

# wsbm

WILLINGDON SCHOOL OF THE BIBLE & MINISTRY

## POLICIES

*Revised: April 2022*

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## General Admission & Registration

### 1. Admission

Willingdon School of the Bible & Ministry (WSBM) is open to all who have reached the age of 16 (exceptions by permission). Registration is not restricted to those who attend Willingdon Church.

### 2. Registration

Registration for each term typically opens in August for the Fall term courses (Oct–Nov), in November for the Winter term courses (Jan–Mar), and in February for the Spring term courses (Apr–June). Actual registration dates and deadlines will be posted on the church service bulletin and the website at [Willingdon.org/wsbm](http://Willingdon.org/wsbm).

Applications are accepted on a first come, first served basis prior to the registration deadline or until the class is full, whichever occurs first.

Students can register online at the WSBM website above (full payment of course fees is required to complete registration). Other registration arrangements must be discussed with the WSBM Administrative Assistant ([wsbm@willingdon.org](mailto:wsbm@willingdon.org)).

### 3. Credit/Audit

a. **Credit Students:** These are students who are attending classes and are taking the courses for credit. Credit students are required to successfully complete (i) the assignments in the course syllabi, and (ii) the course evaluation at the end of the course, in order to obtain credit for their work.

Students are free to work on the Certificate Program at their own pace.

b. **Audit Students:** These are students who are attending classes but are not taking the courses for credit. These students do not typically submit the work required in the course syllabi.

Church members and attendees who desire to take a course to be equipped, but don't want to work toward the Certificate Program are welcome to attend as audit students.

Students who wish to audit a course pay the same fees as credit students. Audited courses do not count toward graduation or course completion requirements for the Certificate Program.

### 4. Class Size

Normally there will be a minimum class size of 15 students. Maximum class size may be restricted by classroom availability.

## Fees

### 1. Course Fee

All fees are charged in Canadian funds. The course tuition fee is currently \$125 per course, but is subject to periodic change. This fee includes instruction time and printed student materials, excluding textbooks, and is mandatory for all students (including auditors). Course tuition fees are subject to change.

Textbook costs will be charged in addition to course fees and will vary from course to course. Textbook costs are not covered by student subsidies.

### 2. Manner of Payment

To complete the course registration, the payment of course fees is required. Upon the successful completion of registration, the payment receipt will be sent via email.

Other financial arrangements must be discussed with the WSBM Administrative Assistant ([wsbm@willington.org](mailto:wsbm@willington.org)). Payment can be made in the following ways:

- To pay with debit card, visit the Church Office during office hours or the Resource Centre during weekend services.
- To pay by cheque, make the cheque payable to Willington Church. Mail in or drop it in the Church Office mail slot in a sealed envelope addressed to WSBM.
- To pay with cash, visit the Church Office or drop a sealed envelope in the Church Office mail slot addressed to WSBM. Do not mail cash.

### 3. Outstanding Account

The School maintains an account for each student. Students will not be permitted to register for courses if they have fees owing from a previous term. Any fee submitted will be used to clear the outstanding account first.

### 4. Refund

A full refund is available if a written request to withdraw from the course has been submitted to the WSBM Administrative Assistant one week prior to the start date of the class. You must receive a confirmation from the Admin. Assistant in order to receive a refund.

### 5. Tax Receipts

Since WSBM is not an accredited institution but a ministry of Willington Church, fees paid for courses are not eligible for income tax receipt purposes.

## 6. Student Financial Assistance

- Circumstances in life sometimes present financial stress into our lives, such as unemployment, limited pensions, illnesses, and so on. If a student is genuinely in a difficult or challenging situation but still desires to take a course, please contact [wsbm@willingdon.org](mailto:wsbm@willingdon.org) in confidence, stating the financial stress.
- Student financial assistance can only be granted to a student in consultation with the WSBM Core Team and using the prescribed process.
- Subsidy will normally only be available for tuition costs. Required textbooks must be purchased.

## Academic Information

### 1. Course Workload

In addition to 2 lecture hours per course per week, credit students are expected to budget approx. 4 hours out of class per course per week. The minimum writing length (all the assignments combined) is 10–14 pages (double-spaced), which is 2,500–3,500 words (approx. 30 hours). These are exciting but also serious courses designed to call forth your best efforts.

### 2. Accreditation

WSBM is not officially accredited with any outside organization. The school exists to advance life-long learning and ministry investment.

### 3. Credit Transfer

Students seeking credit transfer to Columbia Bible College (or any other educational institution) must themselves initiate direct communication with the institution.

### 4. Course Attendance

Students are expected to attend all the scheduled classes. If, for some reason, students need to miss classes, they will need to contact the instructor ahead of time. Students will be required to catch up on missed classes by listening to the recording. Students are responsible to obtain any missing materials or notes from other students in the class. Arrangements must be made with the instructor prior to missing an exam.

### 5. Classroom Etiquette

Students are expected to remember that they are in an academic classroom. It is inappropriate to engage in conversations with classmates during class. Cell phones must be turned off. iPods/ Tablets/Smart phones are permitted if Bible software and word-processing programs are being used. Otherwise, please do not surf the net or check emails during class. Only students who have registered for a course are to be in attendance. The only exception is an “approved audit.” If the class is conducted via Zoom, students should turn the video on unless there is a good reason not to.

