Course Missing | Supplement with 3 credits of |
|-----------------------|--|
| English | ENGL 214 |
| Social Studies | An introductory social science or history course |
| Science | An introductory non-majors science course |
| A Fine Arts | An introductory fine arts course |
| A Non-Standard Course | THEO 250 or PHIL 230 |

Students whose average on five courses is slightly below 60% may be admitted on probation at the discretion of the Registrar.

International Language Proficiency

Students may submit demonstrations of proficiency in languages other than English as non-standard courses for admission purposes. International language proficiency examinations that are currently accepted are:

- Diplôme d'Etudes de Langue Française (DELF), minimum level B2
- Diplôme Approfondi de Langue Française (DALF), minimum level B2
- Test de connaissance du français (TCF), minimum level B2
- Test d'évaluation de français (TEF), minimum level B2
- Diplomas de Español como Lengua Extranjera (DELE), minimum level B2
- Sprach Diplom, minimum level B2
- Hanyu Shuiping Kaoshi Chinese Proficiency Examination (HSK) minimum Level 6

Other international examinations may be accepted; please contact the Admissions Office to inquire.

Grade 11 Honours Initial Admission

Students who demonstrate that they have and/or are registered in 5 acceptable 30-level subjects, and who have completed grade 11 with an honours average (80% or higher) in the preparatory subjects for those courses,

may be given Initial Admission and tentatively awarded an admission scholarship

Part-time

Students who are interested in enrolling in fewer than 9 credits per term may apply as a part-time student. Admission requirements are the same as those for full-time students.

International Baccalaureate and Advanced Placement Program

Students who have earned International Baccalaureate or Advanced Placement Program credits may present those as non-standard courses for admission purposes. These courses can only be counted once, and so will only be considered for admission if they are not also presented as a standard course on the high school transcript.

These courses will also be considered for Transfer Credit. They will be evaluated individually to determine what credit, if any, they should receive for their International Baccalaureate or Advanced Placement Program work.

The King's University Advanced Placement code is 2677.

Unaccredited Schools

Depending on the school and the program, students graduating from unaccredited high schools may be admitted in the normal fashion or on academic probation. Graduates of the Accelerated Christian Education program are considered for normal high school admission if they graduate from a Model Status school with the college preparation program and if they also present an acceptable score on the ACT test. A recommendation from the principal of the high school may also be requested.

| Province | Required for all | 3 - 4 additional standard courses, up to 2 courses from each category | | | |
|----------|---|---|----------------------------------|--|--|
| | English | Language | Algebra | Other Math | Calculus |
| AB/NWT | ELA 30-1 | 30-language French 20(9YR)/(6YR) | Mathematics 30-1 | Mathematics 30-2 | Mathematics 31 |
| BC/YT | English 12 English First Peoples 12 English Studies 12 Focused Literary Study 12 | 12- language 12A-language Any indigenous language | Pre-Calculus 12 | Foundations of Mathematics 12 | Calculus 12 |
| SK | ELA A30/B30 | 30-language | Pre-Calculus 30 | Foundations of Mathematics 30 | Calculus 30 |
| MB | ELA 40S Comprehensive, Literary or Transactional Focus | 40S-language | Pre-Calculus 40S | Applied Mathematics 40S | Introduction to Calculus 45S and Advanced Math 45S |
| ON | ENG4U ETS4U | FSF4U FEF4U FIF4U LBADU-LYXDU LNAEO-LNOEO | MHF4U | MDM4U | MCV4U |
| QC | Engl Lit 603 Series | Francais 601 or 602 6xx-language series | Math 201 | | |
| NB | Engl 121 or 122 | 121 or 122 language | Pre-calculus 120A and/or 120B | Foundations of Math 120 | Pre-Calculus A-120 and Pre-Calculus B-120 |
| NS | Engl 12 (academic) Engl 12: African Heritage | 12-language | Pre-Calc Math 12 | Math 12 (Advanced) Math 12 (Academic) | Calculus 12 |
| PE | Engl 611A or 621A | 621-language | Math 621B | Math 621A | Math 611B |
| NF | Engl 3201 | 3200-language | Math 3200 | Math 3201 | Calculus 3208 |

