



## **ORGANIZATIONAL REVIEW**

The Secretariat  
Postsecondary Education Quality Assessment Board  
900 Bay Street  
23<sup>rd</sup> Floor, Mowat Block  
Toronto, Ontario M7Z 1L2

Submitted: September 25, 2020

# PART 1: ORGANIZATION REVIEW

## SECTION 1: INTRODUCTION

### 1.1. ORGANIZATION & PROGRAM INFORMATION

Full Legal Name of Organization:	Canada Christian College and School of Graduate Theological Studies
Operating Name of Organization:	Canada Christian College and School of Graduate Theological Studies
URL:	<a href="http://www.canadachristiancollege.com">www.canadachristiancollege.com</a>
Proposed Nomenclature and Degree Offerings:	Canada University and School of Graduate Theological Studies Bachelor of Arts Bachelor of Sciences
Date of Submission:	September 25, 2020
Location:	300 Water Street, Whitby, Ontario L1N 9B6
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### **1.3. EXECUTIVE SUMMARY**

Canada Christian College and School of Graduate Theological Studies (CCCSGTS) was founded in 1967 and has been a comprehensive degree-granting institution in Ontario since 1999. CCCSGTS operates under the authority of The Ontario Legislature, via Bill Pr4 1999 “The Canada Christian College and School of Graduate Theological Studies Act.” CCCSGTS currently offers 14 different degree programs under the authority of Bill Pr4. Over 6,800 graduates have successfully completed degree programs. CCCSGTS is seeking to change its name from “*Canada Christian College and School of Graduate Theological Studies*” to “*Canada University and School of Graduate Theological Studies*.”

Over the previous 20 years, nomenclature has shifted toward a more binary understanding of College/University such that the term “College” for independent institutions presents challenges, especially around market and brand. Potential students and similar organizations are often left with the assumption that because of the name “College”, CCCSGTS does not grant degrees or is possibly a private high school. CCCSGTS substantially meets the criteria set out in Section 10.1 University of the 2019 Manual for Private Organizations for the use of University name.

CCCSGTS demonstrates a strong commitment to organizational structure and effective administration. The College has clear direction and strong academic goals paired with significant administrative capacity and experience to reach those goals. Ethical conduct in all professional matters, as well as the Principles of Academic Freedom and Integrity, are held in the utmost esteem, with strict enforcement. Students’ rights are protected by the institution, and disputes are resolved based upon fair and enumerated policies. Although CCCSGTS historically has received zero government funding, it has displayed remarkable financial stability and is now in a season of enrollment and facility growth. Careful studies, evaluations and reviews are conducted by well-structured committees to ensure continued excellent standards in all facets of the institution. As a University, rich with history, excellent facilities, academic quality and strong administrative structure, CCCSGTS will be well prepared to offer a Bachelor of Arts and a Bachelor of Science degree program.

### **1.4. PROGRAM ABSTRACT**

The Bachelor of Arts and Bachelor of Science degree programs at CCCSGTS will prepare graduates for a wide range of professional or academic pursuits. These four-year 120 credit hour degrees will offer a well-rounded liberal arts and science education that will enable students to think critically, write, research, and engage topics in a meaningful and substantive manner.

## **SECTION 2: MISSION STATEMENT & ACADEMIC GOALS**

### **2.1. OVERVIEW**

From its inception in the year 1967, the mission and long-term goal of CCCSGTS has been to train exceptional individuals in a broad variety of degree programs, to go out and make a lasting impact on the community. The focus over the past 25 years has been on raising effective Christian ministers, teachers, counsellors, musicians, and scholars. CCCSGTS now seeks to extend the same quality academic experience developed over its 53 -year heritage, to the liberal arts and the sciences.

## **2.2. MISSION STATEMENT**

The mission of CCCSGTS, approved by the Board of Directors in 1999, is *“to train and equip effective leaders in a broad variety of degree programs who can then go change the world, motivated by a love for God and a compassion for people.”* Research and Scholarly Activity are held in the highest esteem and promoted through the academic faculty. CCCSGTS takes pride in its extremely multicultural and diverse student body. The institution has included in its mission the service and support of new Canadians seeking to bolster their academic experiences.

## **2.3. ACADEMIC GOALS**

1. *Provide university-level instruction in various academic disciplines such as theology, music, Christian counselling, religious education, arts, and the sciences.*
2. *Present a strong, affordable, and quality higher education experience to new Canadians who seek to develop professional careers.*
3. *Produce graduates who possess a comprehensive academic foundation; can critically think, write, and communicate effectively; and are well prepared for the workplace and/or admission to further graduate studies.*
4. *Provide an education of high quality with faculty having a strong emphasis on effective teaching with a complementary focus on the exercise of academic and artistic scholarship and the advancement of knowledge.*
5. *Provide research and promotion of higher thought and scholarship through peer-reviewed publications and platforms that have a place in the national academic discourse.*
6. *Produce graduates who recognize the centrality of Christ and the Church in all human affairs and can bring this reality into conversation with the broader society in dynamic and fruitful ways.*
7. *Produce graduates who will benefit society by applying leadership skills and insights gained through their education.*
8. *Contribute to the fabric of post-secondary education in Ontario by offering a strong liberal arts program that meets Ontario university standards and proclaims the distinctive signature of the Christian worldview*

## **2.4. PROGRAM AND POLICY RELATED TO MISSION AND GOALS**

CCCSGTS’s proposed Bachelor of Arts and Bachelor of Science degree programs are the natural extension of the mission and goals towards which CCCSGTS has worked since its establishment in 1967. The core curriculum continues to provide students with a solid foundation in the liberal arts in the Christian faith, even as it has been fine-tuned and adapted in response to trends in the changing needs of incoming students and faculty members’ strengths. The curriculum and learning environment encourage academic success and a competitive degree for the professional arena.

Beyond details of curriculum and the academic program, CCCSGTS’s Board of Directors and Academic Council

demonstrates how CCCSGTS’s program and policies clearly relate to and support its mission as amplified in its academic goals.

Academic Goal	Policy or Initiative(s) Related to Goal
<p><i>Provide university-level instruction in various academic disciplines such as theology, music, Christian counselling, religious education, arts, and the sciences.</i></p>	<p>The Academic Council and Quality Review Committee require the level of each degree program offered to meet or exceed that of an Ontario University standard.</p>
<p><i>Present a strong, affordable, and quality higher education experience to new Canadians who seek to develop professional careers.</i></p>	<p>CCCSGTS’s community roots are in New Canadian communities. The Board of Directors and The President closely monitor the academic needs of new Canadians and tailor curriculum, policies, and affordability as best as possible to this end. Inclusiveness of all ethnicities and national backgrounds is a core commitment of the College. With regards to curriculum, the College has a robust <i>Academic Freedom</i> policy that encourages various research approaches and topics to be available to students with different lived experiences. Regarding affordability, the College has a policy mandating transparent publication of all tuition and fees associated with its programs and a generous refund policy for both international students who are refused visa-entry and new Canadians who are unable to continue with their enrollment process.</p>
<p><i>Produce graduates who possess a comprehensive academic foundation; can critically think, write, and communicate effectively; and are well prepared for the workplace and/or admission to further graduate studies.</i></p>	<p>CCCSGTS has an extensive research library and an online database with access to over 790,000 full-text articles, 2.9 million bibliographic entries and 24 workstations. The College also offers multiple courses that aim to enhance the ability of students to think and write effectively, ranging from Critical Thinking Skills to Methods of Research Writing. The College also has a Writing Centre where students may make appointments for further assistance with language skills.</p> <p>Per CCCSGTS’s <i>Research Supervision Policy</i>, all research faculty are resources for students wishing to further their graduate studies. Per the CCCSGTS’s <i>Faculty Workload and Availability Policy</i>, all professors must schedule at least one hour per course to meet with students who request appointments.</p>

*Provide an education of high quality with faculty having a strong emphasis on effective teaching with a complementary focus on the exercise of academic and artistic scholarship and the advancement of knowledge.*

CCCGSTS is committed to offering an exceptional academic experience for all students. One of the foremost items needed to achieve this goal is mandating faculty excellence. The College has a robust *Faculty Evaluation and Professional Development Policy* which includes several items:

- (a) opportunities for faculty to receive feedback both from students and peers on strengths and areas for teaching improvement;
- (b) a dedicated faculty research library containing current scholarship on best pedagogical practices;
- (c) opportunities to attend pedagogical training conferences and workshops;
- (d) opportunities to participate in training on using technology in the classroom;
- (e) opportunities to procure research funding from the College.

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*Provide research and promotion of higher thought and scholarship through peer-reviewed publications and platforms that have a place in the national academic discourse.*

CCCGSTS is committed to contributing to the academy through the publication of scholarship in peer-reviewed publications, including academic journals and edited volumes. The College has a robust *Faculty Workload and Availability Policy*, which divides the role of faculty into three equal categories: (a) teaching; (b) service; (c) research. Regarding the latter category of research responsibilities, the policy states that “Faculty are encouraged to aspire for their writing or artistic creativity to enhance their national or international reputation as scholars.”

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*Produce graduates who recognize the centrality of Christ and the Church in all human affairs and can bring this reality into conversation with the broader society in dynamic and fruitful ways.*

As noted in both the College’s Vision Statement and Mission Statement, CCCGSTS is committed to producing graduates who can utilize their knowledge of the Christian faith for the betterment of the broader society. CCCGSTS offers dozens of course selections that make this link, including courses on counselling those with addictions, inner-city ministries, youth ministries, sports ministries, and other creative outreach endeavors. Moreover, the *Academic Freedom Policy* undergirds this commitment to dynamic and fruitful outreach by actively supporting students in any line of inquiry that pursues truth, as defined by the College’s *Statement of Faith*.

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*Produce graduates who will benefit society by applying leadership skills and insights gained through their education.*

CCCGSTS is committed to producing citizens who are actively involved in all levels of society. To this end, the College houses a Leadership Centre which offers numerous courses that help students acquire the necessary skills to transfer their in-classroom knowledge to practical world solutions.

*Contribute to the fabric of post-secondary education in Ontario by offering a strong liberal arts program that meets Ontario university standards and proclaims the distinctive signature of the Christian worldview*

CCCSGTS is committed to offering a top academic experience to all students for the betterment of the academy within the province of Ontario. As noted above, The Academic Council and Quality Review Committee require the level of each degree program offered to meet or exceed that of an Ontario University standard. Additionally, CCCSGTS creatively incorporates this high academic standard with a distinctly Christian worldview outlined in the *Academic Freedom Policy and Statement of Faith*.

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## **2.5. RESOURCES USED TO ADVANCE THE MISSION**

Since CCCSGTS is a registered non-profit, the entire operating budget is used annually to support the advancement of its programs. With 53 years of financial stability and an exceptionally low to nonexistent amount of debt, CCCSGTS has demonstrated its capacity to operate sustainably. The campus facilities are of excellent quality and serve as an important resource to advance the mission of the institution.

## **SECTION 3: ADMINISTRATIVE CAPACITY**

### **3.1. OVERVIEW**

The mission of CCCSGTS is to provide a distinctive and robust university-level academic experience for its students, who then may go out and make positive change around the world. CCCSGTS recognizes that an essential part of carrying out this mission is a governance structure with clear lines of authority, the necessary legal status, and the appropriate administrative capacity. All of these elements play essential roles in making CCCSGTS a strong and distinctive post-secondary educational institution.

As outlined below, and throughout this application, CCCSGTS has in place governance and decision-making structures that are clear, effective, and consistent with the school's objectives. In this hierarchy, the Board of Directors has the ultimate responsibility for setting the College's global direction and ensuring its financial and administrative capacity.

The President reports to the Board of Directors and is responsible for the general management and direction at CCCSGTS. The Chief Executive Officer is charged with the full-time administrative responsibilities of the institution.

CCCSGTS has qualified and skilled administrative staff who are vital for the school's operation on a day to day basis. The twelve most senior administrative officials are presented in the below chart and table; CCCSGTS has an administrative staff of over 35+ individuals. As demonstrated in the below Organization Chart, the reporting structure of the institution is clear and effective.

### **3.2. LEGAL CHARACTERISTICS**

CCCSGTS is a non-profit organization, registered as a charity in Ontario and incorporated by an act of the Ontario legislature in 1999 (Bill Pr 4, See appendix p.58)

The Charitable Tax Number is: 869541540 RR 0001

### **3.3. GOVERNANCE AND ADMINISTRATIVE STRUCTURE**

CCCSGTS has the legal characteristics, governing structure, and administrative capacity appropriate to effectively manage the operation of CCCSGTS and ensure it continues to fulfill its mission as a post-secondary degree-granting institution.

The Board of Directors is CCCSGTS's highest point of authority as adopted in CCCSGTS's legislation (Bill Pr 4, See appendix p.58). Board of Directors has the responsibility of setting the global direction, vision and goals of the institution.

There are (3) standing committees that operate under the Board's authority and which oversee CCCSGTS's affairs. These are:

#### **1. EXECUTIVE COMMITTEE**

The Executive Committee is a five-member committee empowered to act for the Board in all matters between Board Meetings. It comprises the Chair of the Board, the President, and the Chief Executive Officer. The Board also elects a faculty member (most commonly the Academic Dean), who may be either a Faculty or Senate representative on the Board, as well as one other Board member. It reports to the Board at the next meeting on its activities and requires ratification by the Board of its decisions.

#### **2. ACADEMIC COUNCIL**

CCCSGTS Academic Council operates under the enumerated structure and authority of The Ontario Legislature, via Bill Pr4 1999 "The Canada Christian College and School of Graduate Theological Studies Act – Section 10."

##### ***Composition***

The Academic Council of the College is established and is composed of:

- a) the President and Vice-President of the College;
- b) such number of members of the faculty, not to exceed three, as is determined by the President and Vice-President; and
- c) members of the Board, other than the President and Vice-President, appointed by the Board.

##### ***Duties***

The Academic Council shall manage the Academic Affairs of the College and may:

- a) recommend to the Board the establishment and termination of programs and courses of study;

- b) determine the curricula of programs and courses of study;
- c) determine the standards of admission to and continued registration in the College;
- d) determine the qualifications for graduation and for conferring diplomas, certificates, and degrees;
- e) determine all matters related to examinations and the appointment of examiners;
- f) award fellowships, scholarships, bursaries, medals, prizes, and other marks of academic achievement;
- g) appoint committees and delegate to them the power and authority to act for it on any matter set out in clauses (a) to (f), as long as a majority of the members of the committee are members of the Academic Council or faculty.

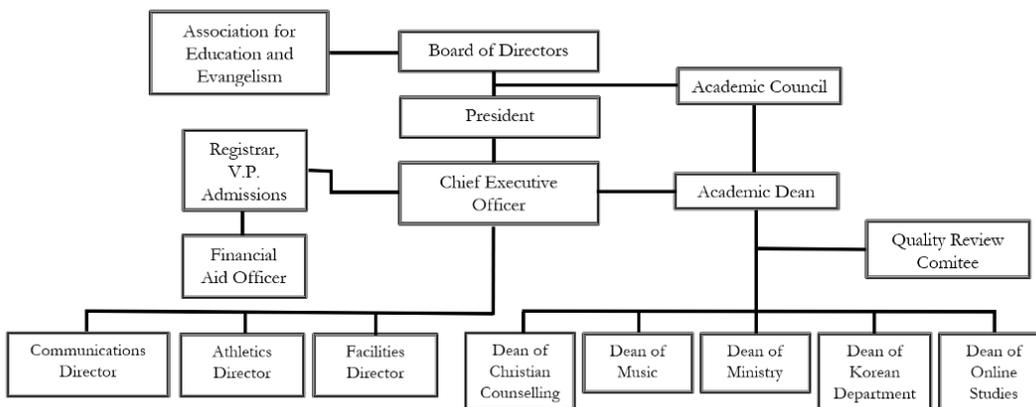
### 3. QUALITY REVIEW COMMITTEE

Under the direction of the Quality Review Committee (QRC), each department conducts a yearly review of the quality of curriculum, instruction, facility, and student experience. The QRC oversees all quality assurance reviews and ensures that all review practices are consistent with university policies. The committee collects, processes, and recommends based upon significant empirical data, including but not limited to: (a) over 5,000 individual course and faculty evaluation forms; (b) Key Performance Indicators (KPI) collected by a third-party related to current students' academic performance and graduates' success entering the workforce. An exhaustive and comprehensive review is conducted on all testing methods, curricula, instruction methods, teaching material, equipment, and student Academic Freedom and Integrity Policies. The QRC, comprised of Department Deans, faculty, and student representatives, makes recommendations to the Academic Council, which are then reviewed and implemented accordingly.

The President of CCCSGTS has the responsibility for the general management and direction of CCCSGTS's business and affairs, and reports to the Board of Directors information required to make appropriate decisions. The President oversees ensuring that CCCSGTS's activities fall within the policy framework established by the Board.

### 3.4. ORGANIZATIONAL CHART

CCCSGTS has in place a reporting structure that ensures a clear understanding of the relationships among the twelve senior administration officials.



### 3.5. ACADEMIC PLAN FOR ONTARIO OPERATIONS

In its 53 years of operation, CCCSGTS has witnessed tremendous growth and development from its beginning stages. The College’s mission has remained focused on the post-secondary education that seeks to form the whole person, especially intellectually and spiritually, while respecting the freedom of the individual. Looking ahead to the next five years, CCCSGTS sees many exciting opportunities for academic growth to offer even better and more widely available undergraduate liberal arts and science programs. CCCSGTS’s Academic Plan can be found in p.144. This plan is designed to maintain the academic quality of the program content and its delivery.

### 3.6. QUALIFIED SENIOR ADMINISTRATIVE STAFF

CCCSGTS employs over 35 full-time staff and 50 part-time staff. There are currently 12 senior staff who are committed to the Senior Administration of CCCSGTS. Below is a table listing the names and references to relevant information regarding each senior administration official.

Position	Incumbent	Page	
		Description	CV
President	Dr. Charles McVety	11	152
Chief Executive Officer	Dr. Ryan McVety	12	158
Academic Dean	Michael Reardon (Ph.D. cand.)	13	155
Registrar, V.P. Admissions	Jennifer McVety	14	172
Financial Aid Officer	Xiao Yan Tseng	15	166
Communications Officer	Constance Stender	16	160
Athletics Director	Cameron Ward	17	164
Facilities Director	Ross McLean	18	171
Dean of Christian Counselling	Dr. Clarence Duff	19	161
Dean of Music	Stephen Lewis	20	173
Dean of Korean Department	Wayne Chai	22	179
Dean of Online Studies	Lindsay McVety (Ed.D. cand.)(L.O.A)	23	176
Dean of Ministry	Rondo Thomas	21	169

(Pages 11-23 Job Description Proprietary Information  
Redacted)

### **3.7. CURRICULUM VITAE RELEASE**

CCCSGTS has on file statements by all faculty and administrative staff whose *curricula vitae* (CVs) are included in this submission attesting to the truthfulness and accuracy of their CVs, as well as authorizing CCCSGTS to include their CVs in any documents or websites associated with the submission of this application.

### **3.8. PROFESSIONAL DEVELOPMENT FOR ADMINISTRATIVE STAFF**

CCCSGTS supports all faculty and staff in their pursuit of professional development activities to ensure the currency of faculty/administration knowledge and promote process, management, and technological innovation.

*To maintain currency of relevant knowledge, faculty/administration are encouraged to:*

- a) Attend academic/administrative conferences and meetings.
- b) Coordinate with the Chief Executive Officer concerning industry placements or job exchanges, continuing education programs, and/or certification endeavors.
- c) Utilize research tools available at the College, inclusive of the research library and database.
- d) Contact the Chief Executive Officer to procure any materials needed for professional development.
- e) Contact the Chief Executive Officer to procure any funding needed for professional development initiatives.

*CCCSGTS promotes process innovation by:*

- a) Tasking the Chief Executive Officer and Department Directors to set aside time to research current regulations and best practices in higher education administration,
- b) Promoting an open and transparent environment for staff to approach Executive Administration with new approaches.
- c) Tasking the QRC with a yearly review of administrative process across all seven departments of the College.

*CCCSGTS promotes technological innovation by:*

- a) Holding on-campus seminars for staff led by the College's technology team in cooperation with Populi (CCCSGTS's college management software provider);
- b) Offering grants and subsidies for staff to enroll in online technology courses as well as in-person technology boot camps.

### **3.9. POLICIES FOR SUCCESSIONAL PLANNING**

CCCSGTS recognizes that continuity among senior leadership positions is vital to offering the best educational experience for students. The College has a twofold approach to deal with vacancies for most senior administration positions based upon whether the vacancy was unforeseen or foreseen. However, it is of utmost importance that the highest senior administrator of the College – i.e., the President – reflects the

values and mission of the institution. Therefore, a different succession plan is in place for hiring a new President.

#### *Hiring Policy for Unforeseen Vacancies*

In the event of the death, incapacitation, sudden resignation, or firing of a Senior Administrator, the Board of Directors shall call an emergency meeting to appoint a search committee. For purely administrative positions, the President, Vice-President and/or Registrar is normally asked to be the Chair of the Committee, which is also comprised of multiple faculty members; for academic administration (e.g., Department Deans ), the Academic Dean is normally asked to be the Chair of the Committee, which is comprised of faculty members with that department.

A public announcement of the employment position will be made on the College website, LinkedIn, and other similar job posting boards. Moreover, senior administrators and faculty not on the search committee are encouraged to recommend any suitable candidates for the position.

All candidates for senior administration positions will be asked to submit a cover letter and CV to the search committee. The search committee is tasked with evaluating each candidate in an unbiased manner. Candidates who pass the initial vetting stage are invited to the first round of interviews, which are all conducted with the chair of the search committee. Successful applicants are then asked to the second round of interviews with the entire search committee. Normally, a suitable replacement is chosen during the second round of interviews, though a third and final round of interviews may be held, as necessary.

#### *Hiring Policy for Foreseen Vacancies*

In the event of a planned retirement or resignation, the President shall form a search committee and inform them of a timeline that will ensure a seamless transition between senior administrators. Specifically, a replacement should be hired two weeks prior to the existing employee's departure to allow for an interim training period.

A public announcement of the employment position will be made on the College website, LinkedIn, and other similar job posting boards. Moreover, senior administrators and faculty not on the search committee are encouraged to recommend any suitable candidates for the position.

All candidates for senior administration positions will be asked to submit a cover letter and CV to the search committee. The search committee is tasked with evaluating each candidate in an unbiased manner. Candidates who pass the initial vetting stage are invited to the first round of interviews, which are all conducted with the chair of the search committee. Successful applicants are then asked to the second round of interviews with the entire search committee. Normally, a suitable replacement is chosen during the second round of interviews, though a third and final round of interviews may be held, as necessary.

#### *Hiring Policy for the Position of President*

The topmost priority of the College is that the President aligns with the Statement of Faith, the Faculty Code of Conduct, and the priorities and goals of the College. Additionally, it is vital that any individual holding the office possess the necessary qualifications to be successful in the role - though these qualifications can be proven by either academic credentials, work experience, societal prominence, or any mix of these characteristics. The Board of Directors is tasked with selecting one of its members to chair a search committee

comprising at least one Vice-President, the Academic Dean, at least two faculty of the College who are elected by their peers, and one alumni chosen by the Board unless explicitly delegated to the Vice-President(s) or the Academic Dean.

A public announcement of the employment position will be made on the College website, LinkedIn, and other similar job posting boards. Moreover, senior administrators and faculty not on the search committee are encouraged to recommend any suitable candidates for the position.

All candidates for senior administration positions will be asked to submit a cover letter and CV to the search committee. The search committee is tasked with evaluating each candidate in an unbiased manner. Candidates who pass the initial vetting stage are invited to the first round of interviews, conducted with the chair of the search committee.

A shortlist of candidates will be compiled from those interviewed in the first round. This shortlist will be invited to present to both the entire search committee and a separate panel of senior administrators and faculty. Input from all parties will be solicited and taken into account. The search committee will make its formal recommendation to the Board, who thereafter will make the final hiring decision for President.

### **3.10. CURRICULUM, ACADEMIC POLICIES AND STANDARDS DEVELOPMENT**

CCCSGTS has two committees responsible for the development of curriculum, academic policies, and academic standards. These committees are the Academic Council and the Quality Review Committee. Through their membership these committees ensure participation from qualified academic staff and students in important academic decision making. The Academic Dean serves as the chief liaison to these committees and reports directly to the Academic Council.

#### **ACADEMIC COUNCIL**

CCCSGTS Academic Council operates under the enumerated structure and authority of The Ontario Legislature, via Bill Pr4 1999 “The Canada Christian College and School of Graduate Theological Studies Act – Section 10.”

#### ***Composition***

The Academic Council of the College is established and is composed of:

- a) the President and Vice-President of the College;
- b) such number of members of the faculty, not to exceed three, as is determined by the President and Vice-President; and
- c) three members of the Board, other than the President and Vice-President, appointed by the Board.

#### ***Duties***

The Academic Council shall manage the Academic Affairs of the College and may:

- a) recommend to the Board the establishment and termination of programs and courses of study;
- b) determine the curricula of programs and courses of study;
- c) determine the standards of admission to and continued registration in the College;
- d) determine the qualifications for graduation and for conferring diplomas, certificates, and degrees;
- e) determine all matters related to examinations and the appointment of examiners;
- f) award fellowships, scholarships, bursaries, medals, prizes, and other marks of academic achievement;
- g) appoint committees and delegate to them the power and authority to act for it on any matter set out in clauses (a) to (f), as long as a majority of the members of the committee are members of the Academic Council or faculty.

### **ACADEMIC DEAN**

The Academic Dean:

- a) enforces existing academic policies and standards;
- b) oversees day-to-day operations of the seven departments of CCCSGTS: Ministry, Counselling, Sacred Music, Religious Education, Business, Leadership, and Korean;
- c) is responsible for ongoing assessment of academic policies, standards, and curriculum;
- d) regularly consults with faculty and students concerning the efficacy of existing curriculum and academic protocols;
- e) when necessary, drafts recommendations for modifying curriculum and academic protocols;
- f) works closely with the *Quality Review Committee* (QRC) during yearly departmental reviews;
- g) is one of the three faculty members comprising the Academic Council.

### **QUALITY REVIEW COMMITTEE**

Under the direction of the Quality Review Committee (QRC), each department conducts a yearly review of the quality of the curriculum, instruction, facility, and student experience. The QRC oversees all quality assurance reviews and ensures that all review practices are consistent with university policies. The committee collects, processes, and recommends based upon significant empirical data, including but not limited to: (a) over 5,000 individual course and faculty evaluation forms; (b) Key Performance Indicators (KPI) collected by a third-party related to current students' academic performance and graduates' success entering the workforce. An exhaustive and comprehensive review is conducted on all testing methods, curricula, instruction methods, teaching material, equipment, and student Academic Freedom and Integrity Policies. The QRC, comprised of Department Deans, faculty, and student representatives, makes recommendations to the Academic Council, which are then reviewed and implemented accordingly.

### **STUDENT COUNCIL**

Student Council representatives, elected by the student population, regularly make recommendations to the Academic Dean, Registrar, and President each semester. Significant consideration and deference are given to their input.

## EXTERNAL BODIES

External Audits of the financial, facility, student policy, and student care are completed every year by the International Student Program to approve CCCSGTS as an approved Designated Learning Institute (DLI). As an approved Ontario Student Assistance Program (OSAP), CCCSGTS is by standard practice audited annually regarding student record management, attendance policies, tuition fees, etc. External Financial Audits are conducted by impartial audit professionals and subject to strict charity board review annually.

## CURRICULM DEVELOPMENT

CCCSGTS recognizes the importance of incorporating a wide body of academic knowledge, theories, and best practices within its curriculum. This body of academic knowledge includes other religious paradigms as well as ethical or scientific theories that do not cohere with a Biblical worldview. The College is committed to offering a full and balanced presentation of all such realms of knowledge and encourages students and faculty to engage in open dialogue about these topics. Such a practice wholly coheres with an ancient Christian model of discourse aptly called *faith seeking understanding*.

### ***New Courses***

Any new course requires Academic Council's approval, or if explicitly delegated, the Academic Dean.

1. Faculty members wishing to introduce a new course must first meet with their department dean to delineate the course content. Together, the Academic Dean and the faculty member will draft a syllabus submitted to the Academic Council and/or the Academic Dean.
2. The draft syllabus will be evaluated by the Academic Council and/or the Academic Dean and receive one of four verdicts: (a) approval; (b) minor revisions; (c) major revisions and resubmit; (c) denial.
3. The faculty member will be informed in writing with the decision and the rationale for the decision.
4. In response to (a), the faculty member may meet with the department dean and registrar to arrange the best time to schedule the course in future semesters. In response to (b) or (c), the faculty member has up to two months to submit a revised syllabus for review by the Council and/or the Academic Dean.

### ***Current Course Development***

It is the responsibility of the Faculty Members and Department Deans to ensure that the content and delivery of courses match the course descriptions publicly available to students. Any changes to existing courses must be approved in writing by the Academic Council, or by explicit designation the Academic Dean.

The Academic Dean, or by explicit delegation the Department Deans, are tasked with sitting in on at least one class of every course during a semester. The Academic Dean is also tasked with holding faculty discussions, workshops, and presentations by pedagogical experts for the betterment of existing course offerings.

### **3.11. FACULTY CAPACITY**

#### **FACULTY CREDENTIAL REQUIREMENTS**

Canada Christian College and School of Graduate Theological Studies (CCCSGTS) is committed to offering a first-class educational experience to all students. The knowledge, training, and experience of faculty play an incalculable role in this mission, and thusly, is rigorously scrutinized during hiring, employment, and tenure review.