### 6. Late Assignments

Without the extension that has been granted already by the instructor, late assignments are subject to reduced grades. The work that is submitted late (from the time it was due) will receive a 5% reduction in grades. There will be an additional 5% reduction for every 24 hour period that follows (including the weekend).

Assignments submitted one week after their due dates will not be accepted (unless, again, extensions have been approved already by the instructor).

## 7. Extension Policy

The deadline for an assignment is considered to be part of the course requirements. Due to the additional workload for the instructor in grading late papers, and due to the school's intention to be fair to students who, often with considerable effort, submit their work on time, extensions for course work will be considered only in exceptional circumstances. A written request with reasons for extension should be directed to the instructor. If granted, the extension deadlines will be clearly established and will be final.

Extensions for course work are granted in cases where the student demonstrates there was an unforeseeable and unavoidable emergency. Emergencies considered as grounds for an extension typically include:

- Personal sickness or injury which prevents one from working
- Sickness, injury or death in the family which requires the student's attention
- Emotional or psychological crisis for which the student has sought professional help
- Unexpected increase in job responsibilities

## 8. Grade Changes

Students who wish to appeal for re-marking of their assignments must send a written request with reasons to the Instructor within one week of receipt of returned assignments. Students are advised to safe-keep all marked and returned assignments until a report card is issued.

## 9. Report Cards

Report cards are issued (usually by email) in a reasonable amount of time following the completion of each course. Due to faculty schedules, there may be delays in the time frame for issuing grade reports.

Students are responsible to appeal any error in grades and to bring to the WSBM Administrative Assistant's attention within one month following the issued report card. Grade changes are allowable for computational recording errors and must be corrected no later than one month after the date the report card was issued.

## 10. Course Withdrawal Policy

Students who undergo extreme hardship which was not of their causing, was beyond their ability to control, and prevented them from completing course requirements even if given an extension, may appeal for a Withdrawal from the course. If granted, a full or partial refund, depending on the circumstance, will be sent. There are no refunds for textbooks.

## 11. Assignment Format (Citation & Style)

The default format for documentation of sources used and format of presentation for all the papers is MLA Style. The format guide is available at [Willingdon.org/wsbm](http://Willingdon.org/wsbm).

## 12. Academic Integrity

All students at WSBM are expected to hold to uncompromised academic integrity.

Plagiarism, whether intended or accidental, is an academic offense. In academic work, students are certainly expected to refer to and evaluate other people's works. Plagiarism unfortunately occurs when students' assignments fail to give credit to those from whom the students got certain ideas. In other words, students submitted the idea of another without reference to him/her (effectively claiming the credit that is due someone else and getting a grade for someone else's effort).

Therefore, whether students (1) directly quotes a source (i.e., "word for word" in its entirety or in its part), or (2) paraphrase in their own words the idea of another, they must keep track and provide a clear reference to the original source that they are indebted to (e.g., via footnotes).

Again, whether it was intended or not, plagiarism is a serious academic offense. Students are therefore expected to develop and exercise proper citation, a skill that is truly critical in academic work (please refer to the format guide at [Willingdon.org/wsbm](http://Willingdon.org/wsbm)).

Using unauthorized aids of any sort in exams or assignments, completing work in unauthorized collaboration with others, or the unauthorized use of class recordings are all breaches of academic integrity.

The penalty for a lack of academic integrity may include a failing grade either in the assignment, examination or course, depending on the severity of the offense.

## 13. Academic Standards

Students must achieve at least a 60% grade to successfully complete a course. In order to graduate with the Certificate, any course taken and not completed must be repeated. Registration policies and procedures apply.

Students may appeal to the instructor if a course is not successfully completed, and at the discretion of the instructor, students may be granted the opportunity to re-submit a particular assignment.

## 14. Graduation Requirements and Procedures

The graduation ceremony date (typically May of each year) will be determined by the number of the potential graduates each year.

To be included in the graduation ceremony, students must do the following:

- Successfully complete all the courses of the study program. All final assignments must be completed and submitted at least 30 days prior to the ceremony.
- Settle all financial obligations with the School.



## Privacy of All Personal Information

WSBM respects the privacy of all personal information relative to students. In our commitment to the privacy of personal information entrusted to us, we seek to be transparent and accountable with respect to the collection, use, disclosure and security of all personal information.

Personal information is collected solely for the purpose of providing necessary services in accordance with our mandate and to meet administrative requirements. The primary purposes for which personal information is collected are:

- Provision of educational services such as the offering of and promotion of courses and seminars.
- Management and development of student and constituency relationships in respect to our mandate.

WSBM does not sell, rent, loan or otherwise make available the personal information of its students. Disclosure of information to third parties is only made when necessary for the provision of services or compliance with legal requirements such as returns and reports to specific government agencies.

All personal information collected is kept in confidence. Employees are authorized to access only that information specific to their need in dealing with the execution of their official responsibilities.

WSBM seeks to maintain accurate and current personal information. The collection, storing and use of all personal information fall under specific protocols for purposes of security.