| (See page 18 for program specific requirements) | | | Maximum of one Non-Standard course (Other non-standard courses may be acceptable, please contact the Office of the Registrar) |
|---|---|---|---|
| Social Studies | Science | Fine Arts | |
| Social Studies 30-1 World Geography 30 Aboriginal Studies 30 | Biology 30 Chemistry 30 Physics 30 Science 30 5 ADV level CTS credits in Computing Science | Art 30 Art 31 Choral Music 30 Dance 35 Drama 30 General Music 35 Instrumental Music 30 | Any 5 credit 30 level course except Work Experience and Special Projects 5 ADV level CTS credits in: Agriculture, Communication Tech, Community Care Services, Design Studies, Enterprise and Innovation, Environmental Stewardship, Financial Management, Forestry, Health Care Services, Legal Studies, Management and Marketing, Networking, Wildlife Any two 3 credit 30 level courses |
| History 12 Comp Cultures 12 BC First Nations Studies 12 Geography 12 Economics 12 Law 12 Social Justice 12 Philosophy 12 | Biology 12 Chemistry 12 Geology 12 ICT Programming 12 Physics 12 Anatomy and Physiology 12 | Visual Arts 12 Art Foundations 12 Studio Art 12 Dance 12 Theatre Performance 12 Choral Music 12 Instrumental Music 12 Theatre Production 12 12-Level Acting | Accounting 12 Drafting 12 Child Development and Care giving 12 Computer Programming 12 E-Commerce 12 Fitness and Conditioning 12 Writing 12 Environmental Science 12 |
| Social Studies 30 History 30 Native Studies 30 Geography 30 | Biology 30 Chemistry 30 Computer Science 30 Earth Science 30 Physics 30 | Arts Ed 30 Visual Arts 30 Dance 30 Drama 30 Band 30 Choral 30 | Physical Education 30 Economics 30 Law 30 Psychology 30 Christian Ethics 30 |
| History: Western Civ 40S Global Issues 40S Current Topics in FNMI Studies 40S World Geography 40S | Biology 40S Chemistry 40S Computer Science 40S Physics 40S | 40G/S18 Art, Drama, Music, Musical Theatre | Canadian Studies 40S Economics 40S Family Studies 40S Law 40S |
| CHI4U CHY4U LVV4U CGW4U CGU4U | ICS4U SBI4U SCH4U SES4U SPH4U SNC4M | AVI4M ADA4M ATC4M AMU4M | Any 4U or 4M course |
| History 330 Series Ancient World 332 Geog 320 Series | Biology 101 Series Chemistry 202 Series Physics 203 Physical Geography 320 | Art 520 Drama 560 Theatre 560 Music 550 | |
| World Issues 120 Canadian Geog 120 | Biology 121 or 122 Chemistry 121 or 122 Physics 121 or 122 Intro to Environmental Studies 122 | Music 120 or 122 Theatre Arts 120 Visual Arts 120 | Canadian Literature 120 Economics 120 Journalism 120 Law 120 Political Science 120 |
| Global History 12 Global Geog 12 | Biology 12 Chemistry 12 Geology 12 Physics 12 | Art 12 Film and Video 12 Music 12 | Canadian Families 12 Canadian Literature 12 Law 12 Sociology 12 |
| History 621A | Biology 621A Chemistry 611A or 621A Physics 621A | Music 621A Dramatic Arts 621A Visual Arts 621A | Economics 621 Global Issues 621 History 621 |
| World Hist 3201 World Geog 3202 Histoire Mondiale 3231 | Biology 3201 Chemistry 3202 Physics 3204 Earth Systems 3209 | Art Des 3200 Ensemble Perf 3105 Appl Mus 3206 Performance 3105 Theatre Arts 3220 Musical Theatre 3221 | ENVS 3205 |

HOME SCHOOL

Students who have completed their high school education through home based-learning will be considered for admission on an individual basis.

Home school students must present the following for admission to King's:

- A letter of recommendation from a qualified educator, usually the facilitator of the program.
- A home school transcript, if available.
- Proof of English proficiency, as demonstrated by one of the means listed under "English Language Proficiency" on page 20 of The King's University Academic Calendar. The King's University offers an exam called the English Language Studies Assessment Test (ELSAT) which can be used by home school students to prove English Proficiency. This exam is administered by the Admissions Office on campus only.
- Proof of proficiency in program specific areas. Home school students applying into Science, Commerce, Environmental Studies, 4-year Psychology or 4-year Sociology programs have additional program-specific requirements.
 - Math prerequisites can be satisfied by an Alberta Provincial Diploma exam, an SAT/ACT exam, an AP/IB exam, an approved post-secondary math course or The King's University Math Competency Exam.
 - Science prerequisites can be satisfied by an Alberta Provincial Diploma Exam, an SAT exam, an AP/IB exam, an approved post-secondary course in the corresponding area, or an interview with a faculty member who will assess the student's knowledge of the subject area.

PROGRAM SPECIFIC ADMISSION REQUIREMENTS

Various programs at The King's University have more specific admission requirements due to the course prerequisites within the program.

| Program | Required High School Prerequisites |
|------------------|------------------------------------|
| 3-year B.A. BIOL | Biology 30 Chemistry 30 |
| 3-year B.A. CHEM | Chemistry 30 Mathematics 30-1 |
| 4-year B.A. PSYC | Mathematics 30-2 |

| Program | Required High School Prerequisites |
|--|---|
| 4-year B.A. ENVS | Mathematics 30-2 Biology 30 Chemistry 30 is recommended |
| 4-year B.A. ENVS Biology or Chemistry | Biology 30 Chemistry 30 Mathematics 30-1 |
| 4- year B.A. PHES | Mathematics 30-2 recommended |
| 4- year B.A. SOCI | Mathematics 30-2 |
| 3-year B.Sc. BIOL | Biology 30 Chemistry 30 Mathematics 30-2 |
| 3-year B.Sc. CHEM | Chemistry 30 Mathematics 30-1 |
| 4-year B.Sc. BIOL | Biology 30 Chemistry 30 Mathematics 30-1 |
| 4-year B.Sc. CHEM | Chemistry 30 Mathematics 30-1 Physics 30 |
| 4-year B.Sc. CMPT | Mathematics 30-1 |
| 4-year B.Sc. ENVS Biology | Mathematics 30-2 Biology 30 Chemistry 30 |
| 4-year B.Sc. ENVS Chemistry | Mathematics 30-1 Biology 30 Chemistry 30 |
| 4-year B.Sc. ENVS Computing Science | Mathematics 30-1 |
| 4-year B.Com. | Mathematics 30-1 or Mathematics 30-2 |

Notes:

- Alberta high school codes are listed. Equivalents will also be acceptable.
- Passing of an algebra competency test at the university may be used in lieu of Mathematics 30-1
- Passing of the Prerequisite Waiver Test in Math at the university may be used in lieu of Mathematics 30-2
- Mathematics 30-1 may be used in lieu of Mathematics 30-2
- Required concentration courses within the ENVS major may also have high school prerequisites.