Normally, it is required that all faculty hold a master's degree and preferred that they hold doctoral degrees that are in their primary area of teaching. However, significant weight and consideration are afforded during the hiring process to faculty members furthering their education (e.g., a candidate in the process of obtaining a doctoral degree is preferred to a candidate who only holds a master's). Moreover, for faculty positions within degree programs that possess both professional and academic aspects (e.g., ministry, counselling, music), significant weight and consideration to work experience in the field (e.g., for a professorial position focused on church administration, a candidate with a master's and ten years of pastoral experience may be preferred over a candidate with a doctoral degree and no years of pastoral experience). Lastly, candidates who are recognized as leaders in their fields or who possess exceptional life experiences may be considered for faculty positions despite not fulfilling the normal faculty credential requirements. Such extraordinary hiring decisions must be approved by the Academic Council.

#### ***Verification of Academic Credentials***

All faculty members must provide evidence of their highest credential(s) before being hired. Credentials issued from institutions outside of Canada will be evaluated according to WES degree equivalency standards. The College will hold on file verification of the highest academic credential for each faculty member. Academic credentials must be sent directly from the issuing institution to CCCSGTS.

#### ***Research Supervision***

To act as a research supervisor, all faculty members are required to:

- a) hold an academic credential higher than or equivalent to the level of the student they are supervising;
- b) be in the process of obtaining a credential higher than or equivalent to the student they are supervising and have a proven track record of research excellence demonstrated by publications, conference presentations, other contributions to the academy.

#### ***Teaching Assignments***

Normally, faculty members teaching within a given program must hold an academic credential at least one credential higher than the level of the credential which students will earn upon graduation from the given program. Exceptions are made when faculty possess ample extracurricular achievements which make them the best candidate to teach a course. Such extraordinary teaching assignments must be approved by the Academic Council, or, by explicit delegation, the Academic Dean.

#### **FACULTY EVALUATION AND PROFESSIONAL DEVELOPMENT**

Canada Christian College and School of Graduate Theological Studies (CCCSGTS) is committed to offering a first-class educational experience to all students and recognizes that both faculty evaluation and professional development are necessary components undergirding this commitment.

### ***Faculty Evaluation***

CCCSGTS uses a variety of tools and methods to measure teaching efficacy, including (but not limited to):

- a) Class visits by the Academic Dean (AD) or a Department Dean
- b) Anonymous student course evaluations
- c) Yearly review of faculty portfolios by the Quality Review Committee (QRC)

The Academic Dean is tasked with ensuring that measurement standards are applied in a fair and unbiased manner. The AD, or, by explicit delegation, a Department Dean, compiles strengths and weaknesses from each set of student course evaluations and creates a summarized report. This report, along with the performance evaluation(s) from in-class visits, will be made available to each faculty member within one month of the end of each semester.

### ***Professional Development***

CCCSGTS supports all faculty and staff in their pursuit of professional development activities to ensure the currency of faculty knowledge and promote curricular, instructional, and technological innovation.

To maintain currency of relevant knowledge, faculty are encouraged to:

- a) Attend academic conferences and meetings;
- b) Coordinate with the AD concerning industry placements or job exchanges;
- c) Utilize research tools available at the college, inclusive of the faculty research library and online database;
- d) Contact the AD to procure any materials needed for research projects;
- e) Contact the AD to procure any funding needed for research initiatives.

CCCSGTS promotes curricular innovation by:

- a) Tasking the AD and Department Deans to set aside time to research current trends in theological, counselling, leadership, business, and music education.
- b) Promoting an open and transparent environment for faculty to approach academic administration with new approaches.
- c) Tasking the QRC with a yearly review of curriculum across all seven departments of the college.

CCCSGTS promotes instructional innovation by:

- a) Maintaining a faculty research library containing top textbooks, research studies, and scholarly articles on pedagogy;
- b) Offering grants and subsidies for pedagogical training through institutes like the Wabash Center;
- c) Holding regular on-campus seminars on specific instructional topics such as lecture preparation, grading, faculty-student relations, and other crucial matters;

CCCSGTS promotes technological innovation by:

- a) Holding on-campus seminars for faculty-led by the College's technology team;
- b) Offering grants and subsidies for faculty to enroll in online technology courses as well as in-person technology boot camps.

## **FACULTY WORKLOAD AND AVAILABILITY**

CCCSGTS is committed to a fair and equitable workload that is allocated in a transparent manner with great deference given to faculty input.

### ***Teaching and Supervision Load***

Faculty have three primary responsibilities: teaching, service, and research.

- a) Teaching responsibilities related to maintaining a level of teaching competence and effectiveness, ensuring that department course loads are shared in an equitable manner, and contributing to curriculum development, as needed.
  - 1. "Teaching" may include both course instruction and supervising graduate theses. Normally, the AD and Department Deans are expected to teach at least one course each semester and supervise multiple students within their disciplines.
  - 2. All contract faculty are expected to teach at least one course every three semesters to maintain active faculty status.
  - 3. The Academic Council is free to adjust any of these requirements on a case-by-case basis.
- b) Service responsibilities relate to faculty contributing to CCCSGTS governance, to their external profession(s), to their discipline nationally and internationally, and to the furthering of good relations between CCCSGTS and the local community.
- c) Research responsibilities primarily refer to projects and initiatives which contribute either to the academy or to the practical life of the church in a meaningful way. Faculty are encouraged to aspire for their writing or artistic creativity to enhance their national or international reputation as scholars.

CCCSGTS expects that a normal faculty workload will be composed of all three areas of activity to varying degrees.

### ***Faculty Availability***

Normally, all faculty are expected to set aside one "office hour" per week for each course they teaching to meet with students. This office hour should be available either on their course syllabi or announced to students during their first week of class.

## **3.12. ADMISSION REQUIREMENTS AND ADVANCED PLACEMENT, GRADUATION REQUIREMENTS**

### **ADMISSION POLICIES AND PROCEDURES**

The Academic Council is charged with the responsibility of ensuring standard practice of admission to higher education degree programs is enforced throughout admissions processes. The Registrar oversees all admissions and reports to the Academic Council each Academic Year.

*Policies and procedures pertaining to admission of students (including mature students):*

1. Admittance of Canadian Students is based on the submission of the below listed Required Documents and having met the eligibility criteria for each degree program. Acceptance is granted by Vice-President and Registrar, Jennifer McVety, post review of the documents:
  - Completed Application Form.
  - Application Fee of \$75.
  - Official High School Transcripts.
  - Official College/University Transcripts (if applicable).
  - 1 photograph of the applicant (passport-sized photos).
  - 2 personal reference letters
  - A summary of their personal testimony.
  - A photocopy of your Canadian resident card/Citizenship Card/Birth Certificate/Photo ID and Social Insurance No. Card.
  - Mature students must complete and achieve a minimum score of 75% on The Canadian Achievement Survey Test for Adults - Level III.
  
2. Admittance of International Students is based on the submission of the below listed Required Documents and having met the eligibility criteria for each degree program. Acceptance is granted by Vice-President and Registrar, Jennifer McVety, post review of the documents:
  - Completed Application Form.
  - Application Fee of \$100.
  - Official High School Transcripts.
  - Official College/University Transcripts (if applicable).
  - Students applying for post-graduate studies should submit a third-party evaluation of their transcripts (if a previous degree was acquired outside of North America). Assessment from World Education Services (WES) is preferred.
  - 1 photograph of the applicant (passport-sized photos).
  - 2 personal reference letters
  - A summary of their personal testimony.
  - A photocopy of their passport
  - English Placement Test scores (if English is not their first language).
  - International students without the level of English required for direct entry to the degree program will be required to successfully complete the College's English As A Second Language program prior to the commencement of the degree. The Academic Council will assess the development of the student and determine when the student can enter degree-level classes. International students admitted to the Korean Department are not required to demonstrate proficiency in English; however, they must do so in the Korean language

## **CREDIT TRANSFER/RECOGNITION**

### ***Advanced Placement policy:***

Students applying for Advanced Standing or credit transfer from previous education must submit their official transcripts for review under the Registrar and Vice-President of Canada Christian College, to determine the allowed amount of transferred credits. Transfer credits are subject to degree (the level of study should be equivalent to the current program the student is pursuing), grade (courses with grades lower than a “D” are not transferrable), and program requirements. It is the Academic Council’s final decision to decide upon advancement or transfer of credits.

Students applying for Advanced Standing or credit transfer from previous education in an institution that is located outside of North America must submit a third-party evaluation of their transcripts. Assessment from World Education Services (WES) is preferred.

Credit transfer or Advanced Standing is not possible for certificate programs.

### **ENTRANCE EXAMINATIONS AND ADVANCED PLACEMENT BASED ON PRIOR LEARNING ASSESSMENT FOR “LIFE EXPERIENCE”:**

Canada Christian College holds the Canadian Achievement Survey Test for Adults Level III at the campus for mature students and students who are not able to provide their official transcripts for entrance into a certificate or a bachelor’s degree program.

Advanced Placement based on prior learning assessments for Life Experience in a ministry program is based on the discretion of the Academic Council. Ministry experience is considered, and the student is required to submit an official letter from the church pastor or supervisor (on a church letterhead) outlining the below:

- The nature of the work carried out at the church premises, and
- The number of years the student was involved in the ministry experience.

Once taken into consideration and post thorough a review by the Academic Council, the student will gain only a maximum of 15 credits towards their degree program.

### **GRADUATION REQUIREMENTS:**

The specific graduation requirements for each degree are found enumerated in the corresponding degree completion plan. (See appendix p.228)

## **SECTION 4: ETHICAL CONDUCT**

### **4.1. OVERVIEW**

Canada Christian College and School of Graduate Theology Studies values and upholds ethical conduct and integrity and is committed to maintaining the highest ethical standards in its dealings with students, faculty, staff, the public and business partners.

The College has adopted an Ethical Conduct Standard to which it adheres and follows in all its practices.

## **4.2. ETHICAL CONDUCT STANDARD**

Canada Christian College and School of Graduate Theological Studies (CCCSGTS) is committed to maintaining the highest ethical standards in all its business practices both within the College and with its stakeholders, other agencies and business partners. CCCSGTS is committed to following Canadian Law in all its dealings and upholds the principle that all staff and employees have a personal, moral and professional obligation to act with integrity following our policies.

These policies flow from and are in accord with our mission and goals as a Christian higher education institute. They include the Conflict of Interest Policy, the Ethical Recruitment Policy, Ethical Fund Raising, and Financial Accountability.

Employees are personally accountable for fulfilling their responsibilities ethically. All allegations of misconduct or illegal proceedings at any level of the College will be investigated and promptly dealt with. Business decisions will be made with no personal biases by any member. The safety of all employees, students, and stakeholders will be protected within the workplace.

The Board of Directors upholds this ethical standard in its conduct and addresses any real or perceived conflict of interest in the following manner.

Every Board member, officer, or employee who has any interest in any contract or transaction to which CCCSGTS is, or is to be a party, shall declare his interest in such a contract or transaction at a meeting of the Board. Parental and spousal relations may constitute the basis of a conflict of interest. Where the related party's interests are directly affected by the motion under consideration, the person with the conflict may speak to the issue, will then leave the room, and may not further participate in the discussion, nor vote on the motion. Even while absent, however, they will count toward a quorum.

### **GENERAL VALUES**

#### ***Honesty and Integrity***

Honesty and integrity are the most important values for the College in all its dealings as a business. Any kind of bribery or so called facilitation payments, false accusations of misconduct, fraud, scams, or false advertising by any employees or group of employees will result in termination of employment. Any kind of dealings that take advantage of other employees, students or stakeholders to the school will not be tolerated and are considered a violation of against the individual as well as a transgression against CCCSGTS.

#### ***Accuracy***

The College will maintain the necessary trained and qualified staff members as well as the proper computer software to ensure the accuracy of all transactions relating to CCCSGTS business. Audited financial statements for the College are prepared annually in accordance with Canadian generally accepted accounting principles for charitable and non-profit organizations by an independent accounting firm authorized to practice public accounting by The Institute of Chartered Accountants of Ontario.

If any computer or clerical errors are discovered, they shall be corrected immediately, and any necessary corrections or compensation will be fully made to injured parties.

### ***Confidentiality***

All financial matters, including student invoicing and payments, employee payroll, and charitable donations, will be strictly kept confidential. At the same time, in accordance with the principles of Freedom of Information and Protection of Privacy Act, CCCSGTS will both produce relevant information and protect private information when necessary. Employees may not reveal student transcripts, financial records, or any other work-related files or parts of files to a third-party without proper authorization. CCCSGTS employees are strongly encouraged not to speak about matters relating to private business outside of the office. Business meetings will take place in private locations. Unauthorized discussion of private financial or school-related matters outside of the workplace is grounds for dismissal.

### **4.3. CONFLICT OF INTEREST POLICY**

CCCSGTS is committed to maintaining the highest ethical standard in all business practices with stakeholders. Consistent with this standard, members of the Board of Directors, faculty and staff will uphold ethical, lawful, and business-like conduct in all the College's activities. As such, members of the Board of Directors, faculty, and staff will reveal any personal, family, or business interests that might create a divided loyalty and that could influence their judgement and the wisdom of their decisions.

A conflict of interest exists wherever an individual could benefit disproportionately from others, directly or indirectly, from the access to information or from a decision over which they might have influence, or, where someone might reasonably believe there to be such a benefit and/or influence.

A potential conflict of interest exists when:

- There is a private interest that conflicts with an employee's work responsibility;
- Current employees are in a position to hire relatives or close family friends or have a position of authority over them;
- CCCSGTS is employing someone who is directly related to a Board Member or other Staff Member;
- Major donations are put forward that might weigh any administrative decisions in favor of changing CCCSGTS policies.

Conflicts of interest (real or perceived) are unavoidable and should not prevent an individual from employment, or donations from being received, unless the extent of the interest is so significant that the potential for the divided loyalty is present in a large number of situations or in a single particular situation.

#### ***Procedure for Possible a Conflict of Interest:***

1. Members of the Board, staff, and faculty have a duty to disclose any personal, family, or business interest that may, in the eyes of another person, influence their judgement.
2. In all cases of a potential conflict of interest, the relationship between the involved cases must be openly stated in order to initiate a dialogue and prevent a biased decision.

- A. If possible, alternate staff members (without a conflict of interest) must conduct the same specific business (hiring, firing, reviewing etc.).
- B. In cases of potential conflict of interest, a higher-level employee or Senior Administrator must conduct the same business.
- C. If alternate authorities involve a potential conflict of interest, then the business must be resolved with two witnesses to ensure the final decision does not involve bias. The process and results must be documented.
- D. When the Board of Directors is to decide upon an issue about which a member has a conflict of interest, the member shall absent himself or herself without participating in the deliberation or the vote.

## **SECTION 5: ACADEMIC FREEDOM AND INTEGRITY**

### **5.1. OVERVIEW**

CCCSGTS recognizes that in order for the free exchange of ideas to occur in an academic environment it is essential that faculty and students be guaranteed academic freedom. A suite of policies is in place to protect academic freedom and to create an environment that ensures the searching out of ideas and hypotheses free of external constraints.

The actual structure of the curriculum at CCCSGTS is as important in safeguarding academic freedom as are the policies mandating it. Although the faculty at CCCSGTS teach in transparent conformity to the Christian worldview, students are expected to read for themselves in the great texts of Western Civilization. While students read many great Christian historic writings, they are also taught alternative worldviews and study the writings of many philosophers from various backgrounds. Students are taught to test and question their findings to the extent that they arrive at genuine viewpoints.

It is in this bracing intellectual climate that CCCSGTS has policies and procedures in place that undergird a climate of free inquiry, protect intellectual property, promote research on humans and animals in an ethical manner, and guarantee academic freedom.

### **5.2. ACADEMIC FREEDOM POLICY**

Canada Christian College and School of Graduate Theological Studies (CCCSGTS) firmly believes in allowing faculty, staff and students the freedom to pursue fruitful lines of inquiry in the pursuit of truth. In line with this principle, the College is committed to the following:

1. All college members, including faculty, staff, and students shall support the fundamental principle of human dignity and work collaboratively to provide an environment of charity and mutual respect.
2. CCCSGTS requires that its members exercise academic freedom responsibly. Academic freedom does not relieve any member of the College from his/her obligations or adherence to the College's Statement of Faith and/or Code of Conduct.
3. It is recognized that while all employees of CCCSGTS have rights as citizens, they should make every effort when communicating as citizens to explicitly state that they are not representing the College

on matters of public interest.

### 5.3. POLICY AND PROCEDURES ON STATEMENT OF FAITH AND/OR CODE OF CONDUCT

#### STATEMENT OF FAITH AND CODE OF CONDUCT POLICY

CCCGSTS recognizes that a careful balance exists between fostering an atmosphere of Academic Freedom (see Academic Freedom Policy) and maintaining its particularity as a Christian institution promoting Biblical values. To this end, the College ensures that both its Statement of Faith and Code of Conduct are publicly available on its website to be reviewed by all prospective students, staff, and faculty. Moreover, prior to enrolling in classes, all students must sign a student contract acknowledging that they agree with the Statement of Faith and are willing to abide by the enumerated Code of Conduct. All prospective staff and faculty are presented with both the Statement of Faith and Code of Conduct and must agree with abiding by both prior to being considered for employment.

#### *Statement of Faith*

CCCGSTS is a non-denominational institution whose statement of faith contains only the most basic tenets of the historical Christian faith. The College is keen to maintain diversity amongst its student body, whether it be ethnically, racially, or in this context, theologically. Every incoming class has dozens of denominational affiliations represented; faculty alone represent a multitude of theological outlooks. The statement of faith is outlined in the following doctrinal statements:

- **THE BIBLE:** We believe the Bible, both Old and New Testaments, is the absolute authority in all matters of faith and life, divinely inspired, and completely inerrant.
- **GOD:** We believe there is one God, Creator of all things, existing eternally in three Persons: Father, Son, and Holy Spirit. We believe in the Virgin birth of Jesus, born man without ceasing to be God and crucified on the cross to pay the penalty of our sins. We believe the Holy Spirit came from the Father and Son to convict the world of sin and to regenerate, sanctify, comfort and give spiritual gifts and fruit.
- **SALVATION:** We believe man is depraved and cannot save himself. We believe salvation is by the grace of God and occurs when man turns from sin and self to Christ and places faith in the death and resurrection of Christ as sufficient payment for sin.
- **THE CHURCH:** We believe in the ordinance of baptism by immersion as the symbol of our union in the death and resurrection of Jesus Christ. We believe in the observance of the Lord's Supper to commemorate the sacrifice of our Saviour for all mankind.

#### *Faculty, Staff, and Student Code of Conduct*

All CCCGSTS faculty, staff, and students agree to:

1. Obey the law and conduct themselves as responsible citizens who contribute to the welfare of the

greater community (Rom. 13:1-7). Among other things, this precludes the use of marijuana and drugs for nonmedical purposes and conduct that disrupts classes or the general operation of the College. It also includes demonstrating respect for the property of others and of the College.

2. Obey Jesus's commandment to His disciples (Jn. 13:34-35) echoed by the Apostle Paul (Rom. 14; 1 Cor. 8, 13) to love one another. In general, this involves showing respect for all people regardless of race or gender and regard for human life at all stages. It includes making a habit of edifying others, showing compassion, demonstrating unselfishness, and displaying patience.
3. Refrain from practices that are Biblically condemned. These include but are not limited to drunkenness (Eph. 5:18), swearing or use of profane language (Eph. 4:29, 5:4; Jas. 3:1- 12), harassment (Jn 13:34-35; Rom. 12:9-21; Eph. 4:31), all forms of dishonesty including cheating and stealing (Prov. 12:22; Col. 3:9; Eph. 4:28), abortion (Ex. 20:13; Ps. 139:13- 16), involvement in the occult (Acts 19:19; Gal. 5:19), and sexual sins including premarital sex, adultery, all types of fornication and related behaviour, and viewing of pornography (I Cor. 6:12-20; Eph. 4:17-24; I Thess. 4:3-8; Rom. 2:26-27; I Tim. 1:9-10).
4. Furthermore, married members of the community agree to maintain the sanctity of marriage and to take every positive step possible to avoid divorce.
5. Utilize careful judgment in the exercise of personal freedom (Gal. 5:16-6:10; Rom. 12:1- 15:13; I Cor. 8:9-13; 13:1-13; Eph. 4:17-6:18; Col. 3:1-4:6; I Thess. 4:1-5:24). This entails the responsible use of time, material resources, and the honest pursuit of knowledge including regular attendance at classes, chapel services, and college events. It also requires that members of the community abstain from the use or possession of alcoholic beverages, tobacco in any form, other forms of substance abuse and all forms of gambling. Members of the community are to maintain modest, inoffensive behaviour in personal relationships.
6. Keep in mind that social dancing is not permitted on campus, and dances may not be sponsored by the College or student groups.
7. Furthermore, the College does not condone dancing at clubs where alcohol is liberally consumed, discretion in the choice of music is not exercised, and the overall atmosphere is questionable.

## **FACULTY DISCIPLINARY PROCEDURES**

The Faculty Disciplinary Procedure is guided by the principles of natural justice, which include the following rights for the accused:

1. The presumption of innocence;
2. The right to have a hearing held at a time and location that bears no unnecessary burden on them;
3. The opportunity to see all evidence against them;
4. The right to challenge any evidence against them;
5. The right to be accompanied by an advisor of their choice at any hearing;
6. The right to receive the rationale for any judgement rendered; and,
7. The right to appeal an adverse decision.

CCCGSTS strongly recommends that faculty members are first approached privately, in an informal setting, to discuss any perceived violation of either the Statement of Faith or Code of Conduct. The formal procedure for faculty violations of the Statement of Faith or the Code of Conduct begins when a written complaint is formally filed with the President. Upon receipt of a formal complaint, the President will first meet with the complainant to apprehend the full scope of the situation. Thereafter, the President, or by explicit delegation another senior administrator, will open a formal investigation into the alleged violation(s). If the complaint is found to be without merit, the faculty member will be informed about the complaint and that it was found to be groundless. If the complaint is found to be sufficiently plausible, the complainant will be notified that if they wish for the

accused faculty member to undergo a formal disciplinary hearing, a copy of the formal complaint will be made available to the accused.

Normally, all faculty disciplinary hearings shall be heard by the Academic Council. An exception to this protocol exists when one or more members of the Academic Council are the subject of a sufficiently grounded formal complaint. In such instances, the Board of Directors will appoint a Disciplinary Tribunal.

As noted above, the accused is presumed innocent and will be provided with written notice of the date and time of the disciplinary hearing. During the hearing the formal complaint shall be read aloud to the accused along with any corroborating evidence. The accused (or if they choose, their advisor) will be provided the opportunity to challenge any evidence presented against them. After the accused rests their case, the Council (or Disciplinary Tribunal) will render their verdict. The verdict must be unanimous; otherwise, the faculty member will be acquitted. If a faculty member is found guilty, they may appeal the decision directly to the Board of Directors. There is no appeal beyond the Board. Any decision made by the Council (or Disciplinary Tribunal) or the Board will be put in writing, delivered to the accused, and placed in the accused's faculty file.

### ***Penalties***

Following a guilty verdict from a faculty disciplinary hearing, penalties may range from:

- a) A letter of reprimand signed by the President placed in an individual's file;
- b) A written apology or formal statement by the faculty;
- c) Mandated restitution from the faculty to the aggrieved individual or to the College;
- d) A suspension without pay for a pre-determined period of time (ranging from one day to four weeks);
- e) Dismissal.

Where previous penalties have been enforced, later penalties may be more severe. If a decision is made to dismiss a faculty member, this will normally become effective on the final day of the school semester of which they are dismissed. However, they may be relieved of duties immediately following the decision to dismiss. The penalty of dismissal must be reviewed and approved by the Board of Directors. As with the disciplinary process, penalties may be appealed.

## **5.4. ACADEMIC HONESTY**

Academic Integrity at CCCSGTS is based on a respect for individual achievement that lies at the heart of academic culture. Every faculty member and student, both graduate and undergraduate, belongs to a community of scholars where Academic Integrity is a fundamental commitment. The College as an institution makes collaboration and the pursuit of knowledge possible, but always promotes and evaluates individual effort and learning. This statement broadly describes the principles of student Academic Conduct supported by all academic programs at the College, at every level – both undergraduate and graduate, and regardless of venue, including on-line courses and study abroad programs. It is the responsibility of every member of the academic community to be familiar with the specific policies of his or her own school, and to bear in mind relevant policies governing activities not directly addressed herein, such as internships, specific graduate programs and College research.

1. **Cheating:** using unauthorized notes, study aids, or information on an examination; altering a graded work after it has been returned, then submitting the work for grading; allowing another person to do

one's work and submitting that work under one's own name; submitting identical or similar papers for credit in more than one course without prior permission from the course instructors.

2. **Plagiarism:** submitting material that in part or whole is not entirely one's own work without attributing those same portions to their correct source.
3. **Fabrication:** falsifying or inventing any information, data or citation; presenting data that were not gathered in accordance with standard guidelines defining the appropriate methods for collecting or generating data and failing to include an accurate account of the method by which the data were gathered or collected.
4. **Obtaining an Unfair Advantage:** (a) stealing, reproducing, circulating or otherwise gaining access to examination materials prior to the time authorized by the instructor; (b) stealing, destroying, defacing or concealing library materials with the purpose of depriving others of their use; (c) unauthorized collaborating on an academic assignment (d) retaining, possessing, using or circulating previously given examination materials, where those materials clearly indicate that they are to be returned to the instructor at the conclusion of the examination; (e) intentionally obstructing or interfering with another student's academic work or (f) otherwise undertaking activity with the purpose of creating or obtaining an unfair academic advantage over other students' academic work.
5. **Aiding and Abetting Academic Dishonesty:** (a) providing material, information, or other assistance to another person with knowledge that such aid could be used in any of the violations stated above, or (b) providing false information in connection with any inquiry regarding academic integrity.
6. **Falsification of Records and Official Documents:** altering documents affecting academic records; forging signatures of authorization or falsifying information on an official academic document, grade report, letter of permission, petition, drop/add form, ID card, or any other official University document.
7. **Unauthorized Access to computerized academic or administrative records or systems:** viewing or altering computer records, modifying computer programs or systems, releasing or dispensing information gained via unauthorized access, or interfering with the use or availability of computer systems or information.

In all cases involving academic dishonesty, the student charged or suspected shall, at a minimum, be accorded the following rights:

1. Prompt investigation of all charges of academic dishonesty, to be conducted, insofar as possible, in a manner that prevents public disclosure of the student's identity. Such investigation may include informal review and discussion with an official of the school prior to bringing a charge, provided that such review does not compromise the rights of the student in the formal process.
2. Reasonable written notice of the facts and evidence underlying the charge of academic dishonesty and of the principle(s) of Academic Integrity said to have been violated.
3. Reasonable written notice of the procedure by which the accuracy of the charge will be determined.
4. Reasonable time, if requested, within which to prepare a response to the charge.
5. A hearing or meeting at which the student involved may be heard and the accuracy of the charge determined by a neutral decision-maker.
6. Review of any adverse initial determination, if requested, by an appeals committee to whom the student has access in person. Generally, the implementation of sanctions will be suspended until all appeals made by the student have been exhausted.
7. Final review of an unsuccessful appeal, if requested, by the Registrar or an advisory committee designated by the Registrar.

## ***Procedures***

Suspected cases of academic dishonesty should be reported to the course instructor, the administration of the school under whose jurisdiction the suspected offense took place, or to any student authorized by that school to receive such complaints. Students charged with academic dishonesty may not change their registration in a course in which the charge is pending or in which a finding of academic dishonesty has been made. Procedures of investigation, adjudication, and appeal may vary from school to school. Current practice does not involve reporting to a student, instead to the Course Instructor or to a member of the Dean's office in the appropriate school.

## ***Sanctions***

All proven cases of academic dishonesty should be penalized as appropriate under the circumstances. Sanctions other than a reduced or failing grade should be imposed by the school in which the student is enrolled. The imposition of any sanction other than a private reprimand should include a statement of reasons supporting its severity. A student may appeal any finding or sanction as specified by the school holding jurisdiction. Sanctions may include but are not limited to:

1. Reduced or failing grade.
2. A letter of reprimand.
3. A defined period of probation, with or without the attachment of conditions.
4. Withdrawal of University funding.
5. A defined period of suspension, with or without the attachment of conditions.
6. Exclusion from the University.
7. Notation on the official record.
8. Revocation of an awarded degree.
9. Any appropriate combination of 1-8 above.

## ***Academic Standing***

A student must maintain attendance at 75% of classes, maintain a GPA of at least 2.00, and adhere to the College Standards to maintain "good standing."

## ***Academic Warning***

Students receive an academic warning when the term GPA is lower than 2.00.

## ***Academic Probation***

Academic Probation is earned, and the notation "Academic Probation" is recorded on the student's academic transcript whenever the following conditions exist: When the cumulative GPA is lower than 2.00. Students who have earned 44 or fewer credits are allowed two terms of probation before they are subject to disqualification. Students with more than 44 credits are only allowed one term of probation before they are subject to disqualification. Students on Academic Probation whose cumulative GPA is lower than 2.00 and whose term GPA is 2.00 or higher are remain on Academic Probation until the GPA is higher than 2.00. Students on Academic Probation are limited to a study load of no more than 15 credits.

