



WILLINGDON CHURCH  
SCHOOL OF THE BIBLE

# POLICIES

*Revised: February 2025*

## CONTENTS

<b>General</b> .....	<b>4</b>
Accreditation	
Admission	
Registration	
Credit	
Audit	
Changing Course Status	
<b>Financials</b> .....	<b>6</b>
Course Fee	
Payment	
Late Registration	
Outstanding Accounts	
Refunds	
Tax Receipt	
Financial Assistance	
<b>Academic Information</b> .....	<b>8</b>
Course Workload	
Credit Transfer	
Course Attendance	
Classroom Etiquette	
Late Assignments	
Extensions	
Grade Changes	
Grades and Transcripts	
Course Withdrawal	
Assignment Format	
Academic Integrity	
Academic Standards	
Graduation Requirements and Procedures	
<b>Privacy</b> .....	<b>12</b>

## GENERAL

### Accreditation

WSBM is not an accredited institution, but provides courses at a professional caliber. Certain institutions are willing to consider WSBM courses for transfer into their programs (see *Credit Transfer*).

WSBM equips Christians for lives of ministry, while also helping followers of Jesus discern if they are called to a life in ministry. Students do not have to be considering vocational ministry to benefit from the studies they'll experience with WSBM.

### Admission

Willingdon School of the Bible and Ministry (WSBM) is open to anyone 16 years old and beyond (exceptions by permission). Registration is not restricted to those attending Willingdon Church.

Courses can be completed individually or as part of one of the programs through WSBM. Program details can be found on the church website.

### Registration

Registration for each term opens a few months before classes begin:

- Fall (Sep-Nov) — August registration
- Winter (Jan-Mar) — November registration
- Spring (Apr-Jun) — February registration

Registration dates and deadlines will be posted on the church website ([www.willingdon.org/wsbm](http://www.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 comes first. Students can register on the church website or in person.

## Credit

Taking a WSBM course for credit means receiving an official grade and recognition of work through the School. A syllabus with requirements is provided for each course for reference. Assignments are designed to help students transform their knowledge into practical discipleship. Completion of all course assignments and readings is required along with attendance to receive credit.

A credit student will receive additional feedback and interaction with the course instructors by nature of completing the assignments.

## Audit

Auditing students receive the same instruction as credit students but do not need to complete readings and assignments.

Choose to audit if you wish to be equipped for ministry but do not wish to have your attendance recorded toward the completion of a WSBM program.

## Changing Course Status

If a student has registered for credit but realizes they are unable to complete the course requirements, they are able to change their status to audit.

If a student is auditing and wishes to change their status to credit, they must do so within the first week of class. This is primarily to avoid the need for extensions due to assignments and readings.

For information on withdrawing completely from a course, please see *Course Withdrawal*.

## FINANCIALS

### Course Fee

Each course tuition fee is \$75, for either credit or audit. This fee covers instructional time and access to class notes. Course tuition fees are in Canadian funds and are subject to change.

Students are responsible for purchasing their own textbook(s) as required by each course.

### Payment

Payment is required to complete registration. A payment receipt will be sent via email upon completion.

Arrangements for payment can be made through the WSBM Coordinator ([wsbm@willingdon.org](mailto:wsbm@willingdon.org)). Payment options include:

- **Credit:** Easiest method, immediately as you register.
- **Debit:** Visit the church office through the week, or the Resource Centre during weekend services.
- **Cheque:** Make payable to Willingdon Church. Mail in or drop it in the church office mail slot in a sealed envelope addressed to WSBM.
- **Cash:** Visit the church office through the week or drop a sealed envelope addressed to WSBM in the church office mail slot. Do not mail cash.

### Late Registration

Students who miss the registration deadline may not be granted late registration. If permission is granted, a late fee of \$20 will be applied to the registration cost.

### Outstanding Accounts

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

## Refunds

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

## Tax Receipts

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

## Financial Assistance

We understand that life circumstances may present financial strain on students, including unemployment, limited pension, illness, and so on. If a student is genuinely in a difficult or challenging situation but still desires to take a course, please contact the WSBM Coordinator to assess.

Assistance can only be granted to a student in consultation with the WSBM ministry team. This assistance will usually only be provided toward tuition costs — required textbooks must still be purchased.

## ACADEMIC INFORMATION

### Course Workload

In addition to 2 lecture hours per course per week, credit students are expected to budget approximately 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 (approximately 30 hours). These are exciting but also serious courses designed to call forth your best efforts.

### Credit Transfer

Students seeking credit transfer to accredited Bible Colleges (such as Columbia Bible College or Millar College of the Bible) must themselves initiate direct communication with the institution.

### Course Attendance

Students are expected to attend all the scheduled classes. If students need to miss classes, they must contact their instructor beforehand. Students are responsible to obtain any missing materials or notes from other students in the class, and can receive attendance completion by listening to the recording once posted. Arrangements must be made with the instructor prior to missing an exam.

### Classroom Etiquette

Students are expected to engage as in any other classroom. It is inappropriate to engage in conversations with classmates during instructional periods in class. Cell phones must be silenced. Devices are permitted if Bible software and word-processing programs are being used, but should not be used to browse the web or perform tasks unrelated to the class. Only students who have registered for a course are to be in attendance. If the class is conducted via Zoom, it is expected that students will have video and audio capabilities for full engagement. Online policies may vary from class to class.



## Late Assignments

Late assignments are subject to reduced grades. Late work is subject to a 5% reduction for every 24 hour period that follows the due date (including weekends).

If an extension is required, a student may contact their instructor. Extensions are case-by-case.

## Extensions

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 development in job responsibilities

## 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 safekeep all marked and returned assignments until a report card is issued.

## Grades and Transcripts

Grades 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 Coordinator'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.

Academic transcripts are made available electronically upon the request of a student.

## Course Withdrawal

Students who undergo extreme hardship which was not of their causing, was beyond their ability to control, and prevented them from completing the course requirements even if given an extension, may appeal for a Withdrawal from the course. If granted, a full or partial refund will be processed (circumstance dependent).

## Assignment Format

WSBM uses MLA Style as the default format for the documentation of sources in all papers and presentations. The format guide is available on the church website.

## Academic Integrity

Students are expected to hold to uncompromised academic integrity.

Plagiarism, whether intended or accidental, is an academic offense. In academic work, students are expected to refer to and evaluate other people's works. Plagiarism occurs when students' assignments fail to give credit to those from whom the student drew their 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 quote 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 to whom they are indebted (e.g., via footnotes or endnotes).

Students are expected to develop and exercise proper citation, a critical skill in academic work.

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.

### **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 .

### **Graduation Requirements and Procedures**

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

To be included in the graduation ceremony, students must:

- Successfully complete all the courses of the study program
- Complete and submit all final assignments at least 30 days prior to the ceremony
- Settle all financial obligations with WSMB

## **Privacy**

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 in 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.

Please note, recordings of classes are posted to our online classroom. Video and audio from students will be made available after class for review. By participating with WSBM, you agree to let us post recorded content that may contain your image and voice.