If your program has required courses that have high school prerequisites which you do not possess, please submit a written letter of appeal to the Registrar who will consult with the instructor of the course. See "Prerequisites, Corequisites and Consent to Take Courses" on page 104.

PREVIOUS POST-SECONDARY STUDY

Students in good standing in their past work in a Canadian university or other post-secondary institution may expect to be admitted to The King's University. Students must submit official transcripts of their entire post-secondary experience. Omissions will result in immediate dismissal. Program specific high school pre-requisites must still be met.

MATURE

Students who will be 21 years of age by September 1 of the year of entry for Fall or January 1 for Winter and who do not meet specific admission requirements will be considered for admission if they have completed ELA 30-1 or its equivalent with a final grade of 60% or higher. Their high school record, and/or college entrance examination scores must also indicate the potential for success in university. Mature applicants may be required to write an English Language Studies Assessment Test administered by the Admissions Office on campus only. Every application for admission as a mature student is considered on its own merit. Program specific high school pre-requisites must still be met.

VISITING

Students who are enrolled in a program at another recognized post-secondary institution and who present a letter of permission may take courses specified in the letter. Visiting students must complete an application form and present necessary prerequisites by submitting official transcripts. Admission is subject to availability of open spaces in the classes applied for. Visiting students must reapply for each term.

UNCLASSIFIED

Students who apply and present the necessary prerequisites on an official transcript may be admitted as unclassified. An unclassified student may not take more than one course in a given term, has no ongoing status as a King's student, and is admitted subject to availability of open spaces in the classes applied for. Unclassified students must reapply for each term.

INTERNATIONAL

An applicant from outside Canada will be considered for admission on presentation of an academic high school program similar to the Alberta program. Specific admission requirements may vary depending upon the

applicant's country of origin and may include acceptable performances on such entrance tests as ACT (code number 5209) and SAT (code number 2677). For admission marks necessary on the SAT and ACT tests, please see page 14 under Required High School Courses. Since the language of instruction at the University is English, applicants must possess proficiency in both oral and written English.

All documents must be submitted in English or French. Where official documents are in a language other than English the applicant needs to provide notarized English translations as well as the final official documents.

APPLICANTS WHO CANNOT PROVIDE ACADEMIC DOCUMENTATION

Normally, applicants are required to provide or cause to be provided official transcripts of their secondary and post-secondary education. However, due to personal or political circumstances or natural disaster, a student may make a claim that they are unable to provide this documentation. In that case, the following procedure should be used.

1. The claimant must meet with the Academic Advising Coordinator for an extensive in-person interview. The content of this interview would be
 - to review the precise circumstances causing the applicant to be unable to produce such documentation,
 - what (if any) unofficial or partial documentation they may be able to provide,
 - what (if any) efforts they may have already made to obtain their official transcripts,
 - what exactly they believe to be the reason their official transcripts cannot be obtained no matter what efforts they make,
 - whether any family members or friends might be placed in danger were they to request the transcript or King's to request the official transcripts on their behalf.
2. If the interview and follow-up research is convincing, the applicant then would put the case in writing as an appeal to accept any unofficial documentation that can be provided. This appeal, along with any supporting research from the Academic Advising Coordinator, is directed to the Director of Admissions when the documents are in support of admission or to the Associate VP Enrolment Management and Registrar if the documents are in support of a course challenge.
3. The applicant then would swear a Statutory Declaration in front of a Commissioner of Oaths or Notary Public for the missing documentation that is required.

4. The Director of Admissions would then assess admissibility using the unofficial documentation provided, the written statement by the applicant, and the statutory declaration in lieu of official transcripts. Admission may be granted, but the student would be limited to 9 credits in the first term with a review after that term in the 3-year Bachelor of Arts Undeclared program.
5. Pre-requisites would be managed first by using King's English proficiency and Math tests, and by pre-requisite waiver for the relevant courses.
6. Transfer credit for prior post-secondary work cannot be awarded in this circumstance, but the unofficial documentation, statement and declaration may be used to apply for course challenge.
7. After the first term of study, the student's performance will be reviewed. Should performance be acceptable, the restriction on credits and program will be lifted. Unsatisfactory performance may result in continued probationary status or being required to discontinue studies.