### ***Academic Disqualification***

Academic disqualification may be assessed whenever the following conditions exist:

1. Students on academic probation for having a cumulative GPA lower than 2.00 who earn a term GPA lower than 2.00 in their next term.
2. Students on academic probation for having their three most recent terms of GPAs lower than 2.00 and earn less than a 2.00 term GPA for the fourth consecutive term.

These students are not eligible to enroll for future terms unless the Academic Council continues the student on probationary status for a further term or reinstates the student.

### **5.5. INTELLECTUAL PROPERTY & COPYRIGHT POLICY**

A student's intellectual property is any work or idea that has been presented by the student. Intellectual property could take the form of written essays, poems, and other literature as well as ideas or concepts presented in oral presentations, songs, and other multimedia presentations. The intellectual property of each student is held in confidence, and a copy can be made available to be returned to the student at the end of their program. A bound copy of all thesis submissions is kept at the College at all times. Any abuse of intellectual property by any other student will result in the offending student meeting with the Academic Council with possible repercussions such as being removed from our program.

CCCSGTS upholds all local, provincial, federal, and international standards regarding the protection of copyrighted material. All material published by faculty or staff on behalf of the College is subjected to rigorous internal review to ensure that all thoughts and statements are the results of original research. All student class submissions and degree theses are subjected to review by *Unichek*, a cloud-based plagiarism detection software which the College has purchased and integrated into its course management database.

### **5.6. E-LEARNING (ONLINE DELIVERY)**

CCCSGTS embraces the utilization of technology in the classroom and is committed to enhancing its educational offerings through e-learning platforms. However, the College recognizes that online classrooms require additional scrutiny to safeguard intellectual property and ensure academic integrity.

#### ***Intellectual Property and Copyright***

All recorded lectures and course content are copyrighted content that is the exclusive property of CCCSGTS. Therefore, both lectures and content may not be reproduced, streamed, transferred, or broadcast (in whole or in part) without the express written permission of an authorized agent of CCCSGTS.

All student submissions are subject to the same intellectual property protections afforded to on-campus students.

#### ***Academic Integrity***

All online students are subject to the same Academic Integrity Policies and procedures as on-campus students. At the beginning of each course, online students must read the Academic Policies and Student Conduct codes of the college. A quiz is administered after students indicate they have read this material. If students do not pass this quiz, they are removed from the course. All coursework is submitted through each student's unique student account. To authenticate student identities, CCCSGTS tracks the IP addresses used for uploading assignments, taking exams, and posting to discussion forums. When suspicion of cheating or sharing accounts arises, cases are presented to the Academic Council for review.

To ensure parity between online and in-class offerings, all online exams are timed. Students have one attempt to take any quiz or exam. In the event of technical issues, students may contact the online department where their case is reviewed by the Director of Online Studies. Grades are not released until all students in an online course have completed the exam. If suspicious activity occurs (e.g., irregular time spent on questions, logging on/off during an exam), the case is referred to the Academic Council where action is then taken, ranging from:

- a) requiring a proctor for future quizzes and/or exams if cheating is suspected but cannot be confirmed;
- b) failing the course if cheating is confirmed;
- c) additional academic sanctions if cheating is confirmed multiple times with the same student.

## 5.7. RESEARCH INVOLVING HUMANS AND/OR ANIMALS

CCCSGTS is committed to safe-guarding academic and ethical standards in all of its research activities. This is especially true with all research involving human subjects, which carries risk well-above document-based inquiry.

Additionally, CCCSGTS adheres to Ethical Conduct for Research Involving Humans and recognizes that core respect for human dignity underlies its tenets. Thus, all research carried out by faculty, staff, and students must recognize the inherent worth of all human beings. This includes respect for vulnerable persons, privacy, confidentiality, fairness, equity, free and informed consent, a balance of benefits and harms, and an aspiration to maximize benefits while minimizing harm.

If any member of the CCCSGTS community desires to undertake research involving humans, the researcher must present a written proposal outline the purpose, scope, benefits, and harms of the proposed study to the Academic Council *at least one month* before the study is scheduled to commence. During this time, the Academic Council will schedule a meeting with the Research Ethics Board (REB) comprised of the following members:

- a) the President, Vice-President, Registrar, and Academic Dean
- b) If applicable, the Department Dean of the student undertaking the research project
- c) If applicable, the thesis supervisor of the student undertaking the research project

The REB will function impartially to ensure that all ethical procedures are accounted for in the proposal. After reviewing the proposal, the REB will provide a reasoned and appropriately documented decision of its review of the research. If a proposal is approved, the Academic Dean will continue to oversee the project to ensure that ethical procedures are implemented during research. Approval may be rescinded at any time during the research project if ethical procedures are not cared for. If a proposal is denied, the exact rationale will be listed and returned to the researcher.

In the event that a proposal is denied, the researcher will be afforded one opportunity to revise their proposal and resubmit it to the REB. The decision during the second reading of a research proposal involving humans is final.

All faculty, staff, and students involved in research involving humans must ensure that they are familiar with this policy and those of the Tri-Council Policy statement on ethical research. Moreover, they must incorporate these principles in their research design and implementation.

All individuals associated with CCCSGTS in any capacity must comply with this policy. This includes individuals not generally associated with CCCSGTS who approach faculty, staff, or students to engage in research involving humans, those who seek an endorsement from the College, or who use the College facilities for such research. Non-compliance with this policy will be grounds for breaking any implied or explicit ties with faculty, staff, students, or external parties.

### **ETHICAL CONDUCT FOR RESEARCH INVOLVING ANIMALS**

Although CCCSGTS faculty and staff have never engaged in college-sanctioned teaching or research involving animals, the College is committed to the principle of treating animals humanely when used in research, instruction, or testing, in accordance with the guidelines and policies of the Canadian Council on Animal Care.

Presently, CCCSGTS does not intend to sanction future educational or research activities that involve animals. Should this change, the Academic Dean will be responsible for scheduling a meeting of the Academic Council prior to such educational or research activity to amend this policy.

## **SECTION 6: STUDENT PROTECTION**

### **6.1. OVERVIEW**

In matters of recruitment, protection of privacy, and disclosure of policies, CCCSGTS is committed to maintaining fair and reasonable policies, as well as ensuring that students are aware of all CCCSGTS policies and procedures that concern them, with particular attention to admission standards, grading policies, disciplinary standards and procedures, and refund policies. Ethical recruitment policies are adhered to in all recruiting practices. The following sections demonstrate in more detail how CCCSGTS adheres to this standard in each of the student protection benchmarks.

CCCSGTS's mission statement, history, governance structure, credentials, and bios of faculty and senior administrators, general degree program descriptions, and detailed Degree completion plans are readily available to the public at [www.canadachristiancollege.com](http://www.canadachristiancollege.com). (See Appendix p.228 for detailed DCP's for each degree program, See Appendix p.62 Academic Catalogue).

### **6.2. PROMOTIONAL MATERIAL AND RECRUITMENT**

The preparation and distribution of all advertising and promotional materials and CCCSGTS's recruitment

practice in general, are guided by the Ethical Recruitment Policy included below. See the Appendix, p. 130-143 for samples of promotional material.

## **ETHICAL RECRUITMENT POLICY**

CCCSGTS recruits students through a various means, including attendance at youth conferences, presentations at high schools, churches, and dissemination of student-oriented materials. It is the policy of CCCSGTS to recruit students ethically and transparently. Students are given clear, thorough, and entirely truthful information concerning the institution's facilities, programs, and policies. All photos and descriptions of the campus on the website and in promotional materials are authentic and faithfully illustrate the academic and residential facilities the students will experience.

Listed openly on CCCSGTS's website for the general public or potential students is the following, prior to signing a student contract, these documents also confirm as provided to and reviewed by the student:

- a copy of the student contract
- a copy of the student complaint policy
- a copy of the tuition refund policy
- a copy of the current *Student Handbook*, if they have not already been provided with one, and the location on our website where changes are posted.
- a copy of the current *Academic Catalogue and Degree Completion Plan (DCP)* for their program, if they have not already been provided with one, and the location on our website where changes are posted.

International students receive, in addition:

- a copy of the International Student Booklet, which includes information regarding the local geography, transportation, health insurance, and other relevant information.

## **6.3. ACADEMIC CATALOGUE**

CCCSGTS's annually published *Academic Catalogue* is available in print to students and prospective students and online at [www.canadachristiancollege.com](http://www.canadachristiancollege.com) to the general public. It may be seen from the copy included (see appendix p. 62)

## **6.4. STUDENT AND CONSUMER INTERESTS**

### **6.4.1. SECURITY OF ACADEMIC RECORDS**

CCCSGTS has in place procedures and policies dedicated to maintaining and securing accurate student records. Paper and electronic copies of student records are maintained by the Registrar's office. Electronic student records are backed up continuously on a remote server and two redundant local

servers. Paper student records are held in a locked office that students do not have access to. At the end of each semester, student records are archived appropriately in a separate, locked, fire-safe room and digitally uploaded to a remote server.

#### **6.4.2. PAYMENT SCHEDULE OF FEES**

CCCSGTS protects student interests by clearly publishing its payment schedule of fees and charges in the *Academic Calendar* (see Appendix p. 127) and including a copy as part of the student contract (see Appendix p. 225) in acceptance packages. All fees are also available online for the general public to see. CCCSGTS makes sure there are no additional “hidden fees” required to the student throughout their academic experience.

#### **6.4.3. STUDENT DISMISSAL AND STUDENT COMPLAINT PROCEDURE**

##### **STUDENT DISCIPLINARY/DISMISSAL PROCEDURE**

The student disciplinary procedure is guided by the principles of natural justice, which include the following rights for the accused:

1. The presumption of innocence;
2. The right to have a hearing held at a time and location that bears no unnecessary burden on them;
3. The opportunity to see all evidence against them;
4. The right to challenge any evidence against them;
5. The right to be accompanied by an advisor of their choice at any hearing;
6. The right to receive the rationale for any judgement rendered;
7. The right to appeal an adverse decision.

The student disciplinary procedure is enacted if an offense occurs that is deemed by faculty or senior administration to violate either the Statement of Faith or the Code of Conduct.

Concerns from faculty or senior administration must be conveyed in writing to the department dean of the accused student. Thereafter, the department dean, or by explicit designations another Senior Administrator, will conduct an investigation and submit their findings to the Academic Council.

The Academic Council is tasked to review the report and determine whether there are sufficient grounds to hold a disciplinary hearing. If no sufficient grounds are found, the complaint is dismissed without prejudice. If sufficient grounds are established, the student is notified in writing with:

1. the alleged violation(s)
2. a summary of evidence supporting the occurrence of the violation
3. the location and time of the disciplinary hearing

During the disciplinary hearing, the student (with or without an advisor) is presented with the evidence of their violation and afforded the opportunity to address the violation(s). At the end of the hearing, the Academic Council renders a decision. This decision will also be delivered to the student in writing with

accompanying rationale within an appropriate amount of time after the hearing. In the case of an adverse decision, the student is permitted to appeal to the Academic Council within 14 days, provided there is previously unknown evidence or contributing factors that may influence the Council's decision. In the case of an appeal, any decision rendered by the Academic Council is final.

### ***Penalties***

Following a guilty verdict from a student disciplinary hearing, penalties may range from:

- a) A letter of reprimand signed by the President placed in the student's file;
- b) A written apology or formal statement by the student;
- c) Mandated restitution from the student to the aggrieved individual or to the college;
- d) A suspension for a pre-determined period of time (generally, one semester or one year);
- e) Dismissal.

## **STUDENT COMPLAINT PROCEDURES**

Canada Christian College is committed to fair and equitable treatment of all students and inquirers. The Academic Council will give each complaint full consideration with the right to be represented by the Dean of their respective department and one appeal.

Any student who wishes to submit a formal complaint to Canada Christian College must submit a written letter to the Registrar, outlining the details of the complaint they are filing. Upon receipt, a student will be given an opportunity to meet with the Registrar within 14 days of the complaint being submitted. If a resolution cannot be determined that is agreeable for both the student and the Academic Council, the student will then have 14 days to submit an appeal for a hearing with the Academic Council. At the hearing, the Academic Council will meet with the student to discuss the complaint further. The student will have the option to be accompanied by the Dean of Students to represent their best interest before the Academic Council. The decision that is made due to the hearing with the Academic Council will be considered final; the complaint file will then be considered closed.

## **ACADEMIC GROUNDS FOR PROBATION OR DISMISSAL**

### ***Academic Honesty***

As outlined in Section 5.4 of this submission, CCCSGTS is committed to maintaining an environment when academic honesty flourishes. The procedures and penalties for breaches in academic honesty, including student dismissal, are outlined in the Academic Integrity section 5.

### ***Academic Standards***

#### ***1. Academic Warning***

Students receive an academic warning when the term GPA is lower than 2.00.

## **2. Academic Probation**

Academic probation is earned, and the notation “Academic Probation” is recorded on the student’s academic transcript whenever the following conditions exist: When the cumulative GPA is lower than 2.00. Students who have earned 44 or fewer credits are allowed two terms of probation before they are subject to disqualification. Students with more than 44 credits are only allowed one term of probation before they are subject to disqualification. Students on Academic Probation whose cumulative GPA is lower than 2.00 and whose term GPA is 2.00 or higher are remain on academic probation until the GPA is higher than 2.00. Students on Academic Probation are limited to a study load of no more than 15 credits.

## **3. Academic Dismissal**

Academic disqualification may be assessed whenever the following conditions exist:

1. Students on academic probation for having a cumulative GPA lower than 2.00 who earn a term GPA lower than 2.00 in their next term.
2. Students on academic probation for having their three most recent terms of GPAs lower than 2.00 and earn less than a 2.00 term GPA for the fourth consecutive term.

These students are not eligible to enroll for future terms unless the Academic Council continues the student on probationary status for a further term or reinstates the student.

### **6.4.4. WITHDRAWS AND REFUNDS**

CCCSGTS protects student interests by clearly publishing its withdrawal and refund schedule in the *Academic Catalogue* (see Appendix p. 127) and including a copy as part of the student contract (see Appendix p. 225) in acceptance packages. The withdrawal and refund policy is also available online at [www.canadachristiancollege.com/admissions/tuition-fees](http://www.canadachristiancollege.com/admissions/tuition-fees). The refund policy is as follows:

#### **CANADIAN RESIDENTS**

Students withdrawing will be assessed fees as indicated:

- The registration fee of \$75.00 is non-refundable
- If you withdraw, in writing before the first day of classes, 100% of the tuition will be refunded
- If you withdraw before two-thirds of the program is complete, you receive a pro-rated refund, based on the weeks attended less 10% of the remaining weeks of the program
- If you withdraw after two-thirds of the program is complete, no refund is applicable

Tuition refunds will be processed within 30 days. In the case of OSAP students, the refund will be credited to the student’s bank within 30 days. CCCSGTS will instruct the bank that the tuition refund is to be applied first to the student’s outstanding OSL. The balance of the tuition fees refund, if any, is to be applied to the student’s outstanding CSL.

## INTERNATIONAL STUDENTS

Sixty-seven percent of tuition fees are refundable to international students who are refused a student visa for entry to Canada or refused a passport. It is the responsibility of the student to apply to an immigration centre. The only acceptable proof is the original letter of denied entry from a government official. Once the visa is issued, no refund is possible. In order to process a refund:

- The student must fill out an application form for a refund, which must be approved by the College
- The student submits to Canada Christian College a copy of the rejection letter by the Immigration Authorities of Canada
- The original receipt (white copy) and acceptance letter must be returned to Canada Christian College
- 30 days are required to process the refund

### 6.5. STUDENT CONTRACT

Upon accepting an offer of admission, CCCSGTS provides students with access to the *Academic Calendar*, the *Student Handbook*, and, in the case of international students, the *International Student Handbook*, which contains CCCSGTS's policies as related to the student. In addition, these policies are found and available to the student on the College's website and in the Academic Catalogue (see Appendix p. 62)

The Student Contract requires students to sign that they are familiar with and agree to abide by the policies of the College. For a copy of the Student Contract and the Student Contract for international students, see Appendix p. 225.

### 6.6. BLENDED, HYBRID OR ONLINE COURSES

For courses and/or programs that incorporate blended, hybrid, or online delivery, students are informed about:

*a) the technological requirements of participation and the technical competence required of them*

All students, who take an online course(s), must have access to the following technological equipment: a computer with basic audio/video output equipment, internet access (broadband recommended), media player software, and Microsoft Office. The previous list is the basic technological requirements for online students, or students taking online courses, and this information is outlined in every course syllabus.

All students, who take an online course(s), must complete the Canada Christian College Online Computer Assessment (CCCOCA) prior to enrolling in an online course. The CCCOCA is comprised of 9 true/false and multiple-choice style questions regarding their technological competencies.

*b) any additional costs, beyond tuition and ancillary fees, associated with e-learning aspects of course/program delivery*

In addition to tuition and ancillary fees, students who take an online course(s), are expected to pay for their required textbooks. Canada Christian College does not provide textbooks or offer to sell textbooks to students; instead, students are required to purchase their textbook directly from the publisher or a third party. Every syllabus for online classes includes required textbook information for the students to use as they purchase their textbooks. Additionally, students who do not already have access to a computer with basic audio/video output equipment, internet access (broadband recommended), media player software, and Microsoft Office are expected to purchase these items before their class begins.

*c) the kind of support and protection available to them*

Canada Christian College provides support for students who take an online course(s) through their Professors, Teaching Assistants, Dean of Online Studies, and the Assistant to the Director of Online Studies. In cases where students experience difficulty in online course content material (such as uploading assignments, playing lectures, or accessing course syllabi and assignment supplements), they are encouraged to email [online@canadachristiancollege.com](mailto:online@canadachristiancollege.com) for assistance.

## **SECTION 7: FINANCIAL STABILITY**

### **7.1. OVERVIEW**

CCCSGTS grants great weight to the task of fiscal responsibility in order to provide a stable learning environment. As a charity with an over 53-year history, no government funding, no larger denominational funding, and history of little to zero debt, the College is immensely proud of its fiscal track record. Prudence is used in all spending, and cost-saving measures are employed at all possible times. CCCSGTS has been blessed with a wonderful base of consistent donors, but the institution's revenue model is not based on donations and giving. The College has always been creative in creating excellent and reliable additional revenue streams, such as but not limited to long-term commercial leasing of institutionally owned property and space. Wisdom from The Board of Directors and The President has historically guided CCCSGTS with purchases of properties that have appreciated significantly in value and are flexible in terms of revenue generation.

Each year an external licensed accounting firm performs a complete financial audit of the institution. CCCSGTS is a charity; it follows its nonprofit mandate of using revenue each year according to its charitable purpose, meaning usually relatively small amounts of surplus compared to a corporate business revenue/expense model. The campus was relocated in the summer of 2018, and a spectacular new 12 acre, 200,000 sq ft. lakefront campus was purchased. Expense in 2018 and 2019 years increased significantly due to the establishing a new state of the art modern long-term home for the college. As of date, in the Fall of 2020 the new lakefront campus is complete and will see little new operating expenses for years to come. A new 4,000 seat event venue and full scale 50,000 sq ft athletics centre have already secured rental income for new long-term revenue.

Fiscal responsibility, especially business practices that discourage taking on of any new debts, have been essential to the College's success and will continue. This fiscally prudent approach is what has further governed the development of CCCSGTS's business plans. These plans are credible. They are made based on realistic future projections of student growth, a ten fold increased market with undergraduate liberal arts and

science degrees, and nomenclature that will no longer confuse potential students regarding the institution's degree-granting ability.

In the extremely unlikely event that CCCSGTS should lack the financial capacity for students to complete the degree program, CCCSGTS has a plan to ensure the financial protection of students. Worst case budget predictions still show CCCSGTS being able to continue to operate with academic excellence. Specifically, as required, CCCSGTS has in place a financial security plan that ensures reimbursement to students in the very unlikely case of school closure, as well as arrangements to store student academic records for at least seventy-five years.

## **7.2. REPORTING AND AUDIT**

### **7.2.1. FINANCIAL AUDIT POLICY**

CCCSGTS wishes to maintain its credibility as a reliable institution concerning financial-related matters as well as an arena for academic development. Operating within a small budget in comparison to many other universities, CCCSGTS has been constantly committed to ensuring the efficient and appropriate use of school funds. The CCCSGTS policy on regular auditing by an external analyst will protect the school's ongoing financial stability and proper allocation of finances. Secondly, this policy will assure donors that their financial contributions to CCCSGTS will continue to be used appropriately as a means of supporting the school and aiding in its development.

Audited financial statements for CCCSGTS will continue to be prepared in accordance with Canadian generally accepted accounting principles for non-profit organizations by an independent accounting firm authorized to practice public accounting by the Institute of Chartered Accountants of Ontario.

CCCSGTS requires that every year, an external accounting firm that has no personal or prior business connection with CCCSGTS will examine its financial records and prepare the auditor's report. The auditor will be chosen the previous year. The audit will take place just prior to CCCSGTS's annual release of its official financial statements within a few months after our fiscal year-end of June 30<sup>th</sup>. If deemed necessary, the auditor may check CCCSGTS computer reliability and security prior to the audit. The auditor will have access to a record of all of the school's financial dealings and examine the figures relating to budget, revenue, expenses, payroll, general ledger, accounts receivable, accounts payable, etc. He/She will also examine all CCCSGTS policies and procedures, assess any short-term and long-term needs involved in CCCSGTS operations, and provide the Board of Directors with a summary of suggestions based on the audit results.

CCCSGTS has no subsidiary organizations to report financial information on.

The Board of Directors will direct the financial administration to act upon these audit findings and make any necessary financial improvements. At the end of the following year, the Chief Executive Officer will report on the resulting actions to the Board of Directors. They will, in turn, examine the resulting progress and make any further recommendations. The remaining time within the fiscal year will be used specifically to plan and implement these recommendations in preparation for the upcoming audit. In addition, financial update reports are issued to the Board of Directors at each of their meetings.

### **7.3. BUSINESS PLAN**

See Appendix p. 296 for the five year institution Business Plans. These long-term (five-year) Business Plans include budgets with likely, and worst-case scenarios, based on realistic future projections of student growth. The budgets are broken down into the major cost areas of staffing expenses (academic and non-academic salaries), physical plant expenses, professional fees and services, overhead, materials, development (including advertising and student recruitment) costs, and other expenses. The initiatives under each key area demonstrate how we seek to use the allocated resources to incrementally yet systematically strengthen each aspect of our academic program.

#### ***Institutional Emergency Closure Policy and Long Term Record Retention***

- In the extremely unlikely event that CCCSGTS for any reason ceases to be able to function, the priority of winding down funds allocation would be the refund of any paid fees by students, as well as staff and faculty remuneration.
- Additionally, all student records, physical and digital, would be transferred to a reasonable organizational body capable of retaining these records for a minimum of 75 years into the future.

### **7.4. FUNDS TO BE INVESTED**

While CCCSGTS's financial plan does not currently include an endowment fund, CCCSGTS has authorized the creation of a body, either an Endowment Fund, or a Foundation, to invest the shares and properties that have been bequeathed or written over to CCCSGTS responsibly and ethically.

## **SECTION 8: DISPUTE RESOLUTION**

### **8.1. OVERVIEW**

Canada Christian College and School of Graduate Theological Studies (CCCSGTS) is committed to fair and equitable treatment of all faculty, staff, and students.

#### ***Awareness of Dispute Resolution Policy***

An abbreviated version of the CCCSGTS student dispute policy shall be made available on the College website. A full version of the CCCSGTS faculty dispute policy shall be made available during faculty orientation. A complete version of both policies shall be made available to all faculty, staff, or students upon request.

### **8.2 ORGANIZATIONAL REVIEW – SECTION 8 – DISPUTE RESOLUTION**

### **8.2.1. STUDENT GRIEVANCES (DISPUTE RESOLUTION)**

Each student complaint will be given full consideration by the Academic Council with the right to be represented by the Dean of Students during the appeals process. If a complaint involves a member of the Academic Council or the Dean of Students, a suitable replacement will be found for the hearing, and if necessary, for any appeals process.

Any student who wishes to submit a formal complaint to CCCSGTS must submit a written letter to the Registrar, outlining the details of the grievance. Upon receipt, a student will be given an opportunity to meet with the Registrar within 14 days of the complaint being submitted. If a resolution is not arrived at between the Registrar and the student, the student will have an opportunity to state their case before the Academic Council. If a resolution is still not arrived at, the student will have 14 days to submit an appeal for a second hearing with the Academic Council. Prior to this hearing, the student shall have the opportunity to write a fuller explanation of their grievance. Additionally, the student will have the option to be accompanied by the Dean of Students to represent their best interests before the Academic Council. The decision rendered during the hearing of the appeals by the Academic Council will be considered final; the complaint file will then be considered closed.

### **8.2.2. FACULTY AND STAFF DISPUTE RESOLUTION POLICY**

Faculty may file a formal grievance in writing with the Academic Dean (AD); if the AD is involved in the complaint, faculty may file their grievance with the Registrar. Upon receipt, the faculty or staff member will be given the opportunity to meet with the AD within 14 days of the complaint being submitted. If a resolution is not arrived at, the faculty or staff member will have the opportunity to state their case before the Academic Council. If a resolution is still not arrived at, the faculty member will have 14 days to submit an appeal for a second hearing with the Academic Council. Prior to this hearing, the student shall have the opportunity to write a fuller explanation of their grievance. The decision rendered during the appeals hearing of the Academic Council will be considered final; the complaint file will then be considered closed.

## **SECTION 9: ORGANIZATION EVALUATION**

### **9.1. OVERVIEW**

As part of its commitment to continuous improvement and the pursuit of excellence, CCCSGTS conducts an organization evaluation on a regular, scheduled basis. These evaluations follow a set process designed to ensure wide consultation and thorough consideration of the way the organization is run to see what can be done more effectively and efficiently. The follow-up guidelines ensure that any problems are identified, and their solutions are not left buried in paperwork but are acted upon.

### **9.2. ORGANIZATION EVALUATION POLICY**

CCCSGTS is a self-critical, cohesive academic community with a long-time commitment to the quality assurance a university requires. In addition to the yearly reviews carried out by the Academic Dean and Quality Review Committee (QRC), the College is committed to conducting a comprehensive organizational evaluation every five years. This comprehensive organization evaluation comprises a three-step process:

- a) The self-study,
- b) The review by an appointed Organizational Evaluation Committee (OEC),
- c) The report produced by the OEC

## **SELF-STUDY**

CCCGSTS aims for the self-study to thoroughly examine every aspect of the institution, including admissions, academics, day-to-day administration, financial, and senior governance. All constituencies of the institution – administrators, faculty, staff, students, and alumni – will have adequate representation in the Self-Study Steering Committee (SSSC). Specifically, comments from all involved parties will be utilized to produce a SWOT analysis (i.e., Strengths, Weaknesses, Opportunities, and Threats) of CCCGSTS compared to previously administered self-studies. The goal is that CCCGSTS would experience continual improvement over each five-year period. The following areas will be critiqued during each self-study:

- a) Institutional Mission
- b) Academic Goals
- c) (Administrative Governance
- d) Administrative Capacity
- e) Faculty Professional Development
- f) Research Capacity and Output
- g) Student Protection Policies
- h) Faculty and Student Ethical Conduct
- i) Technological Innovation
- j) Business Ethical Conduct
- k) Academic Freedom Policy
- l) Academic Integrity Policy and Safeguards
- m) Institutional Financial Stability
- n) Dispute Resolution Policies

Ultimately, the self-study is intended to allow senior administration to recognize whether its missions and values are being upheld during each discrete timeframe, what strengths the institution possesses, and what deficiencies or weaknesses need to be addressed. Additionally, each self-study will provide the necessary information to chart out a five-year plan for the College.

The SSSC will draft a self-study report concerning the above areas of interest. All members of the CCCSGTS community will have the opportunity to review the self-study prior to a final draft being written. In addition to the SWOT analysis of each item listed above, the final self-study report will include recommendations for improvements to be made.

## **QUALITY REVIEW COMMITTEE**

Under the direction of the QRC, each department conducts a yearly review of the quality of the curriculum, instruction, facility, and student experience. The QRC oversees all quality assurance reviews and ensures that all review practices are consistent with CCCSGTS policies. The committee collects, processes and recommends based upon significant empirical data, including (but not limited to): (a) over 5,000 individual course and faculty evaluation forms; (b) Key Performance Indicators (KPI) collected by a third-party related to current students' academic performance and graduate's success entering the workforce. An exhaustive and comprehensive review is conducted on all testing methods, curricula, instruction methods, teaching material, equipment, and student Academic Freedom and Integrity Policies. The QRC, comprised of Department Deans, faculty, and student representatives, make recommendations to The Academic Council that are then reviewed and implemented accordingly.

## **ORGANIZATIONAL EVALUATION COMMITTEE**

The President, Vice-President(s), and Academic Dean of CCCSGTS will create an OEC, composed of a majority of external assessors who have experience in college/university administration and operations. Such external assessors will be free of any conflict of interests described in the ethical conduct policy of the College.

The OEC will evaluate the operational and administrative activities of CCCSGTS based upon the self-study report and an on-site visit. The visit will include a meeting between the OEC, the SSSC, and any external parties (e.g., financial auditors, bankers, and lawyers) for questions or further clarification of the contents of the self-study report.

## **THE REPORT OF THE ORGANIZATION EVALUAION COMMITTEE**

The OEC report will assess the appropriateness, efficacy, and quality of CCCSGTS policies, procedures, and performance. The report will also include recommendations for improvements to each of the above areas.