ENGLISH LANGUAGE PROFICIENCY

All applicants to The King's University are expected to have a level of English proficiency sufficient to enable them to succeed in our programs. This proficiency must be demonstrated regardless of citizenship or country of origin. English proficiency may be demonstrated by one of the following:

- Three years of formal, full-time study in a Canadian secondary or post-secondary institution with accepted English proficiency or a similar institution outside Canada approved by the University;
- 60% on the Alberta ELA 30-1 Diploma Examination (not the blended grade) or on Alberta ELA 30-1 (blended grade), or the equivalent course from other Canadian provinces;
- International Baccalaureate Higher Level English with a minimum grade of 5.0;
- Advanced Placement English with a grade of 4.0;
- ENGL 214 (or equivalent) with a grade of B- (Alpha 4.00 scale) for students entering into the BEd and C for students entering all other programs;
- Canadian Academic English Language (CAEL) Assessment with a minimum score of 60;
- International English Language Testing System (IELTS) Academic module with a score of 6.5, 5.0 on each band;
- Michigan English Language Assessment Battery (MELAB) with a score of 80;
- Kaplan International English Program with a minimum Advanced Level standing;

- Pearson Test of English (Academic) (PTE): An overall score of at least 59;
- Test of English as a Foreign Language (TOEFL)
 - internet based: 86 (with a minimum score of 21 on each of the four tested areas).
 - revised TOEFL Paper-delivered Test: 64 (with a minimum score of 21 on each of the three tested areas)
- A passing grade in an English for Academic Purposes (EAP) program which is accepted as a means of satisfying English Language Proficiency by another recognized Canadian university, and whose English Language Proficiency requirement is at least as demanding as is that of The King's University.
- King's administered English Language Studies Assessment Test (ELSAT) with an acceptable score.

All students enrolled in ENGL 214 are required to write an English diagnostic essay administered by the King's English department. Those students who demonstrate English-as-a-Second-Language difficulties will be required to take University ESL courses (see "Post-Secondary English at King's" on page 54).

Applicants who meet all admission requirements except English language proficiency may apply for PEAK (see "Post-Secondary English at King's" on page 54).

For information on the above examinations contact the following:

CAEL - Canadian Academic English Language Assessment
 The CAEL Assessment Office, Paragon Testing Enterprises, 110-2925 Virtual Way, Vancouver, BC, V5M 4X5
 Phone-Toll-free within North America: 1-855-520-2235
 Within British Columbia: (604) 674-8664
 E-mail: info@cael.ca
 Website: www.cael.ca

CaMLA - Cambridge Michigan Language Assessments
 Argus 1 Building, 535 West William St. Suit 310, Ann Arbor Michigan, 48103-4978 USA
 Tel: 1-866-696-3522 or 1-734-615-9629
 Fax: 1-734-763-0369
 E-mail: info@cambridgemichigan.org
 Website: www.cambridgemichigan.org

IELTS - International English Language Testing System
 Website: www.ielts.org

Pearson Test of English
 Website: www.pearsonpte.com

Kaplan International English - 2F Warwick Building, Kensington Village, Avonmore Road, London W14 8HQ, United Kingdom, Phone: +44(0) 20 7045 5000, Website: www.kaplaninternational.com

TOEFL - Educational Testing Service, 660 Rosedale Road, Princeton, NJ 08541 USA Phone: 1-609-921-9000 Website: ets.org/toefl
The TOEFL Institutional Code for The King's University is 9232.

BACHELOR OF EDUCATION

In order to qualify for admission to The King's University Bachelor of Education (After Degree) applicants must meet the admission requirements listed in the chart on page 22.

In Canada, *acceptable institutions* are defined as members of Universities Canada or institutions whose programs are accredited by the Campus Alberta Quality Council. For information on acceptable institutions outside of Canada, please contact the Registration and Student Finance Office.

Students who are deficient in the breadth of study elements may be required to make up the deficiency prior to the end of their B.Ed. program either through the use of electives or by taking courses extra to the degree. *Students who do not possess credits in educational philosophy will be required to take EDUC 300 in the Fall term of their first year.*

The B.Ed. programs have limited space and admission is competitive. Possession of the minimum admission requirements does not guarantee admission. Students are encouraged to apply early.

Please note that a maximum of 9 credits from another recognized institution may be transferred to The King's University, provided that these credits have not been applied to a previous degree and are appropriate to the student's program. Some courses from previous educational experiences which duplicate courses in the B.Ed. program may also be used as "replacement credit" in the program, permitting the student to take more elective courses.

Bachelor of Education (After Degree) applicants with advance credit from Bible Colleges need to read the note at the end of the Transfer Credit section on page 23.

UNIVERSITY CERTIFICATES & DIPLOMA

University Certificates in Drama and the Environment, Education and the Environment, Micah Studies, Youth Ministry and University Diploma in Church Music

The University Certificates in Drama and the Environment, Education and the Environment, Micah Studies, and Youth Ministry are normally followed by students in a bachelor's degree program. The University Diploma in Church Music is normally followed by students in a B.A. Music or B.Mus. program.

Students who are not currently enrolled in a bachelor's degree at King's must be in possession of an earned undergraduate degree and present the prerequisites for the courses in the certificate. The degree must be from an acceptable institution. In Canada the institution must be a member of Universities Canada or its programs must be accredited by the Campus Alberta Quality Council. For information on acceptable institutions outside of Canada, please contact the Registration and Student Finance Office. Applicants who wish to complete the University Certificate in Youth Ministry without an acceptable degree should also contact the Admissions Office regarding a possible appeal to this requirement.

POST-BACCALAUREATE CERTIFICATE AND DIPLOMA

Performer's Post-Baccalaureate Certificate

Students are admitted to the Performer's Post-Baccalaureate Certificate on the basis of an undergraduate degree, an audition, a letter of career intent and two letters of recommendation. The degree must be from an acceptable institution. In Canada the institution must be a member of Universities Canada or its programs must be accredited by the Campus Alberta Quality Council. For information on acceptable institutions outside of Canada, please contact the Registration and Student Finance Office.

A live audition is required, but a videotape with a CD or a professional quality DVD will be considered. The auditioning committee will consist of instructors in the applied field of the candidate, the Department Chair and two other faculty members. A high performance level at the audition will be expected.

Auditions will take place on February 24, 2018, April 14, 2018 and the start of the fall term.

BACHELOR OF EDUCATION (AFTER DEGREE) ADMISSION REQUIREMENTS

| | | |
|--|--|--|
| General Requirements | <p>In order to qualify for admission to The King's University Bachelor of Education (After Degree) applicants must:</p> <ol style="list-style-type: none"> 1. Possess a recognized bachelor's degree (minimum of 90 credits) from an acceptable post-secondary institution 2. Have a grade point average of at least 2.50 on the Alpha 4.00 scale on the last 60 credits of study 3. Have acceptable breadth of study in first degree (see below) 4. Provide evidence of significant work experience with children/adolescents. This can be demonstrated with EDUC 251 or the equivalent, OR a statement of experience along with confirmation of experience from a supervisor 5. Provide an essay (750-1000 words) outlining the philosophy of education or EDUC 300 or the equivalent 6. Have a successful interview with a member of King's Education Faculty | |
| Requirements for Elementary Education | <p>Required: 6 credits in English, 3 credits each in Canadian studies, math, natural science, history, fine arts, and social sciences</p> <p>Recommended: courses in developmental psychology, educational philosophy, introduction to teaching</p> | |
| Specific Requirements for Secondary Education | <p>Required: 6 credits in English literature or composition, 3 credits in at least 2 of the following areas (may not overlap with teachable major and minor): Canadian studies, history, fine arts, math, social sciences, and natural science.</p> <p>Recommended: courses in developmental psychology, educational philosophy, introduction to teaching</p> <p>Applicants to the Bachelor of Education (After Degree) in Secondary Education must present a minimum of 30 credits in a teachable major and 9 credits in a teachable minor or a combination of 39 credits in teachable area as needed. See specific requirements below. (The program requires a minimum total of 33 credits in a teachable major and 18 credits in a teachable minor, see page 99)</p> | |
| Teachable Major and Minor Subjects | Biology/Environmental Studies | Biology, Environmental Studies, Environmental Economics, Human Geography, GIS, Philosophy of the Environment, Theology of Creation. If presenting courses from more than one subject, at least three must be presented with senior courses in at least two. |
| | Chemistry | Chemistry |
| | Career and Technology Studies: Business | Accounting, Business, Finance, Human Resources, Management, Marketing |
| | Career and Technology Studies: Computing Science | Computing Science |
| | Drama | Drama |
| | English Language Arts | English, Composition |
| | General Physical Sciences | Biology, Chemistry, Physics, or Physical Geography. Must present courses in three disciplines with senior courses in at least two. |
| | General Sciences | Biology, Chemistry, Physics, Physical Geography, Mathematics, Computing Science. Must present courses in three disciplines with senior courses in at least two. |
| | Mathematics | Mathematics, Computing Science, (maximum 3 credits in Computing Science) |
| | Music | Music |
| | Physical Education | Physical Education, Kinesiology, Physical Activity |
| | Social Studies | Anthropology, Economics, History, Human Geography, Interdisciplinary Studies, Philosophy, Political Science, Psychology, Sociology or Theology/Biblical Studies/Religious Studies. Must present courses in three disciplines with senior courses in at least two. |
| Additional Teachable Minor Subjects (*Minors in Physics and Second languages must be completed before admission) | Art | Studio Art, Art History |
| | Physics* | Physics |
| | Second Language* | Chinese, French, German, Italian, Japanese, Punjabi, Spanish, Ukrainian If presenting courses from more than one language, at least three must be presented with senior courses in at least two. |

Artist's Post-Baccalaureate Diploma

Students are admitted to the Artist's Post-Baccalaureate Diploma on the basis of a King's Performer's Certificate and recommendation of the Music Faculty.

INCLUSIVE POST-SECONDARY EDUCATION

The King's University, in partnership with Inclusion Alberta, provides the opportunity for students with developmental disabilities to experience success in post-secondary education. Inclusive Post-Secondary Education is a service that enables students to participate in The King's University's courses, programs of study and campus life. It enables students to individualize their studies in order to achieve the most beneficial learning experience possible. Students enroll as limited credit, non-credit or audit students, depending on individual abilities and needs.

The Inclusive Post-Secondary Education Coordinator works closely with students, faculty and other staff to adapt course requirements and set attainable goals. The coordinator supports students as they participate in all aspects of campus life. In addition to classes and involvement in extracurricular activities, this year-round service assists students to meet their career goals through support in obtaining employment during the summer months.

Prospective students who may be interested should contact the Inclusive Post-Secondary Education Coordinator. Please note that students supported by Inclusive Post-Secondary Education need to be eligible for funding through Disability Services (formerly Persons with Developmental Disabilities (PDD)).