This report will be presented by the OEC to the Board of Directors, the Academic Council, and other senior administrators. Thereafter, the Board will meet with the Academic Council to implement the recommendations of the OEC report. To be clear, CCCSGTS is committed to continuous improvement and believes this is only possible when objective recommendations are offered by knowledgeable external parties.

## **SECTION 10: CONCLUSION**

Overall, it should be emphasized that the organizational evaluation is understood to be an essential process for ensuring continuous improvement at CCCSGTS. A comprehensive assessment of how CCCSGTS is performing and what it needs to do to move forward from strength to strength is a valuable tool that needs to be deployed regularly, thoroughly, and with conviction. The Board of Directors, Academic Council, President and Senior Administration know CCCSGTS will make an excellent university and in due time, offer exceptional Bachelor of Arts and Bachelor of Science programs.

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3RD SESSION, 36TH LEGISLATURE, ONTARIO  
48 ELIZABETH II, 1999

# Bill Pr4

*(Chapter Pr2  
Statutes of Ontario, 1999)*

## **An Act respecting Canada Christian College and School of Graduate Theological Studies**

**Mr. Klees**

1st Reading	April 26, 1999
2nd Reading	May 4, 1999
3rd Reading	May 4, 1999
Royal Assent	May 4, 1999

Printed by the Legislative Assembly of Ontario



**An Act respecting Canada Christian College and School of Graduate Theological Studies**

Preamble	<p>The board of trustees of the Canadian Non-Denominational Association for Education and Evangelism has applied for special legislation to incorporate a school of higher Christian learning under the name Canada Christian College and School of Graduate Theological Studies and to permit the college to grant degrees in the field of religious studies and research in higher Christian learning. The applicant represents that Canadian Non-Denominational Association for Education and Evangelism has maintained an institution of higher learning in theology, religious education, scholarship and research through courses of study leading to diplomas in Bible and religious training under the name Canada Christian College and School of Graduate Theological Studies since 1980.</p> <p>It is appropriate to grant the application.</p> <p>Therefore, Her Majesty, by and with the advice and consent of the Legislative Assembly of the Province of Ontario, enacts as follows:</p>	<p>(a) to provide instruction in higher Christian education for Christian faith and practice;</p> <p>(b) to prepare students to serve with competence in full-time Christian professions both in Canada and abroad; and</p> <p>(c) to equip students not anticipating full-time Christian service for positions to lay leadership and activity in Christian ministries.</p>	
	<p>4. (1) The affairs of the College shall be managed by its board.</p>		Board
	<p>(2) The board shall be composed of,</p>		Composition
	<p>(a) the president and vice-president of the College; and</p> <p>(b) not fewer than five and not more than 15 persons who are elected to the board.</p>		
	<p>(3) A majority of the members of the board must be representatives of the Association for Education and Evangelism.</p>		Same
Definitions	<p>1. In this Act,</p> <p>“board” means the board of trustees of the College;</p> <p>“College” means Canada Christian College and School of Graduate Theological Studies incorporated under section 2;</p> <p>“faculty” means employees of the College who hold the academic rank of professor, lecturer, instructor or librarian;</p> <p>“student” means a person who is registered as such in a program or course of study at the College that leads to a degree, diploma or certificate of the College.</p>		
	<p>(4) Subject to subsection (7), the term of office of the elected members of the board is three years.</p>		Term of office
	<p>(5) An elected member of the board shall not be eligible to serve for more than nine consecutive years but on the expiration of one year after having completed the ninth consecutive year, a person is again eligible for membership on the board.</p>		Same
	<p>(6) Service on the first board or for the balance of an unexpired term shall not be included in the calculation of the nine consecutive years referred to in subsection (5).</p>		Same
Incorporation	<p>2. (1) Canada Christian College and School of Graduate Theological Studies is hereby constituted as a corporation without share capital consisting of the members of its board.</p>		
	<p>(2) All property and trusts held by the Canadian Non-Denominational Association for Education and Evangelism for the purposes of Canada Christian College and School of Graduate Theological Studies, and any liabilities which relate to the operation of Canada Christian College and School of Graduate Theological Studies, are hereby vested in the College as of the day this Act receives Royal Assent.</p>		
Property, trusts, liabilities		<p>(7) The board may by by-law provide for the election and retirement in rotation of the elected members of the board and may determine that one or more of the first elected members shall serve for an initial term of less than three years.</p>	Election and retirement in rotation
	<p>(8) The board shall elect a chair from among its members.</p>		Chair
	<p>(9) Three members of the board constitute a quorum at any meeting.</p>		Quorum
Objects	<p>3. The objects of the College are,</p>	<p>(10) The first members of the board shall be the persons named in the Schedule.</p>	First board

No remuneration

(11) Members of the board shall serve without remuneration but may be reimbursed for reasonable expenses incurred by them in the performance of their duties as members of the board.

(i) borrow money for the purposes of the College and give security for it on such terms and in such amounts as it may consider advisable;

Same

(12) The president and vice-president of the College are entitled to receive remuneration, at the discretion of the board, in their capacity as president and vice-president but not in their capacity as members of the board.

(j) enact by-laws generally for the conduct of the affairs of the College.

Eligibility

(13) No person shall be a member of the board unless he or she is a Canadian citizen or permanent resident of Canada.

6. The board may grant the degrees of Bachelor of Theology, Bachelor of Religious Education, Bachelor of Christian Counselling, Bachelor of Divinity, Bachelor of Sacred Music, Master of Theological Studies, Master of Religious Education, Master of Christian Counselling, Master of Divinity, Master of Sacred Music, Doctor of Ministry, Doctor of Theology, Doctor of Christian Counselling and Doctor of Sacred Music.

Degree granting power

Vacancy

(14) Where a vacancy occurs among the members of the board, the board may appoint a new person to fill the vacancy for the balance of the vacating member's unexpired term.

Powers of the board

5. (1) The board has all the powers necessary or convenient to perform its duties and achieve the objects of the College.

7. (1) Subject to subsections (2) and (3), the meetings of the board shall be open to the public and no person shall be excluded from a meeting except for improper conduct as determined by the board.

Meetings open to the public

Same

(2) Without restricting the generality of subsection (1), the board may,

(2) Where a matter is confidential to the College, the part of the meeting concerning that matter may be closed to the public.

Confidential matters

(a) appoint the president of the College, who shall be the chief academic officer, and define the duties and responsibilities of the president;

(3) Where a matter is of a personal nature concerning an individual, the part of the meeting concerning the individual shall be closed to the public unless the individual and the board agree that that part of the meeting be open to the public.

Personal matters

(b) appoint the vice-president of the College and define the duties and responsibilities of the vice-president;

(4) Prior notice of the meetings of the board shall be given to the members of the board and to the public in such manner as the board shall by by-law determine.

Notice

(c) appoint, promote, grant tenure and leave to, suspend and remove members of the faculty and academic officers;

(5) The by-laws of the College shall be open to examination by the public during the normal office hours of the College.

By-laws open to public

(d) appoint committees and, if a majority of the members of a committee are members of the board, delegate any of the board's power to the committee;

(6) The College shall publish its by-laws at the time and in the manner that the board considers proper.

Publication of by-laws

(e) award diplomas and certificates, grant the degrees set out in section 6 and confer honorary degrees;

8. (1) The board shall appoint one or more persons licensed under the *Public Accountancy Act* to audit the accounts and transactions of the College at least once a year.

Audit

(f) enact by-laws respecting the doctrinal statement of the College.

(2) The annual audited statement of the College shall be made available in the manner determined by the board to every person who, in the previous two years, donated \$100 or more to the College.

Available to supporters

(g) invest all money that comes into the College that is not required to be expended, for any purpose to which it lawfully may be applied, subject always to any express limitations or restrictions on investment powers imposed by the terms of any trust, in such manner as it considers proper and, except where a trust instrument otherwise directs, to combine trust money belonging to various trusts in its care into a common trust fund;

9. (1) The College shall be carried on without the purpose of gain for the members of the board.

Non-profit corporation

(h) hold, manage, sell or convert any of the real personal property from time to time owned by the College and to invest and reinvest any principal in such manner as the board may from time to time determine;

(2) Any surplus of the College shall be used solely in promoting its objects.

Surplus

10. (1) The academic council of the College is established and is composed of,

Academic council

- |   |   |  |
|---|---|--|
| <ul style="list-style-type: none"> <li>(a) the president and vice-president of the College;</li> <li>(b) such number of members of the faculty, not to exceed three, as is determined by the president and vice-president; and</li> <li>(c) three members of the board, other than the president and vice-president, appointed by the board.</li> </ul>   | <ul style="list-style-type: none"> <li>(f) award fellowships, scholarships, bursaries, medals, prizes and other marks of academic achievement;</li> <li>(g) appoint committees and delegate to them the power and authority to act for it on any matter set out in clauses (a) to (f), as long as a majority of the members of the committee are members of the academic council or faculty.</li> </ul>   |  |
| <p>Functions</p> <ul style="list-style-type: none"> <li>(2) The academic council shall manage the academic affairs of the College and may,             <ul style="list-style-type: none"> <li>(a) recommend to the board the establishment and termination of programs and courses of study;</li> <li>(b) determine the curricula of programs and courses of study;</li> <li>(c) determine the standards of admission to and continued registration in the College;</li> <li>(d) determine the qualifications for graduation and for conferring diplomas, certificates and degrees;</li> <li>(e) determine all matters related to examinations and the appointment of examiners;</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>(3) The president of the College and, in his or her absence, the vice-president, is the presiding officer at academic council meetings.</li> </ul> <p><b>11.</b> Upon the dissolution of the College and after the payment of all debts and liabilities, the remaining property of the College shall be distributed to one or more charitable organizations in Canada having objects of an educational nature similar to those of the College.</p> <p><b>12. This Act comes into force on the day it receives Royal Assent.</b></p> <p><b>13. The short title of this Act is the <i>Canada Christian College and School of Graduate Theological Studies Act, 1999.</i></b></p> | <p>Presiding officer</p> <p>Dissolution</p> <p>Commencement</p> <p>Short title</p> |

**SCHEDULE**

First Members of the Board

- Charles H. McVety
- Rondo P. Thomas
- John Wesley Tobey
- Veikko Hokkanen
- John Robertson



CANADA  
CHRISTIAN  
COLLEGE &  
School of Graduate Theological Studies

CATALOGUE

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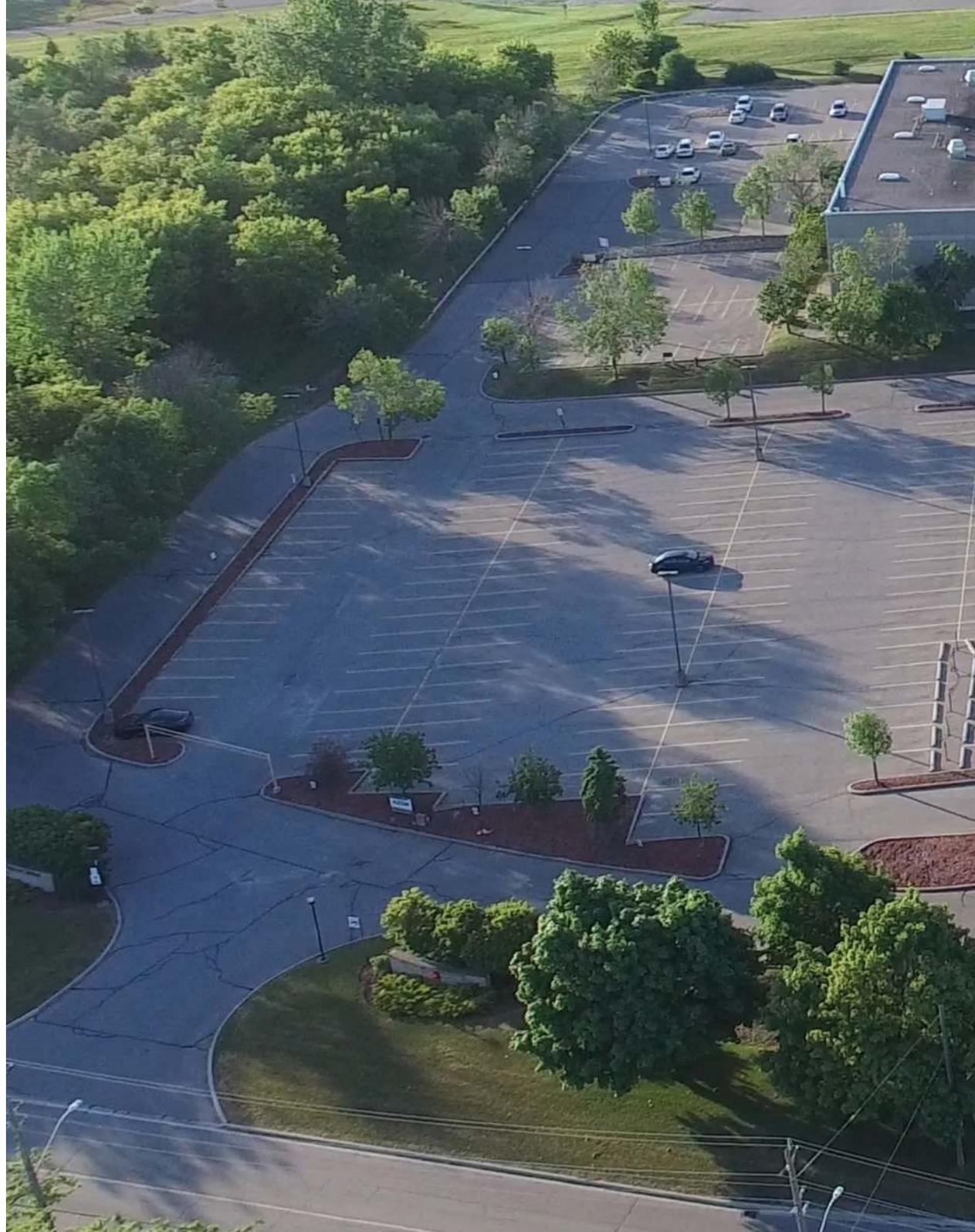
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# **WELCOME TO** CANADA'S LEADING SCHOOL FOR SUCCESS IN MINISTRY

CCC is Canada's leading degree-granting institution for a career in ministry. Over 6,500 men and women have graduated from Canada Christian College with degrees in our 50+ year history. Since 1967, we have been offering cutting-edge, real-world training in the fields of Ministry, Christian Counseling, Sacred Music, Business and Communications, Religious Education, Israel Studies and Executive Leadership. Answer your calling to a career in ministry today, and earn a degree recognized around the world!







**50+**

Years of  
Christian  
Higher Education



**6,500+**

Graduates  
Ministering  
Around  
the World



**10:1**

Student to  
Faculty Ratio



**12 Acre**

New  
Lakefront  
Campus



**56**

Member Faculty



**7**

Departments  
&  
**14** Degrees  
Offered



**60+**

Nationalities  
Represented



**13**

Affiliate Colleges  
Worldwide



## RECOGNITION

Canada Christian College and School of Graduate Theological Studies is an authorized degree-granting institution recognized around the world.

- Recognized by The Ontario Ministry of Training, Colleges and Universities.
- All Degrees are granted under the full authority of the Ontario legislature, Canada Christian College Act.
- Listed by Canadian Information Centre for International Credentials.
- Designated Learning Institution under the International Student Program.
- Approved OSAP (Ontario Student Assistance Program) Institution.

## Truth Changes You

"A wise man builds his house upon a rock and a fool on shifting sands." Your future depends on the solid foundation of truth, knowledge, and wisdom. As you acquire this trinity of development, nothing can stop you from achieving the greatness of your destiny. The world's universities have historically been founded by the church as purveyors of knowledge and wisdom.

Today's post-modern universities are now shifting schools of thought. A recent survey displayed that 51% of the population believes universities are out of touch with society. Political correctness has overcome many institutions to the point of advancing nonsense and absurdity and lacking basic common-sense and objective truth. Post-modern thought sees everything as relative and subjective. For the most part, reason and logic have been abandoned. Many feel that modern universities are not preparing young people for the real world. They lack a sense of right and wrong and can no longer identify good and righteousness. The result is moral confusion lacking foundational principles and massive student debt.

The cornerstone of your future is based on the veracity of the knowledge and the authenticity of wisdom that you gain through education. It begins with the fear of God, the beginning of wisdom. Great minds such as Sir Isaac Newton, Galileo, and Albert Einstein recognized that if you do not start with the truth, you drift away from achievement. When we begin with objective truth, we lay down a foundation for our future and the bedrock of successful thinking. At this point, we are destined to arrive at truth, righteousness, and goodness to which there is no force that can stop you. Come and join a college of gifted teachers, leaders, and scholars who are committed to building your future. For over 50 years, Canada Christian College and School of Graduate Theological Studies has trained and equipped over 6,500 successful ministers. You have been chosen for a higher purpose, to impact the world, from your family, community, to the ends of the earth. It all starts with your choice to pursue truth, knowledge, and wisdom which you will find at Canada Christian College in a beautiful tranquil campus by the lake with state of the art facilities at an affordable price.

*Dr. Charles McVety, President*  
*charles@canadachristiancollege.com*



**A message from  
the President**





## 50 Years of Excellence

In the 1950s, Dr. Elmer S. McVety had the vision to see a College develop in Canada that could give aspiring young men and women a recognized degree and the appropriate training to be achievers for Christ. Dr. McVety came from a long line of preachers. His father was a Christian and Missionary Alliance pastor, a well-respected teacher and dean of Winnipeg Bible College, now Providence University. His brother Ken was a famous missionary in Japan and brother Al, pastored some of the largest churches in Western Canada. Elmer's father-in-law Charles White was the Chairman of The Apostolic Church of Pentecost and his brother-in-law Dr. John Wesley White was Rev. Billy Graham's associate evangelist. Dr. McVety believed that Canada played a key role in worldwide evangelism but needed a world-class training institution to launch Canadians into their ministry careers. From the first day of classes in September 1967, the College was focused on producing effective Christian Leaders. It has not strayed from that purpose and never will.

Fifty years later CCC has produced over 6,500 graduates who are ministering around the world. Dr. Elmer McVety passed away in 1993 and his son Dr. Charles McVety was voted in as President. The College not only produces leaders, but it also impacts society with strong advocacy of moral principles in the political arena and hosts numerous Christian events with some of the greatest preachers, musicians, and leaders from around the world. The first 50 years have been blessed but the half has not yet been told.

### VISION STATEMENT

Canada Christian College is committed to changing the world with the Word of God through graduates in worldwide ministry, motivated by love for God, and compassion for people.

### MISSION STATEMENT

We exist to train and equip students for a powerful and effective ministry as servants of Jesus Christ in evangelistic, pastoral, counselling, music, teaching, and cross-cultural ministries around the world.



**Dr. John Hagee**  
*Doctor of Divinity CCC 2002*

"I have a special message to you and everyone in Canada that feels they have the call of God on their life to preach the gospel. I want you to understand that it is the preparation that presents power to the message. St. Paul said, "Study to show thyself approved unto God, a workman that needeth not to be ashamed, rightly dividing the word of truth." The word workman translates to craftsman, a person that knows exactly what he's trying to do because his knowledge and preparation makes the living water flow out of him like a pure stream. I want you to hear very clearly that at Canada Christian College you will join a community of believers and scholars that will structure and mold you into the image of Christ so that you can preach the gospel of Jesus Christ with power and knowledge."



**Dr. Jerry Falwell Sr.**  
*Doctor of Divinity CCC 2002*

"I'm here to tell you how important, as parents, it is for us to have our children, right out of high school, spend their first four years at a Christian College. Canada Christian College, here in the Toronto area, is a great school, theologically correct [and] spiritually committed to the great commission. Dr. Charles McVety, the president [is] doing a great job training champions for Christ. To my friends all over Canada, I recommend Canada Christian College to you."



**Dr. Myles Munroe**  
*Doctor of Laws CCC 2003*

"The greatest tragedy in life is not death, but it is life without a purpose. I believe you were born with a purpose to fulfill God's assignment for the earth... You were born to do something important in the earth... The best place I can advise you to go to is Canada Christian College, a place where they refine your gifts and talents to make you a blessing to the world. Canada Christian College is raising up people who have a purpose for life and a vision for their existence who can impact the world. So remember if you want to make a difference in the world, begin to make a difference in your own training.

Canada Christian College will make a difference in your life, so be there and expand your knowledge base. You will never be a failure. You were born to succeed so maximize yourself for God's glory at Canada Christian College."



**Dr. Franklin Graham**  
*Doctor of Divinity CCC 2007*

# A Word from Our Students...



"At CCC, the leadership is enthusiastically driven to guide students in discovering fundamental truths regarding the nature of God and reality. Love, knowledge, wisdom, and understanding are displayed in full force. CCC is an outstanding environment pruned for students to develop top tier ethical and moral standards based on the living Word of God."

**Jonah Fenske**  
*B.Th.*



"Attending Canada Christian College was one of the best decisions I have made. As a recent graduate with a doctoral degree in Christian Counselling, I am fully equipped and trained to counsel others."

**Winsome Sterling**  
*D.C.C.*

"There is a difference between having a passion for music and having a passion for God through music. Canada Christian College has very well equipped me with that knowledge in worship and in leadership, through the B.S.M curriculum and studies, as well as through the relationships I have built with the faculty and student body. I have left with a greater understanding of true worship and of the One to whom our truest worship is due!"

**Jessica Spagnolo**  
*B.S.M.*



"At Canada Christian College, I have been able to learn Biblical truths about Jesus Christ and His message of hope. CCC faculty have fully trained me to achieve my goals in ministry. They are thoroughly prepared with knowledge and years of experience to provide top-notch training to every student."

**Madai Sanchez**  
*B.Th.*



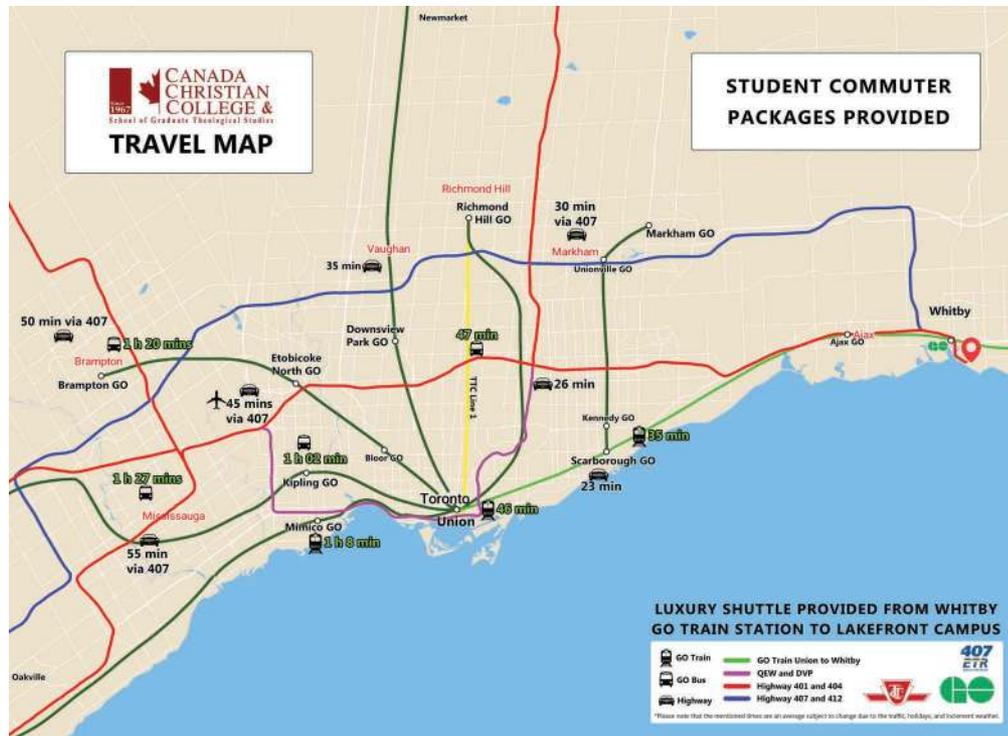




# Lakefront Campus Premier Location in Toronto

There is something special about being by the "sea". Jesus Christ set up His ministry training by the Sea of Galilee in Capernaum, which is actually a lake. Our 650 feet of lakefront property gives access to a tranquil beach, park, and waterfront trail where you can marvel at His creation while being still and knowing that He is God. Students are provided access to water sports equipment such as jet skis, kayaks, canoes, and paddle boards.

Commuting has never been easier with an always-on-call free luxury shuttle bus dedicated to students arriving at the nearby Whitby GO station (a 40-minute ride from downtown Toronto). The lakefront campus is less than two kilometres from Toronto's main highway (the 401) and also close to the 407-412 toll route expressways. Student Commuter Incentive Packages are provided to assist with the cost of commuting.



  
**Lake Access**

Beach Access,  
Park &  
Waterfront Trail

  
**4 Mins**

Luxury Shuttle  
Bus from Whitby  
Go Station



*Dr. Ryan McVety,  
Vice-President  
[ryan@canadachristiancollege.com](mailto:ryan@canadachristiancollege.com)*

# Your Choice Will Shape Your Career in Ministry

At Canada Christian College and School of Graduate Theological Studies, you will be fully prepared to be successful in ministry. The Bible is a book of balance, and that is our focus. A balance of study of scripture, sound doctrine, spiritual development, and practical experience. Altogether, you will be endowed with the power of God to change lives. The great preacher Charles H. Spurgeon once said: "if we do not have the power of God, it would be better that we nail the door of the church shut, paint a black cross over the door and put up a placard saying "May God Have Mercy Upon Our Souls." The power of God will propel you to fulfill the call of God upon your life. CCC's seasoned faculty will walk you through every page of the Bible "rightly dividing the Word of truth." You will also be steeped in all the doctrines of scripture and be prepared to answer why you believe what you believe.

Jesus Christ teaches us to study and prepare, as well as to grow spiritually. It is not enough to just know; we must be equipped to apply and deliver the power of God. After we are equipped, He promises to do exceeding abundantly above and beyond all that you ask or think. Over the past few years, some of the world's greatest ministers have come to CCC such as TD Jakes, John Hagee, Myles Munroe, Jerry Falwell, The Newsboys, Lecrae, etc. Working with the greatest leaders of our time creates interactions and training that cannot be measured. Over 6,500 men and women made CCC their choice for a career in ministry preparation. It is time for you to make that same choice, study hard, worship passionately, work diligently and God will fulfill those dreams and visions that He has instilled in you, and you will change lives with His Truth.



# The River Worship Experience

The River is the central gathering place for worship and spiritual growth at Canada Christian College. Every week, students gather to hear a word from our campus pastor or a special guest. Students also have the opportunity to join our Campus Band, which gives them the experience of leading worship at The River, and on a province-wide concert tour, offering them practical worship leadership experience. This service is also an opportunity for the members of our student body to invite their family, friends, and members of their community to take part in the campus experience and most importantly, hear the gospel.





*"I want to thank Canada Christian College for this honor... many colleges can teach you how to make a living, but there are few that can teach you how to make a life."*

**Lecrae**

*Hon. Doctor of Sacred Music 2016*

# Study in Israel Walk Through the Bible





## Outreach and Missions Teams

The rubber meets the road when you begin to minister. CCC gets you started right away by offering various missions and outreach teams to join. Jesus Christ is omnipresent; however, there is a special anointing where two or three are gathered and working together for His purpose. CCC mission trips and outreach events will engage you at another level; one that you have not yet experienced. As you travel abroad and study in Israel or do mission work in developing countries around the world, you will speak the Gospel, and the Holy Spirit will give you the power to be a witness.





50<sup>th</sup>  
Anniversary  
Since 1967  
School of Graduate Studies

Graduate  
Class 2017

CANADA  
CHRISTIAN  
COLLEGE &  
Theological Studies

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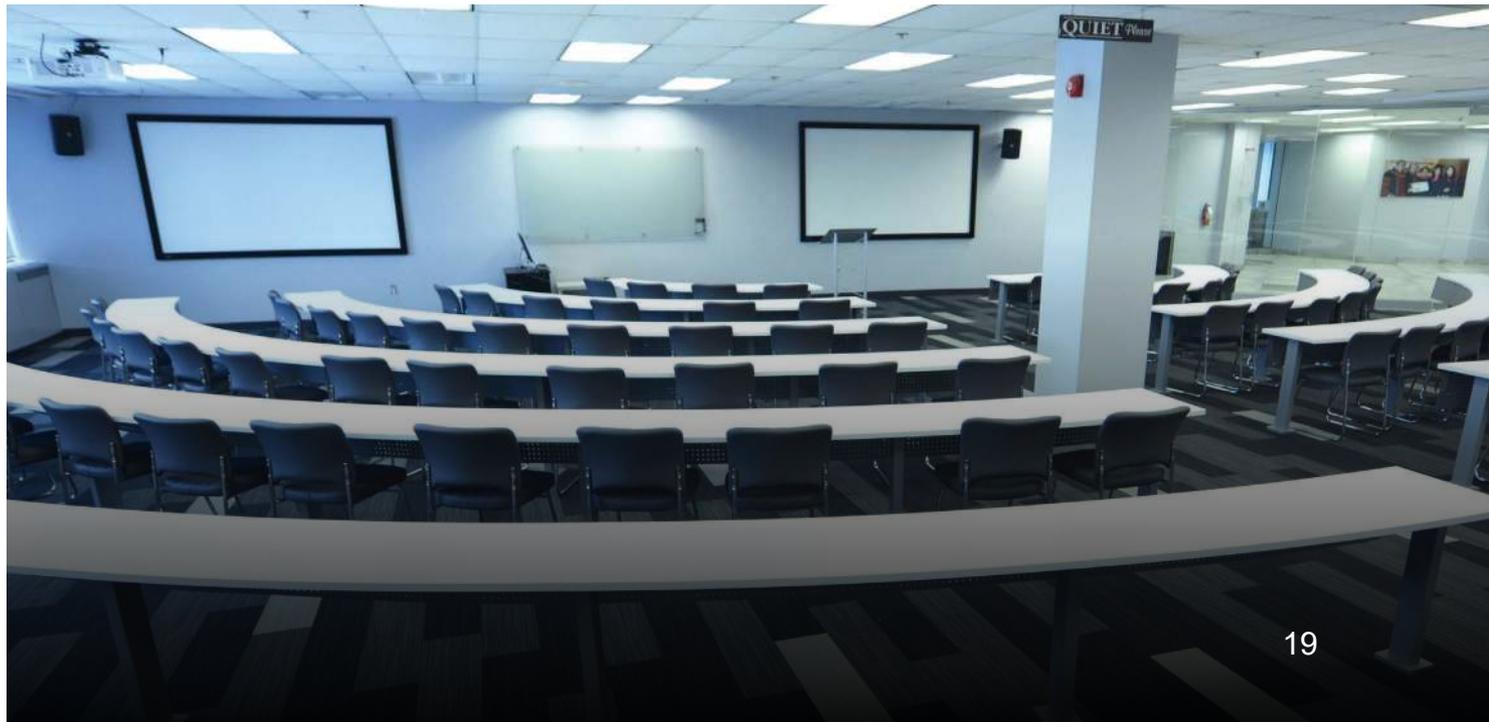
2018



# Modern Classrooms

State-of-the-art, modern classrooms and academic spaces provide students with the proper resources they need to excel in their classroom environments.