For more information and inquiries contact:
Inclusive Post-Secondary Education Coordinator
9125 50 Street NW
Edmonton, AB T6B 2H3
Phone: (780) 465-3500
Fax: (780) 465-3534

COLLABORATION WITH NEWMAN THEOLOGICAL COLLEGE

By mutual agreement King's University After Degree B.Ed. students may take graduate courses in Religious Education at Newman Theological College. Successful completion of King's THEO 250 course and one of the Newman Theological College's graduate courses in religious education (NWMN 465, NWMN 467, or NWMN 491) will fulfill the requirement to be considered for a continuous contract with the Edmonton Catholic School District. The King's University B.Ed.

students can register for these graduate courses through the regular registration process at King's.

NOTIFICATION AND ACCEPTANCE OF ADMISSION

As soon as all admission information has been received, documents will be evaluated and the applicant will be notified of his/her standing. To accept admission to King's for the Fall term, new students must register within 14 calendar days of the date of admission or by June 15, whichever comes later. To accept admission to King's for the Winter term, new students must register within 14 calendar days of the date of admission or by November 30, whichever comes later. Students who register by these deadlines receive a \$50 discount on the required non refundable tuition deposit. Students who fail to register and pay within these deadlines are deemed to have allowed their admission to lapse. Lapsed admission may be reinstated by the submission of a registration worksheet and payment of the full tuition deposit.

DEFERRAL OF APPLICATION

Applicants wishing to defer from Fall Term to Winter Term may write a letter of appeal requesting a deferral by September 30, 2018. Applicants wishing to defer from Winter Term to Fall Term of the following academic year may write a letter requesting that their application fee be waived and their application be reassessed for admission to the new academic year. The deadline for this deferral is January 31, 2019. Applicants to the Bachelor of Education program wishing to defer one academic year to the next, may write a letter of appeal that their application fee be waived and their application be reassessed in the new academic year. The deadline for Bachelor of Education deferral requests is August 15, 2018. All applicants may only request one deferral. If applicants wish to reapply after one deferral, they will need to submit a new application and application fee.

TRANSFER CREDIT

Once a student has been admitted to The King's University and the Admissions Office has received official transcripts from previous post-secondary institutions, the transcripts will be assessed by the Registration and Student Finance Office for possible transfer credit. If transfer credit is awarded, the student will be notified by mail with an *Initial Credit Assessment* if the student has not yet registered or an *Evaluation of Transfer Credit* if the student has registered. Not all transfer credit recognized may be

applicable to the degree into which the student has been admitted.

The purpose of evaluating transfer credit is to reduce the likelihood of a student having to repeat academic work in which he or she has already demonstrated competence.

Students wishing to transfer to The King's University from another Alberta institution may check the Alberta Transfer Guide for the minimum negotiated transfer credit for courses they have taken. The Alberta Transfer Guide is published annually by the:

Alberta Council on Admissions and Transfer

8th Floor, Commerce Place

10155 - 102 St.

Edmonton, AB T5J 4L5

Email: acat@gov.ab.ca

Phone: 780-422-9021

Fax: 780-422-3688

The *Alberta Transfer Guide* is also on-line at www.transferralberta.ca.

The King's University does have transfer credit arrangements with some Alberta institutions outside of the *Alberta Transfer Guide* including Vanguard College. Arrangements have also been made with Providence Christian College in Pasadena, California. Please contact the Registration and Student Finance Office for details on these arrangements.

The King's University considers for transfer credit, courses successfully completed at institutions in Canada and elsewhere. Transfer credit is considered on a course by course basis.

In order to consider credit from an international post-secondary institution it must be listed in the current editions of either the *International Association of Universities World Higher Education* database. Institutions located in the United States must be accredited by one of the following associations: Middle States Association of Colleges and Schools, New England Association of Schools and Colleges, Southern Association of Colleges and Schools, North Central Association of Colleges and Schools, Northwest Association of Schools and Colleges, or the Western Association of Schools and Colleges.

Credit will be given where courses are appropriate for the student's program requirements at The King's University, subject to the following:

1. Courses offered at other recognized degree-granting institutions are normally acceptable for transfer

credit, provided they are appropriate to the student's program. Students may be required to provide to the Registration and Student Finance Office a course catalogue and course syllabi. The course syllabus must include a detailed course description, the number of contact hours involved in the course, the number of credits or credit hours assigned to the course, prerequisites, the length of each semester, the instructor qualifications, textbooks used and the mark distribution. Each syllabus must be from the year and term in which the student took the course.

2. Only courses with a grade of C- (Alpha 4.00 scale) or better will be considered for transfer credit in the B.A., B.Sc., B.Com. or B.Mus. major or area of concentration or minor or second area of concentration. Only courses with a grade of D (Alpha 4.00 scale) or better will be considered for transfer credit in all other cases. Only courses with a grade of C- (Alpha 4.00 scale) or better will be considered for transfer credit in the B.Ed. program.
3. Since a maximum of 18 credits of what is considered a professional nature are accepted as meeting B.A., B.Sc. or B.Mus. graduation requirements, no more than 18 credits of such a nature will be accepted for transfer credit. Courses of a professional nature must be deemed to be relevant to the King's program.
4. 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. Transfer credit may also be limited by other factors such as allowable number of junior courses and relevancy.
5. Transfer credit will be granted for no more than 9 credits toward the University Certificate in Micah Studies, 12 credits toward the University Certificate in Education and the Environment or the University Certificate in Drama and the Environment and 30 credits toward the University Diploma in Church Music.
6. No transfer credit will be granted toward the Performer's Post-Baccalaureate Certificate or Artist's Post-Baccalaureate Diploma.
7. Eighteen of the last thirty credits of the degree program must be completed at the University.
8. Normally students must complete at least 50% of the courses required for their major, first concentration, minor and second concentration at the University.
9. Students who have earned credit for a course at the University will not also receive transfer credit for the same course.

10. Students who have earned International Baccalaureate or Advanced Placement Program credits will be considered for advanced standing or college credit. They will be evaluated individually to determine what credit, if any, they should receive for their International Baccalaureate or Advanced Placement Program work.

Questions concerning transfer credit should be addressed to the Registration and Student Finance Office.

Bible Colleges

Applicants may expect to transfer Bible College credits from institutions that are accredited by the Association for Biblical Higher Education. Courses must be relevant to the student's program requirements at The King's University and may be assigned less credit than that granted by the issuing institution. In addition to the regulations listed above, please note the following in this regard:

1. Foundations requirements in theology must be met by The King's University foundations courses or close equivalents.
2. Courses of a professional (e.g. missions, personal development) or restricted denominational nature will not be transferable.
3. Courses with 3 or 4 credit hours will transfer as 3 credit courses. Courses with 2 credit hours may be combined to grant credit (4 = 3 credits). Where different disciplines are combined, unassigned credits will be granted.

Education Students Note: Provincial Teacher Service Qualification Boards (and, in some cases, certification boards) do not generally recognize Bible College work that is not listed in a provincial transfer guide. Although King's will transfer courses from Bible Colleges to the student's first degree and to the BEd degree, these courses may not be included by Teacher Service Qualification Boards and the student may be assessed to have completed less years than their degrees imply. This may have an affect on a student's ability to be certified and may have salary implications. Consequently, transfer students from Bible Colleges who plan to get a Bachelor of Education degree are advised to ensure that they have at least 4 years of King's or other university-level courses by the time they complete the Bachelor of Education Program.

The Registration and Student Finance Office is the final authority for evaluation of transfer credit based on published transfer credit policy, an examination of

published accreditation guides, transfer credit guides, calendar course descriptions, detailed course outlines, precedent and the advice of other universities.

SECOND DEGREE REGULATIONS

1. Students will not be awarded a Bachelor of Arts or a Bachelor of Science degree in a major or concentration obtained in a prior Bachelor degree.
2. A graduate from King's who wishes to complete a second King's bachelor degree may do so. Students must:
 - a. fulfill all degree and major/concentration requirements of the new program and
 - b. complete the required number of credits for the program, reduced by 60 credits from the student's previous degree.
3. Graduates from Bachelor programs at other recognized institutions who wish to complete a second bachelor degree at King's may do so. Students must:
 - a. fulfill all degree and major/concentration requirements of the new program, and
 - b. complete a minimum of six credits in theology, philosophy or history at King's, and
 - c. complete the required number of credits for the program, reduced by a maximum of 60 credits from the student's previous degree. Transfer credit restrictions may apply, please see the Transfer credit section on page 23.
4. After completing a King's degree, students may complete the course work for an additional concentration or major for their existing degrees and have this noted on their transcript. They will not, however, be granted another degree.
5. Holders of a three-year degree from King's may return to complete a four year degree of the same kind and in the same subject provided that:
 - a. they meet all program requirements for the four year degree and major, and
 - b. they surrender their three-year degree upon completion of the four-year program. They will then be granted a four-year degree.
3. Holders of a B.A. in Music may also receive a B.Mus provided that those holding a three year B.A. in Music degree:
 - a. those holding a three year B.A. in Music degree:
 - surrender their three year degree upon completion of the program
 - complete all the program requirements of the B.Mus including an additional 72 credits.

- b. b. those holding a four year B.A. in Music degree:
 - surrender their four year degree upon completion of the program
 - complete all the program requirements of the B.Mus
- 3. King's Bachelor of Commerce degree is, for the purposes of this policy, considered to be the four year degree of the same kind and subject as 3-year B.A. with a concentration in Business Administration.

REGISTRATION

Only students who have registered will be guaranteed spaces in courses and programs. While King's attempts to keep schedule changes to a minimum, course cancellations or changes to a student's course or lab sections may occur. Students will be notified if their schedule changes. If a course is cancelled registered students will be notified of the cancellation. Students are encouraged to speak to their Faculty Advisor to discuss alternative options.

All students must follow King's general education requirements and degree regulations whether they are planning to transfer or intend on finishing a degree at The King's University.

A student cannot participate in registration or any other related activities 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 by the Admissions Office.

DEFINITIONS

Student Classification

For registration purposes, **New Students** are all who are admitted based on an application for admission for the current term. **Returning Students** refers to students who were in attendance the previous term. **Re-Entering students** are former King's students who have been readmitted after at least one regular term's absence.

Faculty Advisors

Each student attending The King's University will be assigned a faculty advisor. At set times prior to and during the term, advisors are available to assist students in planning their studies. Faculty Advisors must approve initial registrations. Faculty Advisors may be consulted when making registration changes. Students are encouraged to make use of this important program counselling service. It should be noted, however, that **the student is ultimately responsible for his or her**

choices and the calendar is the official statement of all academic policy.