# Music Department

The Music Department at Canada Christian College is committed to excellence in training and developing students for Church Music Ministry, Worship Leadership, and becoming a successful Christian Artist. Foundational knowledge and training is matched with an unparalleled amount of practical experience and exposure to many of the most successful Artists in the world of Christian Music. Certificate, Bachelor, Masters, and Doctorate level programs are offered in multidisciplinary study programs providing education in:

- Biblical & Theological Studies
- Music Theory & History
- Church Worship & Song Writing and Production
- Private Instruction in Major Instrument or Voice for Each Student
- Singing in the CCC Gospel Choir

## A Message from the Dean

"It is my heart's desire that every student coming into the music program, not only becomes a skilled singer or musician, but also becomes the leading force that the world needs."



*Stephen Lewis, Dean of Music*  
[stephen@canadachristiancollege.com](mailto:stephen@canadachristiancollege.com)





## Dr. Han Gill Park Research Library

The 10,000 square foot research library consists of over 15,000 volumes of books, specializing in Theology, Psychology, and other pertinent subject material. There are also many periodicals, pamphlets, and curriculum teaching materials for Christian education. The facility includes a Computer Research Library to provide access to the vast research opportunities made available electronically. Also, Canada Christian College has a collection of thousands of video lectures including some of the greatest sermons of Bible teachers and preachers of our day. Collectively, these resources provide an avenue to get material into the hands of students for their classwork, ministry, and spiritual growth.



**Student Lounge**





## Statement of Faith

The faculty, staff and student body of Canada Christian College are united in their adherence to the biblical faith of historic Christianity. This faith is summarized in the following doctrinal statements. Each faculty member of the school is required to sign this statement annually indicating that he or she continues to adhere to these convictions without mental reservation. Students are also required to sign this statement as part of the admissions process and again at the time of their graduation. I believe...

- I believe that both Old and New Testaments constitute the divinely inspired Word of God, which is inerrant.
- I believe in one God existing eternally in three persons: Father, Son and Holy Spirit.
- I believe that the Lord Jesus Christ, Son of God, became man without ceasing to be God in order that He might reveal God and redeem sinful men.
- I believe that the Holy Spirit came forth from the Father and the Son to convict the world of sin, of righteousness and of judgment and to regenerate, sanctify, comfort, give spiritual gifts and fruit to make us witnesses of Jesus Christ.
- I believe that man is totally depraved in that of himself, he is unable to remedy his lost condition.
- I believe that salvation is the gift of God brought to man by grace and received by personal faith in the Lord Jesus Christ, whose atoning blood was shed on the cross for the forgiveness of sins.
- I believe in the water baptism of believers, symbolizing the believer's union in the death and resurrection of Jesus Christ.
- I believe in the observance of the Lord's Supper, commemorating the sacrifice of our Saviour for all mankind.

- I believe the life of the believer is to be separated from the world by consistent conduct before God and man and is to be in the world as life-giving light.
- I believe in the personal, visible and bodily return of the Lord Jesus Christ.





**CANADA  
CHRISTIAN  
COLLEGE &**  
School of Graduate Theological Studies

Since  
**1967**

# Campus Expansion

An exciting campus expansion is underway at Canada Christian College. Upon completion, students will enjoy a new large Athletics Centre housing hardwood basketball courts, indoor soccer fields and cardiovascular/strength training facilities. The campus will also benefit from Canada's largest Christian event space to host the world's top Christian speakers and musicians.







## 4,000+ Seat Event Space

With capacity for 4,000+ guests, the new modern auditorium and performance centre will host concerts, conferences, conventions, and other events throughout the year. Students will have the opportunity to see the most exceptional speakers, teachers, and artists from around the world come to their campus.







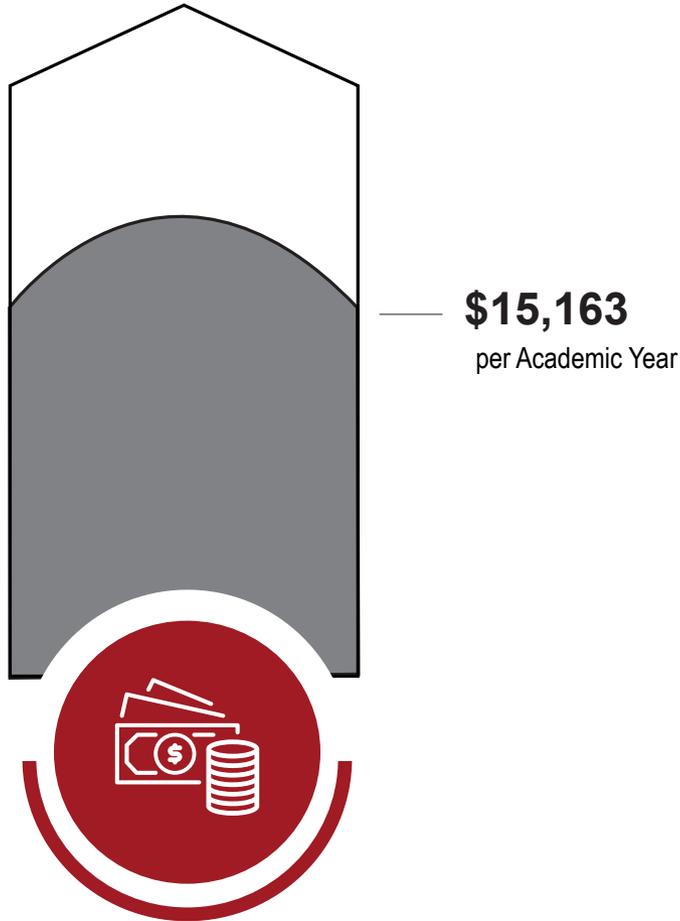
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# Student Athletic Centre

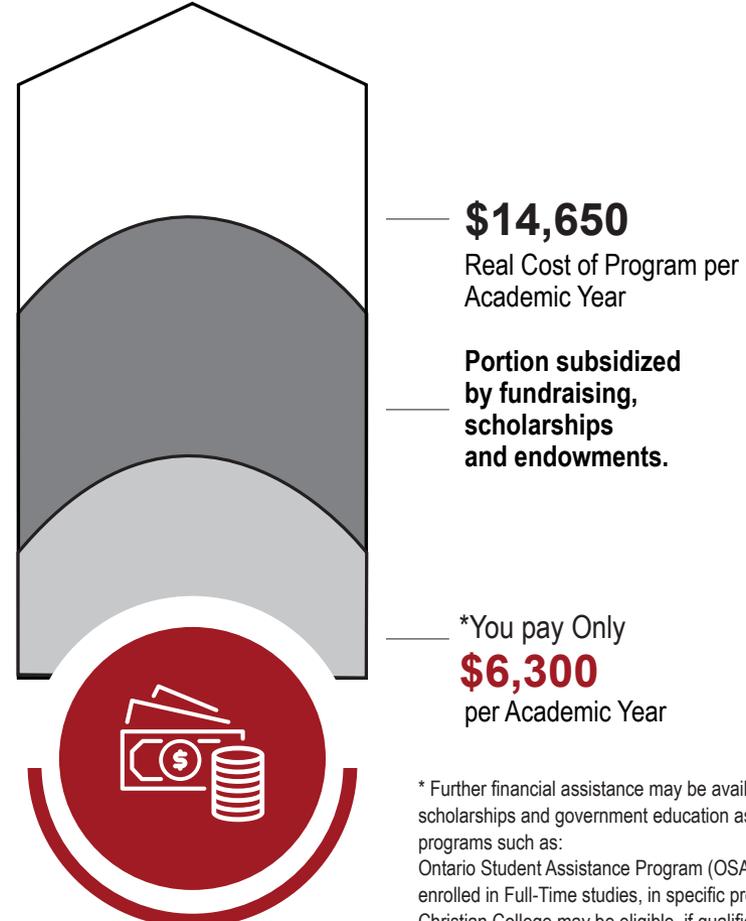
# Affordable Education

Ensuring Each Individual Who Is Called to a Career in Ministry Can Afford the Training They Need

## Average Tuition of Ontario Private Degree Granting Institutions\*



## Canada Christian College Tuition



\*Average based on similar private degree granting institutions in the province of Ontario. Not including scholarship, assistance or additional fees.

\* Further financial assistance may be available through bursaries, scholarships and government education assistance programs such as:  
Ontario Student Assistance Program (OSAP): Students enrolled in Full-Time studies, in specific programs at Canada Christian College may be eligible, if qualified, for assistance under one or more of the following components of the Ontario Student Assistance Program (OSAP): the Canada Student Loans Program (CSL); the Ontario Student Loans Program (OSL).

## A message from The Registrar

When considering attending a Christian College, one should feel a calling on their life by God into ministry. Making a decision as important as this needs many hours of prayer seeking God's direction for your life. A Christian College degree not only involves years of study but is very often the first step in a life long commitment to serving Jesus Christ and others. There is nothing more rewarding or more important than studying God's Word and then sharing it with others. Seeing lost souls come to Jesus and knowing God used you to help them in that process is awesome. God looks for a willing and committed heart for Him and His word.

Applicants for admission to Canada Christian College will be considered without regard to race, class or nationality. The prospective student is assessed according to academic background and personal testimony. When considering applications, the Registrar's Office reviews the prospective student's complete record, recommendations and personal information.

*Dr. Jennifer B. McVety,  
Vice-President & Registrar B.C.C., D.Litt.  
[jennifer@canadachristiancollege.com](mailto:jennifer@canadachristiancollege.com)*



50<sup>th</sup>  
Anniversary

CANADA  
CHRISTIAN  
COLLEGE &  
School of Graduate Theological Studies

Tel: 416-391-5000

info@canadachristiancollege.com

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## CCC ONLINE

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### Online Studies at CCC

Canada Christian College offers a state of the art, fully accredited Christian Education to students looking to take their education outside of the

OTHEO 240 - SYSTEMATIC THEOLOGY I

Offline

# Canada Christian College Online

Canada Christian College offers a state-of-the-art, fully recognized Christian Education to students looking to take their education outside of the classroom.

Our Online Programs allow students to complete their degrees 100% online and at their convenience. This program was developed with our students in mind to ensure that they could meet their academic goals from anywhere in the world! Students will find the same top-notch quality in their Online Courses with Canada Christian College Online as they would in our traditional classrooms. With the unique online format, Canada Christian College Online is able to produce quality education that is both engaging and challenging. By attending Canada Christian College Online, students have access to the same resources, faculty, and course content as our residential students.

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## Program Details

Students access their Online Courses with Canada Christian College Online through their MyCCC Student Portal. By signing into this account, they are able to see their courses, communicate with their professors and fellow students, submit assignments, take exams, and view lectures and class content.

The flexible 8-week format of our Online Courses allows students to maximize their semester time, by breaking it into 2 terms (A term, B term). The A term is always the first 8 weeks of a semester, and the B term is always the second 8 weeks of a semester. Since students are able to take up to 6 courses (18 credits) during a semester, they can use the terms to break up their courses making them more manageable to complete in a shorter time frame. Ideally, students will take 2-3 courses in each term, and this helps them to never take more than 3 courses at a time, while still completing up to 6 courses in a semester.



# Online Programs Offered

## Theology

### Bible Studies Certificate

The Bible Studies Certificate program is a one year program that will equip students with a preliminary foundation in Biblical studies.

### Bachelor of Theology (B.Th.)

The Bachelor of Theology program is a four-year program that will equip students with extensive and foundational knowledge in Biblical studies. A Bachelor of Theology degree will provide you with both the practical skills and theoretical knowledge to begin working in full-time ministry, while also preparing you for further education in theological studies. In order to fully prepare you, the program will impart to you thorough Biblical knowledge, sound doctrine and effective practical ministry teaching.

## Counselling

### Certificate in Christian Counselling

The Certificate in Christian Counselling program is a one year program that will equip students with a preliminary foundation in Christian Counselling.

### Bachelor of Christian Counselling (B.C.C.)

The Bachelor of Christian Counselling program is a four-year undergraduate degree program that will prepare professional Christian counsellors to operate both in Christian and non-Christian communities. The Counselling Department is committed to helping students develop the knowledge, values, and necessary competencies for an effective professional Christian counselling ministry. The learning opportunities offered by this program give students the chance to acquire the tools and theoretical understanding that permit them to bring healing and meaning to the lives of hurting people. Christian Counselling students will have the opportunity to select one of the several areas of specialization that we offer; these include:

- Addiction Counselling
- General Counselling focus
- Marriage & Family Counselling
- Pastoral Care
- Social Work



## A message from The Director of Online Studies

In Matthew 28:19, Jesus says, "Therefore go and make disciples of all nations..." This is the mission of Canada Christian College Online, to make disciples of all nations by bringing higher education right to their doorstep. We aim to provide a personalized degree program for all of our students, and we are able to do that through Canada Christian College Online by providing a program that suits the needs of our students. It is my privilege to work alongside each and every one of our students as they pursue their personal call to ministry through our online program. I am truly honored to assist students as they answer their call to ministry and to lead them throughout their academic journey.

We measure the success of our program by the success of our students, and we are able to see their progress every single week in the online classroom. The feedback from our Online students is tremendous. See what they have to say about our programs and their experiences.

### A Student's Word...

"CCC's online learning has changed my life in a very positive way by building my self-esteem and working with students from all areas of the world as we strive towards the same goals. I would recommend CCC Online to prospective students!"

**Donna Knight**  
*One-Year Bible Studies  
Certificate*



*Lindsay McVety,  
Director of Online Studies  
lindsay@canadachristiancollege.com*

# Degree Programs

Canada Christian College offers a variety of degree programs that will equip its students with the skills needed to be effective ministers of the gospel, Christian counsellors, worship leaders, educators, or business professionals. Canada Christian College will prepare you for a life devoted to serving Jesus Christ while being grounded in the Word of God. The following is a list of the seven fields of study that a Canada Christian College education can equip you with for your career in ministry.



## Music Department

The Sacred Music Department at Canada Christian College is dedicated to training students in church music ministry and worship leadership. The Sacred Music program offers a one-year Worship Leadership Certificate\* (WLC), as well as Degrees (Bachelor, Masters & Doctorate), which are multidisciplinary study programs providing education in biblical & theological studies, music theory & history, church worship & songwriting, practical music studies, as well as song production and recording in the college's music studio.



## The Ministry Department

The Ministry Department offers a cutting-edge program using the combination of age-old proven teaching with the very latest developments of modern instruction to meet the ever-changing needs of today's world.

The curriculum is specifically designed to prepare you for full-time work in a church or para-church organization. As God gives you visions and dreams of ministering the Gospel of Jesus Christ, the College seeks to equip you to fulfill those dreams. The program will impart to you Biblical knowledge, sound doctrine and effective practical ministry teaching.

## Business & Communications Department

The Bachelor of Theology Degree with a major in business and communications is a recognized program designed to meet the growing demand for accounting professionals nationwide and globally. This program offers career-minded students the opportunity to develop practical accounting skills and theoretical knowledge that are highly desired by employers. Areas of study include core business and accounting courses, as well as courses on ethics, communication, computers, and more. Our program differs from the traditional business degree in that graduates also have the opportunity to complete courses in theology and counselling.

## Christian Leadership Department

It is evident that there is a desperate need for impactful moral leaders in our nation. Canada Christian College believes there is an urgency to train, develop, and release leaders into their destiny, to bring about transformational change within our society. With this in mind, several key national leaders have banded together to create the Executive Leadership Department, led by Professor Tony Soldano, and an exceptional executive team. This team brings a wealth of corporate and ministry leadership experience to the department. Participants will be significantly impacted and enriched by the wisdom and years of leadership knowledge of the executive team and professors.

## Christian Counselling Department

The mission of the department is to prepare professional Christian counsellors to operate both in Christian and non-Christian communities. The department is committed to helping students develop the knowledge, values, and necessary competencies for an effective professional Christian counselling ministry. More and more we are seeing that people are unable to deal with the challenges, misfortunes, and uncertainties of life. Consequently, they come to counselling for guidance and help. The learning opportunities offered by our department give students the chance to acquire the tools and theoretical understanding that permit them to bring healing and meaning to the lives of hurting people.

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## Religious Education Department

At Canada Christian College, the Bachelor of Religious Education degree is designed to equip the students to be involved in ministry whether at a church, para-church, or any other organization. It gives them a holistic understanding of Biblical foundations along with a Christian worldview that will enable them to be effective in ministry anywhere. The coursework explores a variety of fields within general education, Bible, theology, and also provides a number of choices in electives, in several fields. Graduates of this degree are equipped to be lay-leaders in the local church and to be effective witnesses in our world.



# Undergraduate

# Bachelor of Theology

## Program Description

The Bachelor of Theology program is a four-year program that will equip students with extensive and foundational knowledge in Biblical studies. A Bachelor of Theology degree will provide you with both the practical skills and theoretical knowledge to begin working in full-time ministry, while also preparing you for further education in theological studies. This degree prepares students to engage the world around them while upholding Biblical knowledge, sound doctrine and effective ministry teaching.

### Potential Careers

- Evangelist
- Missionary
- Associate Pastor
- Youth Pastor

### Prerequisites

**Requirements:** Grade 12 or equivalent and meet admission requirements.

### BACHELOR OF THEOLOGY B.Th. - 120 CREDITS

Courses	Code	Credit
Old Testament Survey I	BIBL 201	3
Old Testament Survey II	BIBL 202	3
Systematic Theology I	THEO 240	3
Systematic Theology II	THEO 280	3
Systematic Theology III	THEO 300	3
New Testament Survey I	BIBL 235	3
New Testament Survey II	BIBL 239	3
Survey of Church History I	HIST 200	3
Survey of Church History II	HIST 310	3
Intro. to Christian Worldview	PHIL 102	3
English Grammar & Composition I	ENGL 201	3
Personal Evangelism	MINS 255	3
Ministerial Ethics	MINS 425	3
Ministry of Teaching	EDUC 401	3
Greek I	GREK 400	3
Methods of Bible Study	BIBL 300	3
Mechanics of Research	RESH 400	3
Homelitics	MINS 250	3
Preaching	MINS 300	3
History of Israel	MINS 400	3
Church Administration	MINS 307	3
Church Planting	MINS 290	3
Total Credits		120
66 Required credits + 54 Elective credits		



# Bachelor of Theology Creative Pastor

## Program Description

The Bachelor of Theology - Creative Pastor degree enters a new frontier of ministry and outreach through the medium of technology. Today more people hear the Gospel delivered through a technology than they do in a church service. Over the course of four years, a student will obtain a strong foundation of Biblical knowledge and an extensive understanding of how to suit and manage the creative and media needs of a modern church or ministry. Topics of study include Social Media Outreach, Digital Marketing, Video, Audio, Live Streaming, Web, and Experience Coordination.

### Prerequisites

**Requirements:** Grade 12 or equivalent and meet admission requirements.

### Potential Careers

- Creative Arts Pastor
- Creative Director
- Media Minister
- A/V Leader
- Experience Pastor
- Tech Pastor
- Production Coordinator

### BACHELOR OF THEOLOGY

B.Th. - C.P. - 120 CREDITS

Courses	Code	Credit
Old Testament Survey I	BIBL 201	3
Old Testament Survey II	BIBL 202	3
Systematic Theology I	THEO 240	3
Systematic Theology II	THEO 280	3
Systematic Theology III	THEO 300	3
New Testament Survey I	BIBL 235	3
New Testament Survey II	BIBL 239	3
Survey of Church History I	HIST 200	3
Survey of Church History II	HIST 310	3
Introduction to Christian Worldview	PHIL 102	3
English Grammar & Composition I	ENGL 201	3
Personal Evangelism	MINS 255	3
Ministerial Ethics	MINS 425	3
Ministry of Teaching	EDUC 401	3
Greek I	GREK 400	3
Methods of Bible Study	BIBL 300	3
Mechanics of Research	RESH 400	3
Homelitics	MINS 250	3
Preaching	MINS 300	3
History of Israel	MINS 400	3
Church Administration	MINS 307	3
Church Planting	MINS 290	3
Intro to Social Media Management	CREA 200	3
Live Streaming	CREA 201	3
Video Production	CREA 202	3
Audio Recording	MUSC 151	3
Live Audio	CREA 203	3
Introduction to Marketing	BUSN 210	3
Planning Centre & Team Management	CREA 204	3
Live Presentation	CREA 205	3
Stage Plotting, Design and Lighting	CREA 206	3
Introduction to Web Design	CREA 207	3
Introduction to Graphic Design	CREA 208	3
Introduction to Data Management	CREA 209	3
Introduction to Computers	BUSN 205	3
Introduction to Journalism	BUSN 440	3
<b>Total Credits</b>	<b>120</b>	
108 Required credits + 12 Elective credits		



# Bachelor of Theology Business & Communications

## Program Description

The Bachelor of Theology program with a major in Business & Communications is a four-year program that will equip students with extensive and foundational knowledge in Biblical studies as well as practical business skills that will make them an asset in a business environment. This degree will provide you with both the practical skills and theoretical knowledge to begin working in full-time ministry, while also preparing you for further education in theological studies. This degree prepares students to engage the world around them while upholding Biblical knowledge, sound doctrine, effective ministry teaching and business skills.

### Potential Careers

- Church and Ministry Administration
- Non-Profit Administration
- Communications Officer
- Business Owner / Operator

### Prerequisites

**Requirements:** Grade 12 or equivalent and meet admission requirements.

### BACHELOR OF THEOLOGY B.Th. - B.C. - 120 CREDITS

Courses	Code	Credit
Old Testament Survey I	BIBL 201	3
Old Testament Survey II	BIBL 202	3
Systematic Theology I	THEO 240	3
Systematic Theology II	THEO 280	3
Systematic Theology III	THEO 300	3
New Testament Survey I	BIBL 235	3
New Testament Survey II	BIBL 239	3
Survey of Church History I	HIST 200	3
Survey of Church History II	HIST 310	3
Business Formation	BUSN 107	3
Introduction to Business	BUSN 101	3
Introduction to Christian Worldview	PHIL 102	3
English Grammar & Composition	ENGL 201	3
Personal Evangelism	MINS 255	3
Ministerial Ethics	MINS 425	3
Methods of Bible Study	BIBL 300	3
Introduction of Marketing	BUSN 210	3
Mechanics of Research	RESH 400	3
Introduction to Advertising	BUSN 220	3
Business Administration	BUSN 305	3
Human Resources Management	BUSN 320	3
Business Accounting and Finance	BUSN 424	3
Business Math	BUSN 415	3
Business Writing	BUSN 250	3
Introduction to Computers	BUSN 205	3
Business Computers	BUSN 230	3
Introduction to Journalism	BUSN 440	3
Video Production	CREA 202	3
Desktop Publishing	BUSN 410	3
<b>Total Credits</b>		120
87 Required credits + 33 Elective credits		



# Bachelor of Theology Leadership & Community Development

## Program Description

A degree in Leadership and Community Development will prepare you to change the direction of your community through effective leadership. You will build your foundation on the truth, the rock, the word of God that will allow you to penetrate the young hearts of those who have been disenfranchised by society. Upon completion, you will have working knowledge on how to measure the issues of a community, assess problems, and design a program of outreach. Your leadership abilities will then equip you to set up programs, implement ideas, mentor leaders and administrate with excellence and accountability.

The objective of this program is to develop leaders that will excel in their sphere of influence, with the highest standards of integrity, effectiveness and excellence. Furthermore, the program will have a strong focus on the “process” of leadership and will equip participants on successful leadership principles, as well as proven best practices.

### Potential Careers

- Community Outreach Director
- Youth Outreach

### Prerequisites

**Requirements:** Grade 12 (or equivalent) and meet admission requirements.

### BACHELOR OF THEOLOGY B.Th. - L.C.D. 120 CREDITS

Courses	Code	Credit
Intro. to Christian Worldview	PHIL 201	3
Old Testament Survey I	BIBL 201	3
Old Testament Survey II	BIBL 202	3
Systematic Theology I	THEO 240	3
Systematic Theology II	THEO 280	3
Systematic Theology III	THEO 300	3
New Testament Survey I	BIBL 235	3
New Testament Survey II	BIBL 239	3
Survey of Church History I	HIST 200	3
Survey of Church History II	HIST 310	3
Introduction to Psychology	PSYC 220	3
English Grammar & Composition I	ENGL 201	3
Biblical Counselling	COUN 300	3
Spiritual Warfare	COUN 435	3
Theories of Counselling	COUN 366	3
Mechanics of Research	RESH 400	3
Ethnic Diversity & Social Issues	SOCW 315	3
Practicum/Internship	THEO 499	3
Crisis Intervention	COUN 410	3
Social Psychology	PSYC 275	3
Pastoral Care	COUN 385	3
The Spirit of Leadership	MINS 430	3
Practical Leadership	MINS 502	3
Interpersonal Leadership	MINS 503	3
Community Measurement	MINS 401	3
Youth Organization	MINS 405	3
Sports Management	MINS 410	3
Community Mentorship	MINS 420	3
Administration - Reporting	MINS 445	3
Community Outreach	MINS 450	3
Introduction to Sociology	MINS 450	3
Spiritual Leadership Principles	MINS 504	3
<b>Total Credits</b>		120
96 Required credits + 24 Elective credits		



# Bachelor of Christian Counselling

## Program Description

The Bachelor of Christian Counselling program is a four-year undergraduate degree program that will equip its students with the knowledge, values, and necessary competencies for an effective professional Christian counselling ministry.

The program has been tailored to train students in several areas of specialization to best train each student for the community that they intend to serve. The areas of specialization are addiction counselling, marriage & family counselling, pastoral care, and social work. We also offer a general focus for students who may not be certain in which area they would like to specialize.

### Potential Careers

- Treatment Centers
- Group Homes
- Human Resources

### Prerequisites

**Requirements:** Grade 12 (or equivalent) and meet admission requirements.

### BACHELOR OF CHRISTIAN COUNSELLING B.C.C. 120 CREDITS

Specializations: Marriage, Addiction, Social Work, Pastoral Care

Courses	Code	Credit
Intro. to Christian Worldview	PHIL 102	3
Old Testament Survey I	BIBL 201	3
Old Testament Survey II	BIBL 202	3
Systematic Theology I	THEO 240	3
Systematic Theology II	THEO 280	3
Systematic Theology III	THEO 300	3
New Testament Survey I	BIBL 235	3
New Testament Survey II	BIBL 239	3
Survey of Church History I	HIST 200	3
Survey of Church History II	HIST 310	3
Introduction to Psychology	PSYC 220	3
Grammar & Composition I	ENGL 201	3
Biblical Counselling	COUN 300	3
Spiritual Warfare	COUN 435	3
Theories of Counselling	COUN 366	3
Mechanics of Research	RESH 400	3
Intro. to Professional Counselling	COUN 235	3
Counselling Skills Development Lab	COUN 399	3
Practicum/Internship	COUN 499	3
GENERAL COUNSELLING		
Marriage & Family Therapy	COUN 310	3
Crisis Intervention	COUN 410	3
Social Psychology	PSYC 275	3
Foundations of Addictive & Compulsive Behaviours	ADDC 110	3
Loss & Bereavement Counselling	COUN 455	3
Pastoral Care	COUN 385	3
<b>Total Credits</b>	<b>120</b>	
75 Required credits + 45 Elective Credits		

### SOCIAL WORK BACHELOR

Courses	Code	Credit
Introduction to Sociology	SOCW 205	3
Foundations of Social Work	SOCW 155	3
Ethnic Diversity & Social Issues	SOCW 315	3
Christian Perspective on Marriage & Family	COUN 356	3
Group Dynamics Counselling	SOCW 320	3
Case Work with Individuals & Families	SOCW 430	3

### PASTORAL CARE BACHELOR

Courses	Code	Credit
Foundations of Pastoral Care	COUN 222	3
Principles of Family Pathology	COUN 444	3
Marriage & Family Therapy	COUN 310	3
Crisis Intervention	COUN 410	3
Social Psychology	PSYC 275	3
Loss & Bereavement Counselling	COUN 455	3

### ADDICTION BACHELOR

Courses	Code	Credit
Drugs, Behaviour and the Brain	ADDC 401	3
Intro. to Addiction Counselling	ADDC 470	3
Youth and Addiction	ADDC 265	3
Assessment & Treatments of Addictive Behaviours	ADDC 485	3
Relapse Management	ADDC 433	3
Social Psychology	PSYC 275	3

### MARRIAGE BACHELOR

Courses	Code	Credit
Developmental Psychology	PSYC 244	3
Principles of Family Pathology	COUN 444	3
Family Life Development	COUN 467	3
Marriage Communication	COUN 215	3
Assessment in Marriage & Family Therapies	COUN 485	3
Christian Perspective on Marriage & Family	COUN 356	3

# Bachelor of Religious Education

## Program Description

At Canada Christian College, the Bachelor of Religious Education degree is designed to equip the students to be involved in ministry whether at a church, or any other organization. It gives them a holistic understanding of Biblical foundations along with a Christian worldview that will enable them to be effective in ministry anywhere. This program serves as an excellent foundation for those who plan to be involved in any kind of teaching ministry whether in a Christian or non-Christian setting.

### Potential Careers

- Church Teacher
- Bible Scholar
- English Teacher

### Prerequisites

**Requirements:** Grade 12 or equivalent and meet admission requirements.



### BACHELOR OF RELIGIOUS EDUCATION

B.R.E - 120 CREDITS

Courses	Code	Credit
Old Testament Survey I	BIBL 201	3
Old Testament Survey II	BIBL 202	3
Systematic Theology I	THEO 240	3
Systematic Theology II	THEO 280	3
Systematic Theology III	THEO 300	3
New Testament Survey I	BIBL 235	3
New Testament Survey II	BIBL 239	3
Church History I	HIST 200	3
Church History II	HIST 310	3
Intro. to Christian Worldview	PHIL 102	3
English Grammar & Composition I	ENGL 201	3
Personal Evangelism	MINS 255	3
Ministerial Ethics	MINS 425	3
Greek I	GREK 400	3
Methods of Bible Study	BIBL 300	3
Mechanics of Research	RESH 400	3
Internship/Practicum	THEO 499	3
Philosophy of Christian Edu. I	EDUC 201	3
Ministry of Teaching	EDUC 401	3
Philosophy of Christian Edu. II	EDUC 205	3
Intro. to Christian Education	EDUC 315	3
Administration of Christian Edu.	EDUC 301	3
Christian Education of Children	EDUC 403	3
Christian Education of Youth	EUDC 405	3
Christian Education of Adults	EDUC 409	3
Christian Education of Families	EDUC 414	3
<b>Total Credits</b>		120
78 Required credits + 42 Elective credits		

# Bachelor of Sacred Music

## Program Description

The Bachelor of Sacred Music Program is performance and service-oriented, and it consists of a 4-year in-depth study of core music courses that will help to develop and expand your musical skills, while giving you a platform on which to practically grow and advance as a worship leader, music minister, studio musician, choir/ensemble director, director of worship and drama, support staff, or an effective songwriter. At the end of the Bachelor's program, students will be prepared for providing skilled service within the Christian Music Industry.

### Potential Careers

- Worship Leader
- Worship Pastor
- Music Artist
- Music Instructor

### Prerequisites

**Requirements:** Grade 12 or equivalent and meet admission requirements. Performance Audition on your major instrument (guitar, piano, voice, drums, bass) Music Theory Placement Test.

### BACHELOR OF SACRED MUSIC

B.S.M. - 120 CREDITS

Courses	Code	Credit
Intro. to Christian Worldview	PHIL 102	3
Old Testament Survey 1	BIBL 201	3
Old Testament Survey 2	BIBL 202	3
Systematic Theology 1	THEO 240	3
Systematic Theology 2	THEO 280	3
Systematic Theology 3	THEO 300	3
New Testament Survey 1	BIBL 235	3
New Testament Survey 2	BIBL 239	3
English Grammar & Composition	ENGL 201	3
Fundamentals of Music 1	MUSC 101	3
Fundamentals of Music 2	MUSC 102	3
Music Theory 1	MUSC 201	3
Music Theory 2	MUSC 202	3
Music History Survey	MUSC 331	3
Worship Theology & Leadership 1	MUSC 121	3
Worship Theology & Leadership 2	MUSC 122	3
JR Music Ensemble 1,2,3	MUSC 261A	9
SR Music Ensemble 1,2,3	MUSC 261B	9
Ear Training 1	MUSC 211	3
Ear Training 2	MUSC 212	3
CCC Gospel Choir (6 Semesters)	MUSC 161	6
Applied Music Lessons (7 Sem )	MUSC 100	7
Music Ministry Intership	MUSC 420	3

### CONTEMPORARY MUSIC AND PERFORMANCE SPECIALIZATION

Courses	Code	Credit
Music Technology 1	MUSC 357	3
Music Technology 2	MUSC 358	3
Comtemporary Ear Training 3	MUSC 405	3
Comtemporary Ear Training 4	MUSC 406	3
Music Production 1	MUSC 355	3
Music Production 2	MUSC 356	3
Artist Development 1	MUSC 400	3
Artist Development 2	MUSC 402	3
<b>Total Credits</b>		120
112 Required credits + 8 Elective Credits		

### PERFORMING ARTS SPECIALIZATION

Courses	Code	Credit
Music Theory 3A	MUSC 301	3
Music Theory 3B	MUSC 302	3
Songwriting 1	MUSC 215	3
Songwriting 2	MUSC 216	3
Song Production	MUSC 255	3
Song Recording	MUSC 256	3
<b>Total Credits</b>		120
106 Required credits + 14 Elective Credits		





# School of Graduate Theological Studies

# Master of Divinity

## Program Description

The Masters of Divinity is a three-year degree program to further expound upon the Biblical teaching covered in the Bachelor level program. This program will not simply impart Biblical teaching, but will equip students to become students of the scripture, and to be able to research and sort through difficult theological issues on their own. This program is designed for students with a background in Biblical studies aspiring to further their knowledge of the scriptures in preparation for full-time work in ministry. At the end of the degree program, students will be required to demonstrate their learning by writing a research thesis.

### MASTER OF DIVINITY M.Div. - 90 CREDITS

Courses	Code	Credit
New Testament Theology	THEO 606	3
Old Testament Theology	THEO 601	3
New Testament Introduction	BIBL 615	3
Old Testament Introduction	BIBL 620	3
Hermeneutics	BIBL 500	3
Greek II (Greek I required)	GREK 501	3
Ministerial Ethics	MINS 425	3
Introduction to Philosophy	MINS 560	3
Hebrew 1	HEBW 401	3
Hebrew 2	HEBW 501	3
Contemporary Issues in Theology	THEO 615	3
Intro. To Research Methods	RESH 689	3
Thesis	THEO 698	6
<b>Total Credits</b>		90
42 Required credits + 48 Elective credits		

### Potential Careers

- Senior Pastor
- Professor

### Prerequisites

**Requirements:** Bachelor of Theology degree or equivalent, and meet all the admission requirements



# Master of Theological Studies

## Program Description

The Masters of Theological Studies is a two-year degree program that will further your knowledge of the Bible and theological issues that were covered in the Bachelor level program. It will help you engage the scriptures on a deeper level for a more full understanding of the meaning, context, and origins of the Bible.

This program is designed for students with a background in Biblical studies to further their knowledge of the scriptures. At the end of the degree program, students will be required to demonstrate their learning through writing a research thesis.

### MASTER OF THEOLOGY STUDIES M.Th.S. - 60 CREDITS

Courses	Code	Credit
New Testament Theology	THEO 606	3
Old Testament Theology	THEO 601	3
New Testament Introduction	BIBL 615	3
Old Testament Introduction	BIBL 620	3
Hermeneutics	BIBL 500	3
Greek II (Greek I required)	GREK 501	3
Ministerial Ethics	MINS 425	3
Contemporary Issues in Theology	THEO 615	3
Intro. To Research Methods	RESH 689	3
Hebrew I	HEBW 401	3
Thesis	THEO 698	6
Total Credits		60
36 Required credits + 24 Elective credits		

### Potential Careers

- Senior Pastor

### Prerequisites

**Requirements:** Bachelor of Theology degree and meet admission requirements.



# Master of Sacred Music

## Program Description

The Master of Sacred Music Program builds upon the foundation that has been set during the B.S.M. studies. At the graduate level, we primarily pull students into studying the technical and creative aspects of church ministry, as well as the business side of the music industry. At the end of this program, students will pursue careers such as worship arts pastor, Christian recording artist, Christian artist manager, artist developer, practical trainer/teacher within the realm of worship arts, worship programming and technology, technical producer for live productions, and director of concert ministries.

At the end of the Master's program, each student will be expected to submit a well-formulated research thesis that will demonstrate professional learning outcomes.

### MASTER OF SACRED MUSIC M.S.M. - 60 CREDITS

Courses	Code	Credit
Book of Ephesians	BIBL 544	3
Ministerial Ethics	MINS 425	3
Intro. To Research Methods	RESH 689	3
Music Theory 4A	MUSC 501	3
Music Theory 4B	MUSC 502	3
Music History 2A	MUSC 531	3
Music History 2B	MUSC 532	3
Advanced Songwriting	MUSC 515	3
Arranging	MUSC 511	3
Song Production	MUSC 255	3
Song Recording	MUSC 256	3
Internship	MUSC 699	3
SR Music Ensemble 1,2	MUSC 261B	6
CCC Gospel Choir (3 sem.)	MUSC 161	3
Applied Music Lessons (4 sem.)	MUSC 100	4
Thesis (40-60 pages)	MUSC 698	6
<b>Total Credits</b>		60
55 Required credits + 5 Elective credits		

### Potential Careers

- Music Director
- Worship Pastor
- Professor

### Prerequisites

**Requirements:** Bachelor of Sacred Music and meet admission requirements.



# Master of Christian Counselling

## Program Description

The Masters level degree program for Christian Counselling will prepare students to begin working as professionals in the Counselling field.

The program has been tailored to train students in several areas of specialization to best train each student for the community that they intend to serve. The areas of specialization are addiction counselling, marriage & family counselling, pastoral care, and social work. We also offer a general focus for students who may not be certain in which area they would like to specialize.

Potential Careers
• Private Practice
• Residential Treatment
• Church Counselling
• Professional Counselor

Prerequisites
<b>Requirements:</b> Bachelor Christian Counselling and meet admission requirements.



### MASTER OF CHRISTIAN COUNSELLING M.C.C - 60 CREDITS

Specializations: Marriage & Family, Addiction, Pastoral Care

Courses	Code	Credit
Advanced Biblical Counselling	COUN 611	3
Multicultural Issues	COUN 600	3
Group Theory and Practice	COUN 660	3
Professional Standards & Ethics In Counselling	COUN 601	3
Psychology of Personality	PSYC 655	3
Psychology of Testing & Measurement	PSYC 555	3
Psychology of Abnormal Behaviour	PSYC 610	3
Intro. To Research Methods	RESH 689	3
Practicum/Internship	COUN 699	3
Human Sexuality	PSYC 605	3
Thesis	COUN 698	6
GENERAL COUNSELLING		
Advanced Principles of Family Pathology	COUN 688	3
Advanced Marriage & Family Therapy	COUN 535	3
Advanced Assessment & Treatment Planning	COUN 665	3
Pharmacology of Addiction for Counsellors	COUN 662	3
Family Addiction	ADDC 627	3
Advanced Counselling Skills Development Lab	COUN 501	3
<b>Total Credits</b>		60
54 Required credits + 6 Elective credits		

### MARRIAGE & FAMILY MASTER

Courses	Code	Credit
Advanced Principles of Family Pathology	COUN 688	3
Advanced Marriage & Family Therapy	COUN 535	3
Assessment & Treatment Planning in Marriage & Family Therapy	COUN 635	3
Advanced Counselling Skills Development Lab	COUN 501	3
Family Adiction	ADDC 627	3
Systems Theory	COUN 682	3

### ADDICTION MASTER

Courses	Code	Credit
Pharmacology of Addiction for Counsellors	COUN 662	3
Advanced Counselling Skills Development Lab	COUN 501	3
Co-dependency Behaviours	COUN 605	3
Advanced Compulsive & Addictive Behaviour	ADDC 530	3
Recovery & Relapse Prevention	ADDC 615	3
Assessment & Treatment of Addictive Behaviour	ADDC 485	3

### PASTORAL CARE MASTER

Courses	Code	Credit
Advanced Counselling Skills Development Lab	COUN 501	3
Pastoral Care and Spiritual Crisis	COUN 610	3
Psychology of Religion	PSYC 616	3
Advanced Marriage & Family Therapy	COUN 535	3
Advanced Assessment & Treatment Planning	COUN 665	3
Advanced Pastoral Care & Counselling	COUN 619	3

# Doctor of Ministry

## Program Description

The Doctor of Ministry program is the highest level of ministerial education. This program is designed for students with an already extensive knowledge of theological studies and will cover complex and difficult issues that will equip you to be the most effective Christian leader possible. Students who complete this degree will have extensive knowledge in Greek and Hebrew, the original languages used in writing the Bible, as well as advanced leadership and research skills. The knowledge imparted through this degree program will culminate in a doctoral thesis & dissertation.

### DOCTOR OF MINISTRY

D.Min. - 36 CREDITS

Courses	Code	Credit
Biblical Greek 3	GREK 505	3
Biblical Greek 4	GREK 515	3
Hebrew 1	HEBW 401	3
Hebrew 2	HEBW 501	3
God and His Word	THEO 622	3
God and His Works	THEO 630	3
Critical Thinking	PHIL 705	3
Advanced Leadership Dynamics	THEO 710	3
Advanced Research & Writing	RESH 805	3
Internship	THEO 899	3
Doctoral Research & Dissertation	THEO 898	6
Total Credits		36
36 Required credits / No electives		

### Potential Careers

- Senior Pastor
- Theologian
- Professor
- Apologist
- Denomination Leader

### Prerequisites

**Requirements:** Master of Theological Studies degree or equivalent, and meet all the admission requirements



# Doctor of Christian Counselling

## Program Description

The Doctoral degree program for Christian Counselling is designed to challenge and grow professional counsellors to further equip them in their skills and competencies. This program will develop a counsellor's competencies to the highest level by challenging the counsellor in both theoretical knowledge and practical application of therapeutic techniques in relation to complex clinical situations and issues that could arise in professional practice.

The program has been tailored to train students in several areas of specialization to best train each student for the community that they intend to serve. The areas of specialization are addiction counselling, marriage & family counselling, pastoral care, and social work. We also offer a general focus for students who may not be certain in which area they would like to specialize.

### DOCTOR OF CHRISTIAN COUNSELLING D.C.C - 36 CREDITS

Courses	Code	Credit
Advanced Clinical Assessment & Intervention	COUN 766	3
Advanced Research & Writing	RESH 805	3
The Church's Role in Mental Health	COUN 801	3
Critical Thinking	PHIL 705	3
The Family in Social Context & Implications for Counselling	COUN 830	3
Psychology of Religion for Counsellors	PSYC 616	3
Spirituality in Counselling	COUN 775	3
Advanced Cognitive Counselling Skills	COUN 825	3
Practicum/Internship	COUN 899	3
Doctoral Research Thesis	COUN 898	6
<b>Total Credits</b>		36
33 Required credits + 3 Elective credits		

### Potential Careers

- Professor
- Site Supervisor
- Professional Counselor
- Practice Manager

### Prerequisites

**Requirements:** Masters of Christian Counselling degree or equivalent and meet all admission requirements.



# Doctor of Sacred Music

## Program Description

The Doctor of Sacred Music Program will build upon the foundation that has been set for the student during their M.S.M. studies. On the doctoral level, the program is geared toward those who are interested in exploring a deeper knowledge of the theology behind worship and the pedagogy of music. Extensive practical experience will play a large role during the doctoral studies. At the end of the program, students will become Professors of music and worship, music educators, music instructors, music program developers, writers/creators of music curriculum, and teachers of worship in the local church.

At the end of the Doctoral program, each student will be expected to submit a professionally formulated dissertation on a researched topic that carries practical merit within the student's area of study and specialization.

### DOCTORATE OF SACRED MUSIC

D.S.M. - 36 CREDITS

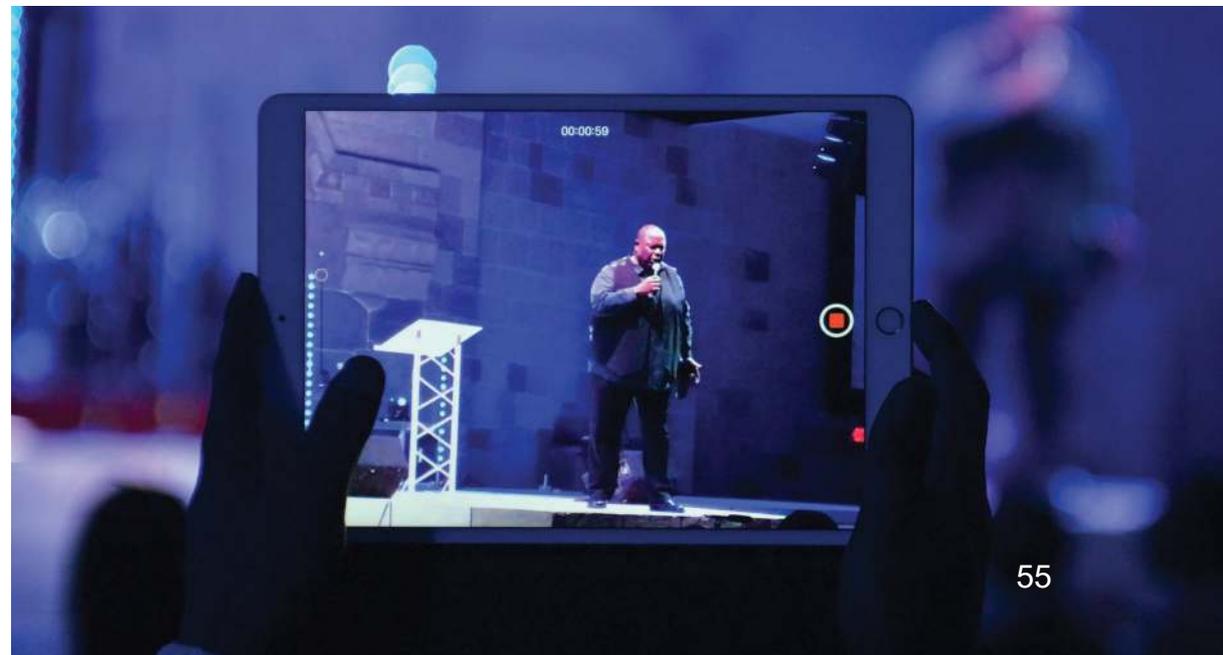
Courses	Code	Credit
Advanced Research and Writing	RESH 805	3
Music Theory 5	MUSC 701	3
Music Theory 6	MUSC 702	3
Music History 3A	MUSC 731	3
Music History 3B	MUSC 732	3
Internship	MUSC 899	3
Applied Music Lessons (4 sem.)	MUSC 100	4
Dissertation (150 pgs.)	MUSC 898	6
<b>Total Credits</b>		36
28 Required credits + 8 Elective credits		

### Potential Careers

- Worship Pastor
- Music Director
- Professor

### Prerequisites

**Requirements:** Master of Sacred Music or equivalent, and meet all admission requirements.



# One Year Certificate Bible

## Program Description

The One Year Bible Certificate is a foundational program that will equip students with basic and foundational knowledge in Biblical studies. The program will provide you with both practical skills and theoretical knowledge to begin working in ministry, while also preparing you for further education in theological studies.

### ONE YEAR BIBLE CERTIFICATE

30 CREDITS

Courses	Code	Credit
Old Testament Survey I	BIBL 201	3
Old Testament Survey II	BIBL 202	3
Systematic Theology I	THEO 240	3
Systematic Theology II	THEO 280	3
Systematic Theology III	THEO 300	3
New Testament Survey I	BIBL 235	3
New Testament Survey II	BIBL 239	3
Survey of Church History I	HIST 200	3
Survey of Church History II	HIST 310	3
Ministerial Ethics	MINS 425	3
<b>Total Credits</b>		30
30 Required credits		

### Potential Careers

- Evangelist
- Youth Pastor

### Prerequisites

**Requirements:** Grade 12 or equivalent and meet admission requirements.



# One Year Certificate Christian Counselling

## Program Description

The One Year Certificate in Christian Counselling program is a program that will equip its students with the knowledge, values, and necessary competencies for lay and church counselling ministry. The program has been tailored to train students in several areas of specialization to best train each student for the community that they intend to serve. The areas of specialization are addiction counselling, marriage & family counselling and pastoral care. We also offer a general focus for students who may not be certain in which area they would like to specialize.

### Potential Careers

- Lay Counsellor
- Church Counsellor

### Prerequisites

**Requirements:** Grade 12 or equivalent and meet admission requirements.

### GENERAL COUNSELLING FOCUS ONE YEAR CERTIFICATE - 30 CREDITS

Courses	Code	Credit
<b>FOUNDATION COURSES</b>		
Theories of Counselling & Psychotherapy	COUN 366	3
Intro. to Christian Worldview	PHIL 102	3
Introduction to Psychology	PSYC 220	3
Biblical Counselling	COUN 300	3
Skills Development Lab	COUN 399	3
<b>SPECIALIZATION COURSES</b>		
Intro. to Addiction Counselling	ADDC 470	3
Marriage and Family Therapy	COUN 310	3
Loss & Bereavement Counselling	COUN 290	3
Foundations of Pastoral Care Counselling	COUN 222	3
Crisis Intervention	COUN 410	3
<b>Total Credits</b>		30
No electives required for graduation		

### ADDICTION COUNSELLING FOCUS ONE YEAR CERTIFICATE - 30 CREDITS

Courses	Code	Credit
<b>FOUNDATION COURSES</b>		
Theories of Counselling & Psychotherapy	COUN 366	3
Intro. to Christian Worldview	PHIL 102	3
Introduction to Psychology	PSYC 220	3
Introduction to Professional Counselling	COUN 235	3
<b>SPECIALIZATION COURSES</b>		
Intro. to Addiction Counselling	ADDC 470	3
Introduction Drugs, Behaviour and The Brain	ADDC 401	3
Addictive Behaviour Theories	ADDC 315	3
Intro. to Addictive Behaviour	ADDC 222	3
Assesment and Treatments of Addictive Behaviours	ADDC 485	3
Families and Addiction	ADDC 260	3
<b>Total Credits</b>		30
No electives required for graduation		

### MARRIAGE & FAMILY COUNSELLING ONE YEAR CERTIFICATE - 30 CREDITS

Courses	Code	Credit
<b>FOUNDATION COURSES</b>		
Theories of Counselling & Psychotherapy	COUN 366	3
Intro. to Christian Worldview	PHIL 102	3
Introduction to Psychology	PSYC 220	3
Introduction to Counselling	COUN 235	3
Biblical Counselling	COUN 300	3
<b>SPECIALIZATION COURSES</b>		
Family Life Development	COUN 467	3
Marriage & Family Therapy	COUN 310	3
Assessment in Marriage & Family Therapy	COUN 485	3
Principles of Family Pathology	COUN 444	3
Christian perspectives on Marriage & Family	COUN 356	3
<b>Total Credits</b>		30
No electives required for graduation		

### PASTORAL CARE COUNSELLING FOCUS ONE YEAR CERTIFICATE - 30 CREDITS

Courses	Code	Credit
<b>FOUNDATION COURSES</b>		
Theories of Counselling & Psychotherapy	COUN 366	3
Intro. to Christian Worldview	PHIL 102	3
Introduction to Psychology	PSYC 220	3
Biblical Counselling	COUN 300	3
Skills Development Lab	COUN 399	3
<b>SPECIALIZATION COURSES</b>		
Pastoral Care & Counselling	COUN 222	3
Marriage and Family Therapy	COUN 310	3
Loss & Bereavement Counselling	COUN 290	3
Principles of Family Pathology	COUN 444	3
Crisis Intervention & Counselling	COUN 410	3
<b>Total Credits</b>		30
No electives required for graduation		

# One Year Certificate Worship Leadership

## Program Description

The One-Year Certificate in Worship Leadership is a performance and service-oriented program, covering fundamental courses that will build up foundational knowledge for the student in the area of music and worship ministry. At the end of this one-year program, the student will be able to pursue a career as a worship leader, music minister, song producer, and a songwriter.

### WORSHIP LEADERSHIP (C.W.L - 30 CREDITS)

Courses	Code	Credit
Intro. to Christian Worldview	PHIL 102	3
Fundamentals of Music 1	MUSC 101	3
Fundamentals of Music 2	MUSC 102	3
Worship Theology & Leadership 1	MUSC 121	3
Worship Theology & Leadership 2	MUSC 122	3
JR Ensemble 1,2	MUSC 261A	6
Artist Development 1	MUSC 400	3
Music Production 1	MUSC 355	3
Songwriting 1	MUSC 215	3
<b>Total Credits</b>		30
No electives required for graduation		
<p>Students are required to take 2 semesters of Applied Music Lessons. Students will be graded at each lesson and must receive a passing grade (75%) for each semester. Grades from both the Course Grades and Applied Music Lessons will be considered graduation.</p>		

### Potential Careers

- Worship Leader

### Prerequisites

**Requirements:** Grade 12 or equivalent and meet all the admission requirements. Performance Audition on your major instrument. Music Theory Placement Test



# One Year Certificate TESL AND ESL

## Program Description

### TESL PROGRAM

At Canada Christian College, we offer an effective, up-to-date teacher training course. We are committed to providing students with quality TESL training and practical tools in an interactive learning environment. Our on-site practicum allows students to gain immediate experience by practicing in real ESL classrooms what they have studied during the course. In order to ensure a low student to instructor ratio, our courses have a limited enrollment with spaces allocated on a first-come- first-served basis. The small class size provides a comfortable setting with ample opportunity to interact with the instructor.

Our highly motivated and trained instructors focus on providing you with practical classroom skills. They have a combination of academic qualifications as well as ESL teaching experience, both in Canada and overseas.

#### Potential Careers

- ESL Teacher

## ESL Program

The English as a Second Language (ESL) Certificate program at Canada Christian College is designed for international students to learn and improve their English language skills. Our dedicated staff of instructors help students to overcome language barriers and start getting comfortable in using the English Language.

We work closely with each student to provide an approach to learning based on individual needs. Students are given a placement test before starting the program to determine their strengths and weaknesses in understanding, speaking, reading and writing English. Once their individual learning requirements are identified, students begin the ESL program at the level of training required to achieve their English language goals.

All of the levels have a special pronunciation program and also include games, role-play, group activities and cultural orientation/integration.



# Faculty by Department

## MINISTRY

- Dean Rondo Thomas – B.Th., M.Th.S., D.D
- Charles McVety – B.A., M.A., Ph.D., D.Litt.
- Ryan McVety – B.Sc., J.D.
- Gila Leaman – B.A.
- Jeff Yaneff – B.Th., M.Th., Th.D.
- Garth Rowe – B.Th., M.Th., D.Min.
- Sheela Duraisami – B.A., M.A., D.Min., TESL.
- Rod Hembree – D.E., Th.D.
- John Ward – A.Min.
- Cheryl Ward – B.A. (French), M.A., A.Min.
- Serah Kirika – B.S.N., B.Th., M.Th.
- Michael Reardon – B.B.A., M, T.S., Ph.D. (Candi)
- Errol Bannett – B.Th., M.A., D.Min.
- Huckle Choi – M.Div., D.Min., Qual., Prac. of M.B.T.I.

## COUNSELING

- Dean Clarence Duff – B.Sc., MA., M.Sc., B.Th., M.Div., Th.D., PhD.
- Helena Adams – B.Th.S, M.C.C., D.C.C
- Colin Wilson – B.Th., M.Th.S., D.Min.
- Ghia Townsend – BSc., MSc., C.Psych.
- Fredrick Wilson – B.Th., M.Sc., D.C.C.
- Sylvia Bramwell – B.Th., M.C.C., D.C.C.
- Winsome Sterling – B.A., B.Th., M.C.C., D.C.C.

## BUSINESS

- Dean Roma Hewitt – M.Th., D.Min., BA, CMA, RPA.
- Veron Modest – MBA., M.C.C., CPA/CGA
- Michelle Ueta – LM B.Sc., B.Ed.

## MUSIC

- Dean Stephen Lewis – D.C.P
- Jermaine Shakespeare
- Franchesca Hildreth – B.A.
- Anna Dong – B.Mus., M.Mus., ARCT.
- Eunice Hong – B.Mus., ARCT
- Andrew James – B.Mus., B.Sc., D.Litt.
- Chris Brown – Audio Eng.
- Jesse Ryan – B.Mus.
- Nanette Ross – A.TH, CIP

## RELIGIOUS EDUCATION

- Dean John Tobey – B.A., M.Div., Th.D.
- Sheela Duraisami – B.A., M.A., D.Min., T.E.S.L.
- Ben Manickham – MTS., MBA., MA., D. Ed
- Karla Bruno – B.A., D'TEIL., B.Th.