Student Status

Full-time Students: Students enrolled in 9 or more credits in a given term.

Part-time Students: Students enrolled in fewer than 9 credits in a given term.

Visiting Students: Students enrolled in a program at another college or university which has permitted them to enroll in one or more courses at King's. Visiting students have no ongoing student status and must reapply for admission each term.

Unclassified Students: Students enrolled in one course. Unclassified students have no ongoing student status and must reapply for admission each term. Unclassified students are restricted to one course per term.

Year of Study

All Programs First Year - students who have completed fewer than 24 credits.

All Three- and Four-year Programs Second Year - students who have completed 24 or more credits but fewer than 54 credits.

After Degree Programs Second Year - students who have completed 24 or more credits.

Three-year Programs Third Year - students who have completed 54 or more credits.

Four-year Programs Third Year - students who have completed 54 or more credits but fewer than 84 credits.

Four-year Programs Fourth Year - students who have completed at least 84 credits.

FALL AND WINTER TERM REGISTRATION CONFIRMATION

Fall term registration confirmation days are on August 30-31, 2018. Winter term registration confirmation is on January 7, 2019.

Registration confirmation can be completed online through The King's University online student services.

Students are not to attend class until they have confirmed their registration. In order to ensure maximum enrolment in courses, students who have not confirmed their registration 48 hours prior to the end of the add/drop deadline of the term in question will be withdrawn from their courses to free up their seats for other students. Students who know they will be late confirming their registration must notify the

Registration and Student Finance Office in writing to ensure they maintain their registration.

NEW AND RE-ENTERING STUDENTS

Applicants who have been notified of admission may contact an Admissions Counsellor at the University for assistance with course selection and registration. To contact an Admissions Counsellor, the student can call (780)465-8334 or 1-800-661-8582. A registration worksheet and Tuition Deposit must be submitted for the term in which a student was admitted. Students can also register for courses online. Once the Tuition Deposit is paid, instructions for online registration will be emailed to the student. Students who register and pay their tuition deposit by the given deadline will receive a \$50 discount on their Tuition Deposit.

The Tuition Deposit is applied against the student's tuition. The deposit is due by June 15* for the Fall term and November 30* for the Winter term (*or two weeks after the date of admission listed on the Letter of Admission if that date is later). The deposit is **not** refundable.

Cancellation of registration indicates that all courses will be cancelled for the Fall term and for the Winter term.

In early August all students will be able to log into their OnLine Registry Services and book a Registration Confirmation Appointment. New and Re-Entering students must meet with their advisor. During their Registration Confirmation appointment, students receive and sign their Course/Fee Sheet, receive their photo ID card and pay their fees.

Registration is completed by attendance on designated registration confirmation days, completion of all Registry procedures, and payment of fees. Any changes from the initial registration must be made by following Registry Add/Drop procedures.

RETURNING STUDENTS

Returning Students may register in March for Fall and Winter courses. Students can register for courses and have their advisor approve their registration online. Fall registration must be confirmed by June 15 by payment of a Tuition Deposit; the deposit will be applied against the student's tuition. This deposit is **not** refundable.

Students who do not pay the Tuition Deposit by June 15 will be deemed to be not returning for the next Academic Session. Current student status will be lost and students will be de-registered from all future courses. Registration may be reinstated by filling out the

Reinstatement Application, there is a fee for this service. Students may register in classes once they have been reinstated and pay the full tuition deposit.

In early August all students will be able to log into their OnLine Registry Services and book a Registration Confirmation Appointment. During their appointment, students receive and sign their Course/Fee Sheet, receive their photo ID card and pay their fees. Students not yet registered must come to the Registration and Student Finance Office, complete the Reinstatement Application (fee applies), meet with their advisor to pick courses, and then book a Registration Confirmation Appointment.

Registration is completed online or by attendance on designated registration confirmation days, completion of all Registry procedures, and payment of fees. Any changes from the initial registration must be made by following Registry Add/Drop procedures.

UNCLASSIFIED STUDENTS AND VISITING STUDENTS

Students admitted as Unclassified or Visiting may register for course(s) once they have paid their tuition deposit, or the full tuition, whichever is less. This deposit is not refundable. Once the deposit is paid, students can register for the course by submitting a Course Registration Form, or register online. Visiting students can only register in courses for which they have received permission from their home institution; unclassified students are restricted to the one course indicated on their application.

SPRING AND SUMMER TERMS

Registration confirmation is April 30, 2018 for Spring term 1 and May 22, 2018 for Spring term 2. Tuition deposits for these terms must be paid prior to the enrollment review date, April 25, 2018 for Spring term 1 and May 16, 2018 for Spring term 2. This deposit is **not** refundable.

ADD/DROP PROCEDURE

Students wanting to add or drop a course must do so in the specified time period. Students can add and drop courses online. Alternatively, students may also bring, in person, a completed Add/Drop form to the Registration and Student Finance Office for changes to be confirmed. The last day to add a course or drop a course without receiving a withdrawal notation on the student's transcript is September 12, 2018 for the Fall term and January 16, 2019 for the Winter term.

WITHDRAWAL PROCEDURE

See page 61.

ONLINE REGISTRY SERVICES

Online services are available to students through OnLine Registry Services on the King's website, registry.kingsu.ca. Some online services include

registration and course changes, transcript requests, advisor reports (program planning), final grades, and tax receipts.