## LEADERSHIP

- Dean Tony Soldano – B.Th., M.Th., D.D.
- Nelson Kung – B.A., M.Div., D.Min.
- Peter Marshall – B.Th., D.D.

## KOREAN DEPARTMENT

### MINISTRY

- Duck Hwan Choi – B.A., M.A., M.Div., Th.M., D.Th. Candi.
- Min Hee Park – B.A., M.Div., M.Th., M.R.E., D.Min.
- Lordwin Jae Yang Im – B.A., B.Th., M.Div., Th.M., Ph.D.
- JunHee Lee – B.Th., M.Div., Th.M., Ph.D. Canadi.
- Ho Jin Nam – B.S., M.Div., Th.M., Ph.D.

### COUNSELLING

- Lark Kim – B.A., M.Div., M.A., D.Min.
- Shin Ae Kim – B.Th., M.A., Ph.D.
- Ki Won Cho – B.A., M.C.P., Ph.D.
- Mi-Weon Yang – B.A., M.Div., Th.M., Ph.D.

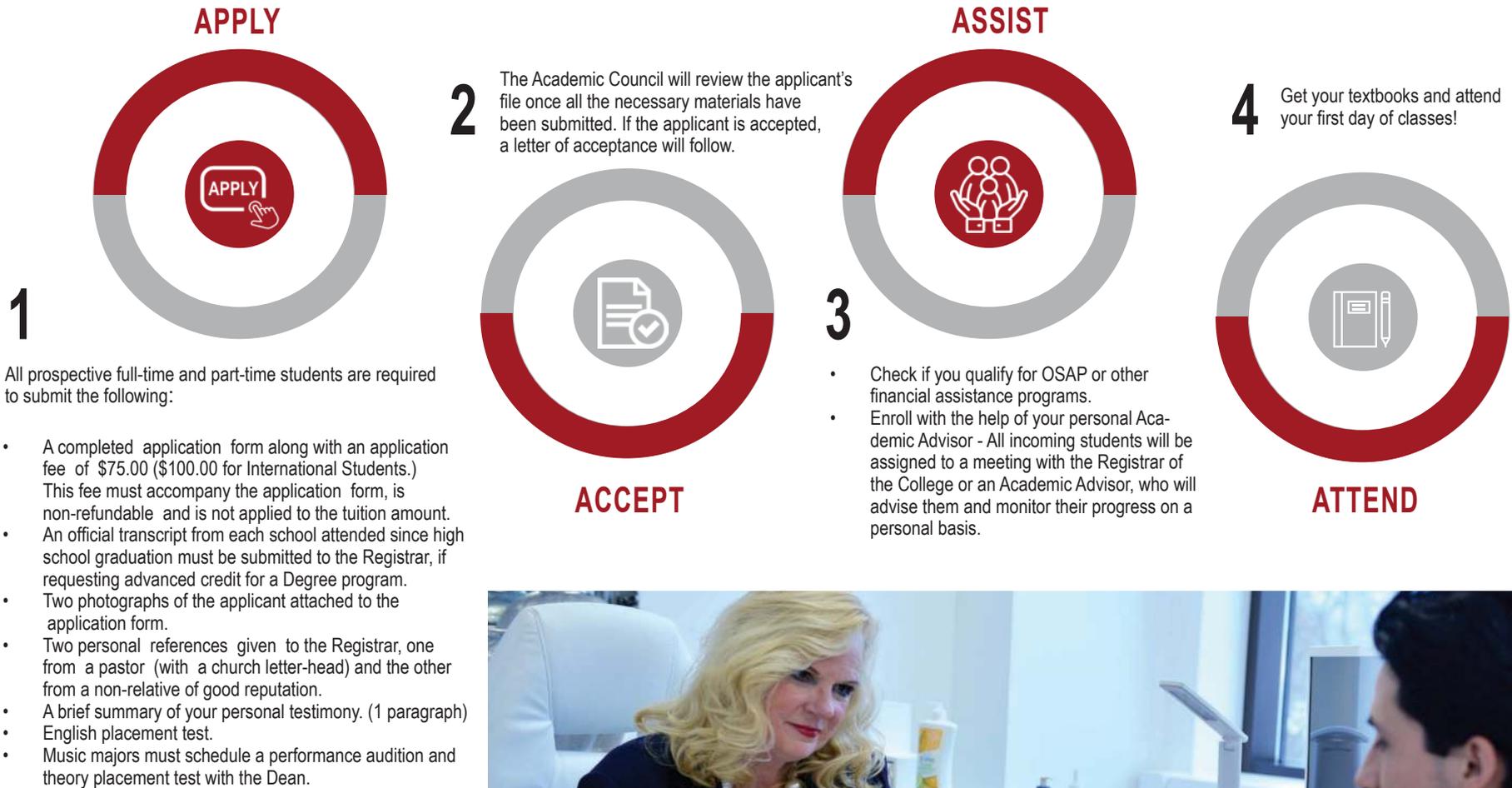
### MUSIC

- Dean Wayne Chai – B.C.E., Dip. Mus., D.D.-S.M. Composition
- Yaroslav Pugach – B.Mus., M.Mus., D.Mus. Piano
- Christoper Lee – T.C.L. Flute
- Ben Ball – Dip.Mus., B.Mus., B. Edu., M.Mus. Drum
- Denise Williams – B.S., ARCT. Dip.Mus. Soprano
- Hak-Won Yoon – B.Mus., H.D. Choral Conducting
- Nam -Sup We – Ph.D. Piano





# Application & Admission Process



## CANADIAN RESIDENT TUITION FEES

Full Time (5-6 courses max.)	
1 Year (2 semesters)	\$6,300.00
Semester Hour Credit	\$210.00
Course (3 credits)	\$630.00
Graduate Full Time (5-6 courses max.)	
1 Year (2 semesters)	\$6,300.00
Semester Hour Credit	\$210.00
Course (3 credits)	\$630.00

### Semesters:

Canada Christian College offers three semesters each year, including the summer session. The Fall semester begins the second week of September and runs through the second week of December. The Winter Semester begins the second week of January and runs through the third week of April. The Summer semester is conducted in May and June. A student may begin a program at the start of any of the above terms.

### Credit System & Tuition Fees

Each course has a semester hour credit value (Semester Credit). Most courses offered are three semester hours. In order to graduate from a program, a student must accumulate the specified number of credits as well as meet the requirements outlined by the program.

### Financial Aid Services

Students enrolled in the Bachelor of Theology, Bachelor of Sacred Music, Bachelor of Religious Education, Bachelor of Christian Counselling, Master of Theological Studies, Master of Divinity, Master of Christian Counselling, Doctor of Ministry or Doctor of Christian Counselling, Doctor of Sacred Music may be eligible, if qualified, for assistance under the Ontario Student Assistance Program (OSAP), under the following:

- Ontario Student Loans Program.
- Canada Student Loans Program.
- Bursaries for Students with Disabilities program.
- Canada Study Grants for Students with Permanent Disabilities program.
- Child Care Bursary.

Canada Christian College is recognized, and students have access to the full OSAP funding. For more information, see:

<http://osap.gov.on.ca/>

Students should apply in the early summer, since the government applications may take up to 12 weeks for processing.

## INTERNATIONAL STUDENT TUITION FEES

Graduate ( Doctorate)	
1 Year (2 semesters)	\$7,300.00
Graduate Full Time (5-6 courses max.)	
1 Year (2 semesters)	\$7,300.00
Undergraduate (Bachelor)	
1 Year (2 semesters)	\$7,300.00
Graduate (Master)	
1 Year (2 semesters)	\$7,300.00

### Scholarships and Bursaries

The college, through the generosity of friends, has a limited amount of money available for bursaries. Amounts range from \$100 to \$1000 per academic year. Bursaries are given to full-time students as a gift based on the student's financial need. A bursary becomes a loan if the student fails to complete the year for which the bursary was granted. Applicants desiring financial assistance from the college must submit their completed admission application and the financial assistance application to the college no later than July 31 to be considered as the college resources allow.

## GRADING SYSTEM

Letter Grade	Percentage rating	Grade point
A	90 - 100	4
B	80 - 89	3
C	70 - 79	2
D	60 - 69	1
F	Below 60	-

In order to preserve uniformity, Canada Christian College maintains a standard grading system similar to those of other institutions of higher education.

## SERVICES CHARGES

Type of Service	Total
Annual Library Fee	\$100.00
Student Activity Fee	\$50.00
Student ID Card	\$20.00
Transcript Fee	\$35.00
Graduation Fee	\$200.00
International Application Fee	\$100.00
Canadian Student Application Fee	\$75.00

## Withdrawal and Refund Policy:

### Canadian Residents:

Students withdrawing will be assessed fees as indicated:

- The registration fee of \$75.00 is non-refundable.
- If you withdraw, in writing before the first day of classes, 100% of the tuition fee will be refunded.
- If you withdraw before two thirds of the program is complete, you receive a pro-rated refund, based on the weeks attended less 10% of the remaining weeks of the program.
- If you withdraw after two thirds of the program is complete, no refund is applicable.

Tuition refunds will be processed within 30 days. In the case of OSAP students, the refund will be credited to the student's bank within 30 days and Canada Christian College will instruct the bank that the tuition refund is to be applied first to the student's outstanding OSL, if any, and the balance of the tuition fees refund, if any, is to be applied to the student's outstanding CSL..

### International Students:

67% of tuition fee is refundable to international students who are refused a student visa for entry to Canada or refused a Passport. It is the responsibility of the student to apply to an immigration centre. The only acceptable proof is the original letter of denied entry from a government official. Once the visa is issued no refund is possible. In order to process a refund:

- The student must fill out an application form for a refund, which must be approved by the College.
- The student submits to Canada Christian College a copy of the rejection letter by the Immigration Authorities of Canada.
- The original receipt (white copy) and acceptance letter must be returned to Canada Christian College.
- 30 days are required to process the refund.

# Korean Department

Full degree programs for missionary, ministry, counselling and Christian leadership taught in the Korean language. Receive the same quality of preparation for your career in ministry while learning Canadian culture and studies.



Dr. Wayne Chai  
Dean of Korean Department  
[chai@canadachristiancollege.com](mailto:chai@canadachristiancollege.com)

## CONTACT US

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[www.canadachristiancollege.com](http://www.canadachristiancollege.com)

## REGISTRAR

Dr. Jennifer B. McVety *B.C.C., D.Litt*

Vice-President & Registrar

## STAY CONNECTED ONLINE

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 [instagram.com/CanadaChristianCollege](https://instagram.com/CanadaChristianCollege)

 [@ccc\\_campus](https://twitter.com/@ccc_campus)



# LAKEFRONT CAMPUS





CANADA  
CHRISTIAN  
COLLEGE &  
School of Graduate Theological Studies



# MINISTRY DEPARTMENT

[CANADACHRISTIANCOLLEGE.COM/ACADEMICS](https://canadachristiancollege.com/academics)  
416-391-5000 | 300 WATER ST., WHITBY ON

Study at Canada's leading degree-granting institution for a career in ministry. Change lives with Truth.

The Ministry department offers a cutting-edge program using the combination of age-old proven teaching with the very latest developments of modern instruction to meet the ever-changing needs of today's world.

The curriculum is specifically designed to prepare you for full-time work in a church or para-church organization. As God gives you visions and dreams of ministering the Gospel of Jesus Christ, Canada Christian College seeks to equip you to fulfill those dreams. The program will impart to you biblical knowledge, sound doctrine and effective practical ministry teaching.

Available Degrees	Potential Careers
<p><b>One Year Certificate - Bible (30 Credits)</b>            Requirements: Grade 12 or equivalent and meet all admission requirements.</p>	<ul style="list-style-type: none"> <li>• Evangelist</li> <li>• Youth Pastor</li> </ul>
<p><b>Bachelor of Theology (B.Th. - 120 Credits)</b>            Requirements: Grade 12 or equivalent and meet all admission requirements.</p>	<ul style="list-style-type: none"> <li>• Associate Pastor</li> <li>• Youth Pastor</li> <li>• Missionary</li> </ul>
<p><b>Master of Divinity (M.Div. - 90 Credits) or            Master of Theology (M.Th.S. - 60 Credits)</b>            Requirements: Bachelor of Theology degree or equivalent and meet all admission requirements.</p>	<ul style="list-style-type: none"> <li>• Senior Pastor</li> <li>• Professor (M.Div.)</li> </ul>
<p><b>Doctor of Ministry (D.Min. - 36 Credits)</b>            Requirements: Master of Theological Studies degree or equivalent and meet all admission requirements.</p>	<ul style="list-style-type: none"> <li>• Senior Pastor</li> <li>• Theologian</li> <li>• Professor</li> <li>• Apologist</li> <li>• Denomination Leader</li> </ul>



For more information, phone 416-391-5000 or email [info@canadachristiancollege.com](mailto:info@canadachristiancollege.com).



# LEADERSHIP AND COMMUNITY DEVELOPMENT

**BACHELOR OF THEOLOGY**

[CANADACHRISTIANCOLLEGE.COM/ACADEMICS](http://CANADACHRISTIANCOLLEGE.COM/ACADEMICS)

416-391-5000 | 300 WATER ST., WHITBY ON

Engage in active solutions to combat societal issues with excellence and accountability.



A degree in Leadership and Community Development will prepare you to change the direction of your community through effective leadership. You will build your foundation on the Word of God, allowing you to penetrate the hearts of those who have been disenfranchised by society. Upon completion, you will have the knowledge on how to measure the issues of community, assess problems, and design a program for outreach. Your leadership abilities will then equip you to set up programs, implement ideas, mentor leaders and administrate with excellence and accountability.

**The objective of this program is to develop leaders that will excel in their sphere of influence, with the highest standards of integrity, effectiveness and excellence.** Furthermore, the program will have a strong focus on the “process” of leadership and will equip you with successful leadership principles, as well as proven best practices.

### **EXAMPLE COURSES:**

Practical Leadership  
Community Measurement  
Youth Organization  
Spiritual Leadership Principles  
Introduction to Sociology

### **POTENTIAL CAREERS:**

Community Outreach Director  
Youth Outreach  
Community Leader

For more information, phone **416-391-5000**  
or email **[info@canadachristiancollege.com](mailto:info@canadachristiancollege.com)**.

Since  
1967



CANADA  
CHRISTIAN  
COLLEGE &  
School of Graduate Theological Studies

# CREATIVE PASTOR PROGRAM



[CANADACHRISTIANCOLLEGE.COM/ACADEMICS](https://canadachristiancollege.com/academics)  
416-391-5000 | 300 WATER ST., WHITBY ON

Learn to manage the creative and media needs of a modern church or ministry.



The Creative Pastor degree (Bachelor of Theology) enters a new frontier of ministry and outreach through the medium of technology. Today, more people hear the Gospel delivered through technology than they do in a church service. Over the course of four years, you will obtain a strong foundation of biblical knowledge and an extensive understanding of how to suit and manage the creative and media needs of a modern church or ministry.

### **TOPICS OF STUDY:**

- Social Media Outreach
- Digital Marketing
- Video
- Audio
- Live Streaming
- Web
- Experience Coordination

### **EXAMPLE COURSES:**

Introduction to Social Media Management

Introduction to Marketing

Stage Plotting, Design and Lighting

Introduction to Web Design

Introduction to Graphic Design

### **POTENTIAL CAREERS:**

Creative Arts Pastor

Creative Director

Media Minister

A/V Leader

Tech Pastor

Production Coordinator

For more information, phone **416-391-5000**  
or email **[info@canadachristiancollege.com](mailto:info@canadachristiancollege.com)**.

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1967



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# CHRISTIAN COUNSELLING DEPARTMENT

[CANADACHRISTIANCOLLEGE.COM/ACADEMICS](https://canadachristiancollege.com/academics)

416-391-5000 | 300 WATER ST., WHITBY ON

Develop the knowledge, value and competencies to bring meaning and healing to the lives of hurting people.

While our programs of study are designed around the revealed truth of Scripture, students learn to evaluate and apply relevant and reliable findings in the social sciences to the understanding of people and their life situations. In addition, our undergraduate, master's and doctoral programs cover several areas of specializations, offering students a wide range of counselling options that will fit with their particular counselling interest and spiritual calling.

Within the bachelor's and master's programs, students can choose to specialize in Addiction Counselling, Marriage and Family Counselling, Pastoral Care and Social Work. Each of these specializations provide students with the academic and practical knowledge needed to work in his or her field from a Christian perspective.

Available Degrees	Potential Careers
<p><b>One Year Certificate - Christian Counselling (30 Credits)</b> Requirements: Grade 12 or equivalent and meet all admission requirements.</p>	<ul style="list-style-type: none"> <li>• Lay Counsellor</li> <li>• Church Counsellor</li> </ul>
<p><b>Bachelor of Christian Counselling (B.C.C. - 120 Credits)</b> Requirements: Grade 12 or equivalent and meet all admission requirements.</p>	<ul style="list-style-type: none"> <li>• Treatment Centres</li> <li>• Group Homes</li> <li>• Human Resources</li> </ul>
<p><b>Master of Christian Counselling (M.C.C. - 60 Credits)</b> Requirements: Bachelor of Christian Counselling and meet all admission requirements.</p>	<ul style="list-style-type: none"> <li>• Private Practice</li> <li>• Church Counselling</li> <li>• Professional Counsellor</li> </ul>
<p><b>Doctor of Christian Counselling (D.C.C. - 36 Credits)</b> Requirements: Master of Christian Counselling or equivalent and meet all admission requirements.</p>	<ul style="list-style-type: none"> <li>• Professor</li> <li>• Site Supervisor</li> <li>• Practice Manager</li> <li>• Professional Counsellor</li> </ul>



For more information, phone 416-391-5000 or email [info@canadachristiancollege.com](mailto:info@canadachristiancollege.com).



CANADA  
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# SCHOOL OF MUSIC

**[CANADACHRISTIANCOLLEGE.COM/SCHOOL-OF-MUSIC](https://canadachristiancollege.com/school-of-music)  
416-391-5000 | 300 WATER ST., WHITBY ON**

Explore your gift of music by combining biblical and theoretical studies with practical music studies, worship & songwriting, as well as song production and recording in studio facilities.

The School of Music at Canada Christian College is committed to excellence in training and developing students for church music ministry, worship leadership, and becoming a successful Christian artist. Foundational knowledge and training is matched with an unparalleled amount of practical experience and exposure to many of the most successful artists in the world of Christian music.

Available Degrees	Potential Careers
<p><b>One Year Certificate - Worship Leadership (C.W.L. - 30 Credits)</b>            Requirements: Grade 12 or equivalent, meet all admission requirements, performance audition on your major instrument, and a music theory placement test.</p>	<p>Worship Leader</p>
<p><b>Bachelor of Sacred Music (B.S.M. - 120 Credits)</b>            Requirements: Grade 12 or equivalent, meet all admission requirements, performance audition on your major instrument, and a music theory placement test.</p>	<p>Worship Leader            Worship Pastor            Music Artist            Music Instructor</p>
<p><b>Master of Sacred Music (M.S.M. - 60 Credits)</b>            Requirements: Bachelor of Sacred Music or equivalent, meet all admission requirements, performance audition on your major instrument, and a music theory placement test.</p>	<p>Worship Pastor            Music Director            Instructor</p>
<p><b>Doctor of Sacred Music (D.S.M. - 36 Credits)</b>            Requirements: Master of Sacred Music or equivalent, meet all admission requirements, performance audition on your major instrument, and a music theory placement test.</p>	<p>Worship Pastor            Music Director            Professor</p>

**“It is my heart’s desire that every student coming into the Sacred Music program, not only becomes a skilled singer or musician, but also becomes the leading force that the world needs.” - Stephen Lewis, Dean of Music**



For more information, phone 416-391-5000 or email [info@canadachristiancollege.com](mailto:info@canadachristiancollege.com).



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CHRISTIAN  
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# ESL DEPARTMENT

Learning English in an international setting is the best decision a student can make. At Canada Christian College, you will not only be immersed in the language, but also in the culture. It will be a wonderful experience in which you can forge new friendships with other international students while preparing yourself to further your undergraduate studies and career opportunities.

## **BENEFITS OF STUDYING ESL:**

- Opportunity to transfer into a variety of programs offered at CCC once you have completed the ESL program.
- Opportunity for career advancement.

The English as a Second Language (ESL) program at Canada Christian College is designed for international students to learn and improve their English language skills. Our dedicated staff of instructors help students to overcome language barriers and start getting comfortable in using the English language.

We work closely with each student to provide an approach to learning based on individual needs. Students are given a placement test before starting the program to determine their strengths and weaknesses in understanding, speaking, reading and writing English. Once their individual learning requirements are identified, students begin the ESL program at the level of training required to achieve their English language goals. All classes are:

**Student-Centered:** We believe that the learning needs of each individual student must be addressed to achieve success. We provide a friendly, stress-free learning environment where students can focus on developing their language skills.

**Biblically-Centered:** Students learn and interact in an evangelical Christian environment where they learn to communicate and adapt to real life situations in a Christ-centered context.

**Practical and Sensible:** Students are motivated to develop language skills through practical application of English in real-life situations they encounter each day. Group activities, such as day trips, help them to become familiar with real-life situations in an English-speaking environment.

**Interactive and Real Life:** Students interact on a one-on-one basis, supporting and helping each other to develop their skills. They work with ESL instructors and participate in games, events, activities and role-playing exercises designed to build their skill and confidence.

For more information, phone 416-391-5000 or  
email [info@canadachristiancollege.com](mailto:info@canadachristiancollege.com).





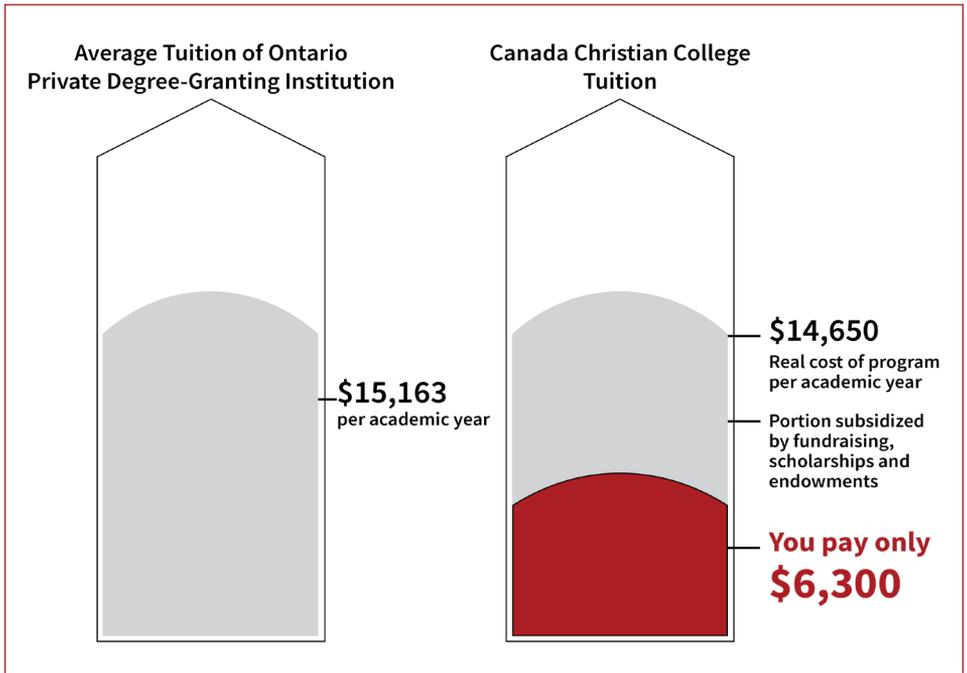
**CANADA  
CHRISTIAN  
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School of Graduate Theological Studies

# AFFORDABLE EDUCATION

**CANADA CHRISTIAN COLLEGE**

**(416) 391-5000 | [canadachristiancollege.com](http://canadachristiancollege.com)**

Ensuring each individual who is called to a career in ministry can afford the training they need.



We know that financing your education requires careful research and planning. Our Admissions team is here to help you with scholarships, bursaries and government loan applications.

Students enrolled in full-time studies, in specific programs, may be eligible for assistance under one or more of the following components of OSAP: the Canada Student Loans Program (CSL) or the Ontario Student Loans Program (OSL).

**CONTACT AN ADMISSIONS REPRESENTATIVE:**

(416) 391-5000

info@canadachristiancollege.com

300 Water St., Whitby ON





# Academic Plan | 2020-2025

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## *A Brief History: 50 years of excellence*

In the 1950s, Dr. Elmer S. McVety had the vision to develop a college in Canada that would grant young men and women a recognized degree and prepare students with the training needed to be achievers for Christ.

Dr. Elmer McVety came from a long line of preachers. His father was a Christian and Missionary Alliance pastor, well respected teacher, and Dean of Winnipeg College. His brother, Ken McVety, was a famous missionary in Japan, and his other brother, Al, pastored some of the largest churches in western Canada. His brother-in-law was Billy Graham's associate evangelist. McVety believed that Canada played a key role in world-wide evangelism but needed a world-class training institution to launch Canadians into the careers God has chosen for them. He prayed, sought God's counsel, and gathered a group of qualified people to establish the college.

In September of 1967, the Christian Arts college opened its doors for the first time and began producing effective Christian leaders, under the name Richmond College. Seven years later, the institution launched its theology program with the name Canada Christian College. Richmond College offered arts programs at the Steeles Avenue campus until 1981. Due to the increasing growth and expansion of the theology and counselling programs, the college moved to the University Campus in Toronto with facilities at 455 Huron Street. God continued to bring more and more students, so the college acquired a 50,000 square foot campus in Etobicoke. With an increase in growth, the college purchased the 110,000 square foot campus at 50 Gervais Drive in Toronto. In 2018, Canada Christian College acquired and renovated a new lakefront campus with approximately 200,000 square feet, 600 feet of lakefront and 12 acres with a projected value of \$43.8 million. Throughout these transitions, Canada Christian College remains near debt-free and does not receive government funding or denominational financial backing.

Within 50 years, Canada Christian College has produced over 6,500 graduates who are currently ministering around the world. The college not only produces leaders, but it also impacts society with its strong advocacy of moral principle in the political arena and from hosting numerous Christian events, showcasing the greatest preachers, musicians, and leaders from around the world.

## *Today's Mission: Equipping Effective Leaders to Change the World*

Canada Christian College and Graduate School of Theological Studies exists to train and equip effective leaders in a broad variety of degree programs who can then go change the world, motivated by a love for God and a compassion for people.

## *Academic Goals*

Canada Christian College and Graduate School of Theological Studies (CCCSGTS) is committed to delivering a first-class educational experience to students. This includes our current commitment to superb training in ministerial, counselling, and sacred music as well as our future ambitions to offer unparalleled offerings in the arts and sciences as a university.

For the purposes of developing a five-year academic plan, CCCSGTS has selected five strategic points which illumine the ethos and desired trajectory of our institution:

- (1) Provide university-level instruction in various academic disciplines such as theology, music, Christian counselling, religious education, arts, and the sciences.
- (2) Present a strong, affordable, and unparalleled higher education experience to new Canadians who seeks to develop professional careers.
- (3) Cultivate faculty excellence in teaching, service, and research.
- (4) Produce graduates who: (a) possess a comprehensive academic foundation; (b) can critically think, write, and communicate effectively; and (c) are well prepared for the workplace and/or admission to further graduate studies.
- (5) Produce graduates who recognize the centrality of Christ and the Church in all human affairs and are able to bring this reality into conversation with the broader society in dynamic and fruitful ways.

*Strategic Point 1: Provide university-level instruction in in various academic disciplines such as theology, music, Christian counselling, religious education, arts, and the sciences.*

### **Objective 1.1: Expand our degree offerings**

CCCSGTS takes pride in offering fourteen-degree programs along with numerous specializations. Still, the present legislation governing the college has disallowed further enhancements of our educational offerings in the liberal arts and sciences. We expect this situation will be rectified in the coming months. Once it is, we plan to build one department at a time, with an eye on offering multiple **new** Bachelor's degrees in the next five years.

Action Items:

- Identify existing cross-disciplinary faculty.
- Hire additional faculty in targeted disciplines.

### **Objective 1.2: Expand our research institutes**

CCCSGTS is blessed to house the Canada-Israel Centre which houses the Canadian Chapter of Christians United for Israel, an Israel Studies Department, a museum of Israeli artifacts, and the flagship chapter of the International Fellowship of Christians and Jews. The latter organization is securing funding to build the Rabbi Yechiel Eckstein (RYE) Institute in January 2021. The RYE Institute will be devoted to publishing articles and monographs on Jewish-Christian relations and holding symposia on such topics across the Greater Toronto Area. Research in various other streams of academics will be pursued in the coming years

Action Items:

- Fundraise additional resources for the Canada-Israel Centre.
- Hire additional staff to assist in promoting and organizing academic symposia.

### **Objective 1.3: Enhance our research library offerings**

CCCSGTS is proud of its expansive research library, which includes the personal collection of Grant Jeffries and digital access to 790,000 full-text articles in religion, philosophy, and history alongside 2.9 million bibliographic entries. However, there is always room to improve.

Action Items:

- Continue to fundraise with the view of expanding both physical and digital holdings.
- Hire additional library staff to assist with procurement of top scholarly journals and monographs.

*Strategic Point 2: Present a strong, affordable, and unparalleled higher education experience to new Canadians who seeks to develop professional careers.*

**Objective 2.1: Maintain the affordability of the college**

CCCGSTS takes pride in the fact that it offers one of the lowest tuition fee plans of any seminary or religious school in Canada. In contrast with many institutions who double or triple their tuition for new Canadians (international students), CCCGSTS only charges an additional \$1,000 for new Canadian students. Excellent senior management decisions alongside construction projects that are carried out debt-free have contributed to this monumental advantage for new Canadians. However, there is the need to continue this inviting atmosphere for new Canadians.

Actions Items:

- Continue to balance the financial condition of the college with improving academic offerings.
- Strictly adhere to a no-tuition increase policy for new Canadians.
- Build relationships with organizations that are willing to offer scholarships or bursaries to new Canadians.

**Objective 2.2: Expand job prospects for new Canadians upon graduation**

CCCGSTS is blessed to be able to hire many new Canadians at the college during their time as students. Moreover, the college has made in-roads within the community and is able to place new Canadians in job roles on a regular basis, whether it be in churches, parachurch ministries, music worship teams, or counselling practices. However, the college aims to not place *most* new Canadians in *jobs*. Rather, we aim to place *all* new Canadians in *careers*.

Action Items:

- Actively engage in community outreach and connect with local churches and parachurch ministries.
- Aggressively promote graduates to long-term partners and friends of the college.
- Assist new Canadians with CV preparation, interview etiquette, and other job obtainment procedures.

## *Strategic Point 3: Cultivate faculty excellence in teaching, service, and research.*

### **Objective 3.1: Foster teaching excellence**

CCCGSTS takes pride in all its full-time and part-time faculty whom are drawn from diverse racial, ethnic, socioeconomic, and denominational backgrounds. In an effort to help new teachers develop and support experienced faculty in their quest for continued growth, the Academic Dean has initiated a pedagogical and technological workshop series. We hope to expand this series into a stand-alone program in the next five years.

#### Action Items:

- Continue to develop pedagogical curriculum.
- Invite experts in pedagogy for weekend seminars.
- Continue to develop technological innovation curriculum.
- Host regular roundtables with faculty about greatest professional development needs.

### **Objective 3.2: Encourage faculty research and knowledge currency**

Due to the significant teaching and service commitments of all faculty members, CCCSGTS is committed to supporting all faculty in their research and publication endeavors. In support of this goal, the Academic Dean oversaw the renovation of the faculty wing which now includes multiple workstations with exclusive faculty access to digital research databases and an exclusive print faculty research library. However, there is always room for improvement.

#### Action Items:

- Fundraise with the view of expanding both the faculty digital research database and the faculty print research library.
- Increase the Academic Dean's role in mentoring faculty members as it relates to research.
- Establish a Professional Development Fund.

### **Objective 3.3: Support faculty service to the community**

CCCGSTS takes pride in the fact that many of its faculty are actively engaged in service to the broader community. This takes the form of youth ministry, serving in homeless shelters, and mission trips around the world. The college aims to support such efforts to the best of its ability.

#### Action Items:

- Establish a grant-based Community Outreach Fund
- Develop new academic policies which allow for short sabbaticals for approved community outreach

*Strategic Point 4: Produce graduates who: (a) possess a comprehensive academic foundation; (b) can critically think, write, and communicate effectively; and (c) are well prepared for the workplace and/or admission to further graduate studies.*

**Objective 4.1: Ensure students have adequate access to resources which support academic success**

CCCGSTS is committed to offering the top academic experience for all students. This includes a writing centre for Master's and Doctoral students, an on-staff ESL tutor, and accommodations for students in need of individualized education plans. We strive to expand such services further in the coming years.

Action Items:

- Hire additional staff for the writing centre.
- Provide additional funding for one-on-one tutoring opportunities.
- Provide additional funding for students needing additional accommodations.

**Objective 4.2: Encourage student career development**

CCCGSTS is proud of its high job placement rate for students across all departments. To continue to build upon previous successes, the Academic Dean will oversee the creation of a jobs portal where students can have access to numerous paid, unpaid, part-time, and full-time opportunities within the Greater Toronto Area. Other services related to career counselling will be expanded as well.

Action Items:

- Develop, implement, and expand the CCCGSTS jobs portal.
- Develop policies which encourage faculty to allot time each week to career counselling.
- Hold weekend seminars on resume writing, interview preparation, and other career-search procedures.

**Objective 4.3: Develop research acumen of students to prepare them for future graduate studies**

CCCGSTS has a high retention rate of students who move from the bachelors to the masters and onward to the doctoral level. The college would like to see this rate continue to increase.

Action Items:

- The Academic Dean to take a more active role in mentoring graduate students.
- The Writing Centre to expand their hours to assist with research projects.
- Fundraising with the view of expanding digital research holdings.
- Hiring additional graduate assistants to defray the costs of further education.

*Strategic Point 5: Produce graduates who recognize the centrality of Christ and the Church in all human affairs and are able to bring this reality into conversation with the broader society in dynamic and fruitful ways.*

**Objective 5.1: Encourage and facilitate conversations about contemporary and/or difficult issues**

CCCGSTS is committed to forming students in a way that increases the efficacy of their Christian witness within the broader society. Part of this formation includes facilitating conversations with students about how the Christian faith might engage contemporary or difficult issues. The college aims to further develop this crucial aspect of student formation.

Action Items:

- Develop a speaker series for the college which would invite individuals to address sensitive topics.
- Provide faculty with a platform to address such topics outside of the classroom.
- Develop summer programs where students can practically bring their faith into the broader community, such as inner-city missions and visits to senior care facilities.

**Objective 5.2: Train students to translate their in-class theological knowledge to practical action**

To restate the mission of the college, CCCGSTS exists to train and equip effective leaders in a broad variety of degree programs who can then go change the world, motivated by a love for God and a compassion for people. This is the ultimate goal of all of our business, administrative, and academic planning.

Action Items:

- Further develop existing evangelism curriculum.
- Further expand mission trip opportunities.
- Further support an atmosphere of God's love and compassion on-campus so that students will be motivated to share this love and compassion off-campus.

(Faculty CV's Redacted Pages 152 - 182)



# **Student Orientation Manual**

## **Fall 2020 – Winter 2021**

[www.canadachristiancollege.com](http://www.canadachristiancollege.com)

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# Faculty and Staff

## **Academic Dean**

Michael Reardon – Professor of Biblical Languages and Religious Thought

## **Ministry**

Rondo Thomas – Dean of Ministry, Professor of Biblical Studies

Charles McVety – Professor of Systematic Theology

Ryan McVety – Professor of Christian Worldview

Garth Rowe – Professor of Evangelism and Community Outreach

John Ward – Professor of Homiletics

Brendan Witton – Professor of Church Planting

Jeff Yaneff – Professor of Biblical Theology and Philosophy

Rod Hembree – Professor of Prophecy

Huckly Choi – Professor of Church History

Errol Bennett – Professor of Biblical Theology

## **Counselling**

Clarence Duff – Professor of Christian Counselling

Sylvia Bramwell – Professor of Christian Counselling and Addictions Care

Winsome Sterling – Professor of Christian Family Counselling

Colin Wilson – Professor of Christian Counselling and Psychology

Frederick Wilson – Professor of Counselling

Cheryl Ward – Professor of Marriage and Family

## **Religious Education**

Sheela Duraisami – Dean of Religious Education, Professor of Proclamation and Ministry

Ben Manickham – Professor of Pastoral Care and Church Administration

Helena Adams – Professor of Spirituality

Karla Bruno – Professor of ESL

## **Sacred Music**

Stephen Lewis – Dean of Sacred Music, Professor of Music Production and Worship

Chris Brown – Professor of Music Production

Anna Dong – Professor of Sacred Music

Eunice Hong – Professor of Music Theory

Andrew James – Professor of Music Performance

Nanette Ross – Professor of Creative Music

Jesse Ryan – Professor of Artist Development

Jermaine Shakespeare – Professor of Creative Music and Songwriting

Franchesca Hampton – Professor of Vocal Music

## **Business**

Roma Hewitt – Dean of Business

Ross McLean – Professor of Marketing

Michelle Ueta – Professor of Business Technology

Veron Modest – Professor of Business

## **Leadership**

Tony Soldano – Dean of Leadership, Professor of Leadership Studies

Peter Marshall – Professor of Preaching Leadership

Nelson Kung – Professor of Leadership

## **Korean Department**

Wansoo Chai – Dean of the Korean Department, Professor of Composition and Conducting

Duck Hwan Choi – Professor of Systematic Theology

Lark Kim – Professor of Counseling and Psychology

Young Girl Oh – Professor of Sacred Music

Yaroslau Pugach – Professor of Piano

Hwak Won Yoon – Professor of Choral Conducting

Ben Ball – Professor of Drum & Percussion

Min Hee Park – Professor of Christian Education

Denise Williams – Professor of Soprano

Ki Won Cho – Professor of Life Coaching

Young-Soo Chung – Professor of Musicology

Kwang Kyu Kim – Professor of Counselling-Social Work

Junhee Lee – Professor of O.T. Theology

Lordwin Lim – Professor of Homiletics

Ho Jin Nam – Professor of N.T. Theology

KukHoan Wee- Professor of Counselling-Social Work

Peter Chung – Professor of Life Coaching

# Students Rights and Responsibilities

Canada Christian College has established standards of conduct, which are intended to create a Christian learning environment. Admission to the College is limited to those who agree to comply with these behavioural expectations which apply to every student. All members of the community are responsible to:

1. Conduct themselves as responsible citizens.
2. Engage in an honest pursuit of biblical holiness.
3. Make the College's mission their own mission.
4. Limit the exercise of their Christian liberty in accordance with the College's mission and the best interest of other members of the community.

It is recognized that not every student will have personal convictions wholly in accord with the following application of these standards. However, all students are responsible to:

1. Obey the law and conduct themselves as responsible citizens who contribute to the welfare of the greater community (Rom. 13:1-7). Among other things, this precludes the use of marijuana and drugs for nonmedical purposes and conduct that disrupts classes or the general operation of the College. It also includes demonstrating respect for the property of others and of the College.
2. Obey Jesus' commandment to His disciples (Jn. 13:34-35) echoed by the Apostle Paul (Rom. 14; 1 Cor. 8, 13) to love one another. In general, this involves showing respect for all people regardless of race or gender and regard for human life at all stages. It includes making a habit of edifying others, showing compassion, demonstrating unselfishness, and displaying patience.
3. Refrain from practices that are biblically condemned. These include but are not limited to drunkenness (Eph. 5:18), swearing or use of profane language (Eph. 4:29, 5:4; Jas. 3:1-12), harassment (Jn 13:34-35; Rom. 12:9-21; Eph. 4:31), all forms of dishonesty including cheating and stealing (Prov. 12:22; Col. 3:9; Eph. 4:28), abortion (Ex. 20:13; Ps. 139:13-16), involvement in the occult (Acts 19:19; Gal. 5:19), and sexual sins including premarital sex, adultery, all types of fornication and related behaviour, and viewing of pornography (I Cor. 6:12-20; Eph. 4:17-24; I Thess. 4:3-8; Rom. 2:26-27; I Tim. 1:9-10).
4. Furthermore, married members of the community agree to maintain the sanctity of marriage and to take every positive step possible to avoid divorce.
5. Utilize careful judgment in the exercise of personal freedom (Gal. 5:16-6:10; Rom. 12:1-15:13; I Cor. 8:9-13; 13:1-13; Eph. 4:17-6:18; Col. 3:1-4:6; I Thess. 4:1-5:24). This entails the responsible use of time and material resources, and the honest pursuit of knowledge including regular attendance at classes, chapel services, and college events. It also requires that members of the community abstain from the use or possession of alcoholic beverages, tobacco in any form, other forms of substance abuse and all forms of gambling. Members of the community are to maintain modest, inoffensive behaviour in personal relationships.

6. Keep in mind that social dancing is not permitted on campus and dances may not be sponsored by college or student groups.
7. Furthermore, the College does not condone dancing at clubs where alcohol is liberally consumed, discretion in the choice of music is not exercised, and the overall atmosphere is questionable.

## Academic Honest and Integrity

### Academic Freedom

Canada Christian College and the School of Graduate Theological Studies (CCCSGTS) firmly believes in allowing faculty, staff, and students the freedom to pursue fruitful lines of inquiry in the pursuit of truth. In line with this principle, the college is committed to the following:

1. All college members, including faculty, staff, and students shall support the fundamental principle of human dignity and work collaboratively to provide an environment of charity and mutual respect.
2. CCCSGTS requires that its members exercise academic freedom responsibly. Academic freedom does not relieve any member of the College from his/her obligations or adherence to the school's statement of faith and/or code of conduct.
3. It is recognized that while all employees of CCCSGTS have rights as citizens, they should make every effort when communicating as citizens to explicitly state that they are not representing the College on matters of public interest.

### Academic Integrity

Academic integrity at Canada Christian College is based on a respect for individual achievement that lies at the heart of academic culture. Every faculty member and student, both graduate and undergraduate, belongs to a community of scholars where academic integrity is a fundamental commitment. The College as an institution makes collaboration and the pursuit of knowledge possible, but always promotes and evaluates individual effort and learning. This statement broadly describes the principles of student academic conduct supported by all academic programs at the College, at every level – both undergraduate and graduate, and regardless of venue, including on-line courses and study abroad programs.

It is the responsibility of every member of the academic community to be familiar with the specific policies of his or her own school, and to bear in mind relevant policies governing activities not directly addressed herein, such as internships, specific graduate programs and University research.

1. **Cheating:** using unauthorized notes, study aids, or information on an examination; altering a graded work after it has been returned, then submitting the work for regarding; allowing another person to do one's work and submitting that work under one's own name; submitting identical or similar papers for credit in more than one course without prior permission from the course instructors.
2. **Plagiarism:** submitting material that in part or whole is not entirely one's own work without attributing those same portions to their correct source.

3. **Fabrication:** falsifying or inventing any information, data or citation; presenting data that were not gathered in accordance with standard guidelines defining the appropriate methods for collecting or generating data and failing to include an accurate account of the method by which the data were gathered or collected.
4. **Obtaining an Unfair Advantage:** (a) stealing, reproducing, circulating or otherwise gaining access to examination materials prior to the time authorized by the instructor; (b) stealing, destroying, defacing or concealing library materials with the purpose of depriving others of their use; (c) unauthorized collaborating on an academic assignment (d) retaining, possessing, using or circulating previously given examination materials, where those materials clearly indicate that they are to be returned to the instructor at the conclusion of the examination; (e) intentionally obstructing or interfering with another student's academic work or (f) otherwise undertaking activity with the purpose of creating or obtaining an unfair academic advantage over other students' academic work.
5. **Aiding and Abetting Academic Dishonesty:** (a) providing material, information, or other assistance to another person with knowledge that such aid could be used in any of the violations stated above, or (b) providing false information in connection with any inquiry regarding academic integrity.
6. **Falsification of Records and Official Documents:** altering documents affecting academic records; forging signatures of authorization or falsifying information on an official academic document, grade report, letter of permission, petition, drop/add form, ID card, or any other official University document.
7. **Unauthorized Access to computerized academic or administrative records or systems:** viewing or altering computer records, modifying computer programs or systems, releasing or dispensing information gained via unauthorized access, or interfering with the use or availability of computer systems or information.

In all cases involving academic dishonesty, the student charged or suspected shall, at a minimum, be accorded the following rights:

1. Prompt investigation of all charges of academic dishonesty, to be conducted, insofar as possible, in a manner that prevents public disclosure of the student's identity. Such investigation may include informal review and discussion with an official of the school prior to bringing a charge, provided that such review does not compromise the rights of the student in the formal process.
2. Reasonable written notice of the facts and evidence underlying the charge of academic dishonesty and of the principle(s) of academic integrity said to have been violated.
3. Reasonable written notice of the procedure by which the accuracy of the charge will be determined.
4. Reasonable time, if requested, within which to prepare a response to the charge.
5. A hearing or meeting at which the student involved may be heard and the accuracy of the charge determined by a neutral decision-maker.
6. Review of any adverse initial determination, if requested, by an appeals committee to whom the student has access in person. Generally, implementation of sanctions will be suspended until all appeals made by the student have been exhausted.
7. Final review of an unsuccessful appeal, if requested, by the Registrar or an advisory committee designated by the Registrar.

## **Procedures**

Suspected cases of academic dishonesty should be reported to the course instructor, the administration of the school under whose jurisdiction the suspected offense took place, or to any student authorized by that school to receive such complaints. Students charged with academic dishonesty may not change their registration in a course in which the charge is pending, or in which a finding of academic dishonesty has been made. Procedures of investigation, adjudication, and appeal may vary from school to school. [Current practice does not involve reporting to a student, but instead to the course instructor or to a member of the dean's office in the appropriate school.

## **Sanctions**

All proven cases of academic dishonesty should be penalized as appropriate under the circumstances. Sanctions other than a reduced or failing grade should be imposed by the school in which the student is enrolled. The imposition of any sanction other than a private reprimand should include a statement of reasons supporting its severity. A student may appeal any finding or sanction as specified by the school holding jurisdiction. Sanctions may include but are not limited to:

1. Reduced or failing grade.
2. A letter of reprimand.
3. A defined period of probation, with or without the attachment of conditions.
4. Withdrawal of University funding.
5. A defined period of suspension, with or without the attachment of conditions.
6. Exclusion from the University.
7. Notation on the official record.
8. Revocation of an awarded degree.
9. Any appropriate combination of 1-8 above.

## **Academic Standing**

A student must maintain attend at 75% of classes, maintain a GPA of at least 2.00 and adhere to the College Standards to maintain "good standing."

## **Academic Warning**

Students receive an academic warning when the term GPA is lower than 2.00.

## **Academic Probation**

Academic probation is earned and the notation "Academic Probation" is recorded on the student's academic transcript whenever the following conditions exist: When the cumulative GPA is lower than 2.00. Students who have earned 44 or fewer credits are allowed two terms of probation before they are subject to disqualification. Students with more than 44 credits are only allowed one term of probation before they are subject to disqualification. Students on academic probation whose cumulative GPA is lower than 2.00 and whose term GPA is 2.00 or higher are remain on academic probation until the GPA is higher than 2.00 Students on academic probation are limited to a study load of no more than 15 credits.

## **Academic Probation**

Academic disqualification may be assessed whenever the following conditions exist:

1. Students on academic probation for having a cumulative GPA lower than 2.00 who earn a term GPA lower than 2.00 in their next term.

2. Students on academic probation for having their three most recent terms of GPAs lower than 2.00 and who earn less than a 2.00 term GPA for the fourth consecutive term. These students are not eligible to enroll for future terms unless the Academic Council continues the student on probationary status for a further term or reinstates the student.

#### Intellectual Property and Copyright

A student's intellectual property is considered to be any work or idea that has been presented by the student. Intellectual property could take the form of written essays, poems, and other literature as well as ideas or concepts presented in oral presentations, songs, and other multimedia presentations. The intellectual property of each student is held in confidence and a copy can be made available to be returned to the student at the end of their program. A bound copy of all thesis submissions is kept at the college at all times. Any abuse of intellectual property by any other student will result in the offending student meeting with the academic council with possible repercussions such as being removed from our program.

CCCSGTS upholds all local, provincial, federal, and international standards regarding the protection of copyrighted material. All material published by faculty or staff on behalf of the college is subjected to rigorous internal review to ensure that all thoughts and statements are the result of original research. All student class submissions and degree theses are subjected to review by Unicheck, a cloud-based plagiarism detection software which the college has purchased and integrated into its course management database.

## Grading System

Letter Grade	Percentage Rate	Grade
A	90-100	4
B	80-89	3
C	70-79	2
D	60-69	1
F	Below 60	-

In order to preserve uniformity, Canada Christian College maintains a standard grading system similar to those of other institutions of higher education.

## Support for International Students

Students requiring homestays work directly with the Admissions office who has a set standard of accommodation that must be met by the homeowner, which are:

- Homestay locations must have easy access to public transit.
- The food must be of excellent quality and adequate amounts for growing young people.
- The accommodation being offered must be a private room with a bed and bedding, a desk and chair and access to the internet.

The Admissions office works with each student to ensure they have access to health insurance while in Canada, as well as making each student familiar with walk in clinics near their residence. We have an insurance company to offer coverage.

## Student Complaint Procedure

Canada Christian College is committed to fair and equitable treatment of all students and inquirers. The Academic Council will give each complaint full consideration with the right to be represented by the Dean of their respective department and one appeal.

Any student who wishes to submit a formal complaint to Canada Christian College must submit a written letter to the Registrar, outlining the details of the complaint they are filing. Upon receipt, a student will be given an opportunity to meet with the Registrar within 14 days of the complaint being submitted. If a resolution cannot be determined that is agreeable for both the student and the Academic Council, the student will then have 14 days to submit an appeal for a hearing with the Academic Council. At the hearing, the Academic Council will meet with the student to discuss the complaint further. The student will have the option to be accompanied by the Dean of Students to represent their best interest before the Academic Council. The decision that is made due to the hearing with the Academic Council will be considered final; the complaint file will then be considered closed.

## Good Standing Policy

A student must maintain a GP A of at least 2.00 and adhere to the College Standards to maintain "good standing".

**Academic Warning** Students receive an academic warning when the term GPA is lower than 2.00.

**Academic Probation** Academic probation is earned and the notation "Academic Probation" is recorded on the student's academic transcript whenever the following conditions exist:

When the cumulative GP A is lower than 2.00. Students who have earned 44 or fewer credits are allowed two terms of probation before they are subject to disqualification. Students with more than 44 credits are only allowed one term of probation before they are subject to disqualification. Students on academic probation whose cumulative GP A is lower than 2.00 and whose term GP A is 2.00 or higher are remain on academic probation until the GP A is higher than 2.00. Students on academic probation are limited to a study load of no more than 15 credits.

**Disqualification** Academic disqualification may be assessed whenever the following conditions exist:

1. Students on academic probation for having a cumulative GPA lower than 2.00 who earn a term GPA lower than 2.00 in their next term.
2. Students on academic probation for having their three most recent terms of GP As lower than 2.00 and who earn less than a 2.00 term GP A for the fourth consecutive term.

These students are not eligible to enroll for future terms unless the Academic Council continues the student on probationary status for a further term or reinstates the student.

## Language Proficiency

All domestic applicants for a Degree program must provide evidence of their English proficiency before an offer of a place is made. Evidence of at least one year in the last two years, or two years in the last five years study in English in College or a grade 12 diploma from an English speaking high school is generally sufficient for this purpose.

International applicants may however submit the results of a suitable English test, which has been undertaken within two years of the date of application. The Academic Council will assess the results of the test to determine English proficiency suitable for degree level study.

International students without the level of English required for direct entry to the degree program will be required to successfully complete the College's English As a Second Language program prior to the commencement of the degree. The Academic Council will assess the development of the student and determine when the student can enter into degree level classes.

International students admitted to the Korean Department are not required to demonstrate proficiency in English however they must do so in the Korean language.

## Dress Code

Students are expected to be dressed modestly and appropriately at all times while on Canada Christian College property and at Canada Christian College events ( on and off campus).

**Appropriate attire for male students includes: pants, neat jeans (no ripped jeans), t-shirts, collared shirts. Male students should not wear the following: shorts, sweatpants, t-shirts with inappropriate graphics, tank tops.**

**Appropriate attire for female students includes: pants, neat jeans (no ripped jeans), knee length skirts and dresses, tops with an appropriate neckline. Female students should not wear the following: skirts above the knee, leggings without knee length skirts, low necklines, shorts, or sweatpants/yoga pants.**

# Classroom Policies

**No food or beverage (other than water), under any circumstances is allowed in any of the classrooms, the library, or music practice rooms or recording studio.** If students bring food or beverages into the classroom, they will be advised of this policy and asked to remove the food/beverage from the classroom immediately.

Use of electronics in the classroom is prohibited unless it is for the purpose of academic development (i.e. Note Taking). Students may not be on their phone during class. Students may not browse the internet on their laptops during class.

# Parking Regulations

Students at Canada Christian College are permitted to park in the spots in the large parking area at the lake side of the campus. Please do not park at the back or east end of the campus.

# Library Regulations

The Han Gill Park Research Library at Canada Christian College is a complete and comprehensive research location. Online resources are available to students at Canada Christian College. Books can only be removed from the Library upon "Check-Out" with the Library Staff Worker.

Computer use is available for Canada Christian College students. Computers should only be used for Academic purposes, and this will be monitored by Library Advisors. Inappropriate use of computers will result in disciplinary action and restrictions from future computer use.

Printing for academic documents is available to students, at a cost of 10 cents per page. Find a Library Staff Worker to assist you.

# Student I.D. Card

Student Identification Cards are available upon request. Contact the Admissions Office to request your personal Student I.D. Card. A \$20 charge will be applied to your account and must be upon picking up your Student I.D. Card.

# Attendance Policy

**Students are allowed a total of 3 absences per semester.** Students must attend a minimum of 90% of the class time to be counted as present in the class. When students are more than 15 minutes late for class, they are marked "Tardy". After receiving 2 Tardies, the student earns another absence. **(2 Tardies = 1 Absence I 3 Absences allowed I 4+ Absences = Failing the course).** A student is responsible for notifying their instructor of any absences they see forthcoming.

There is an attendance sign in sheet at every class. Students must "Checkmark" their name on the left and sign their name on the right. If you encounter an error in your attendance as it reflects in your MyCCC account, please contact your professor for that class immediately.

Academic honesty is non-negotiable and factors into attendance sign-ins, as well as other facets of education. You may sign your name, and your name only, on the attendance sheet. Students are responsible for their attendance and can review their attendance standing in MyCCC under "Attendance" in their course.

## The River Attendance Policy

**Students who have strong attendance in Chapel will receive one credit towards their class electives. Students may only have 2 excused absences** to have "Strong attendance." If students have more than 2 absences, they will not receive one credit towards their class electives. Students must "sign in" to Chapel the same way they would sign into a traditional class.

Chapel is considered MANDATORY for all full time students. If you encounter an error in your attendance as it reflects in your MyCCC account, please contact the admissions office.

## MyCCC

MyCCC is a secure web-based program that connects students, staff, and faculty. Every student on campus has a MyCCC account and Student ID Number. It is mandatory that ALL students have a MyCCC account and utilize the portal. From time to time, professors will update grades, attendance, quizzes, assignments, and exams on MyCCC.

Each student also is allocated an@canadachristiancollege.com email address. It is important that you check this email address as this will be the main communication gateway between students, professors, administration, and staff. Each student is expected to check their Canada Christian

College email and MyCCC account regularly and is responsible for all content received to this email.

Multiple workshops will be offered each semester in the Library for detailed MyCCC training. If you have any issues with your MyCCC account, please contact a Library Advisor at [library@canadachristiancollege.com](mailto:library@canadachristiancollege.com).

## **Student Resources**

On the Canada Christian College website, there is a tab titled "MyCCC." When you scroll over this tab, you have the option to select "Student Resources." These resources are available to all students and have been modified to best meet the needs of students at Canada Christian College. Student Resources on this webpage include: Off-Campus Housing, International Student Health Insurance, and Information for Public Transit to Canada Christian College.

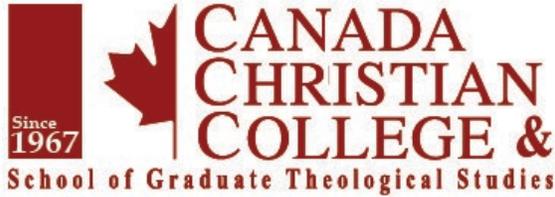
## **Student Worker Positions**

Multiple student worker positions may become available throughout the academic year. Positions such as Assistant Librarians, Graduate Assistants, Teaching Assistants, Writing Centre Specialists, and Fitness Centre Staff may become available.

Student Workers receive substantial tuition scholarships. Credit determined on an hourly basis.

## **Textbooks**

All textbooks for classes may be purchased online via the college Amazon affiliated bookstore. It is recommended to order your books asap as shipping can take time. Visit [www.christiantextbooks.ca](http://www.christiantextbooks.ca) to purchase.



## Student Contract

YEAR: 2020-2021

LAST NAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ STUDENT NUMBER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ APT.: \_\_\_\_\_

CITY: \_\_\_\_\_ PROVINCE: \_\_\_\_\_

POSTAL CODE: \_\_\_\_\_

TEL. RES.: \_\_\_\_\_ TEL. BUS.: \_\_\_\_\_

EDUCATION (HIGHEST GRADE COMPLETED): \_\_\_\_\_ YEAR: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

### PERSON TO CONTACT IN CASE OF EMERGENCY

1. \_\_\_\_\_ TEL. RES.: \_\_\_\_\_  
TEL. BUS.: \_\_\_\_\_
2. \_\_\_\_\_ TEL. RES.: \_\_\_\_\_  
TEL. BUS.: \_\_\_\_\_

**COURSE PROGRAM & NAME:** \_\_\_\_\_

Start date: \_\_\_\_\_ End date: \_\_\_\_\_

\*\*\* All course work is expected to be completed during this period.

**Total Course Fee \$** \_\_\_\_\_

In consideration of you accepting my application, I hereby agree to pay the total tuition fees as specified above. Payment method: \_\_\_\_\_.

I accept the below Student Attendance Policy:

Students are allowed a total of 3 absences per semester. Students must attend a minimum of 90% of the class time to be counted as present in the class. When students are more than 15

minutes late for class, they are marked “Tardy”. After receiving 2 Tardies, the student earns another absences. **(2 Tardies = 1 Absence | 3 Absences allowed | 4+ Absences = Failing the course)**. A student is responsible for notifying their instructor of any absences they see forthcoming. Canada Christian College is required to report absences of 28 or more consecutive days to the Ministry of Education and such absences will affect OSAP eligibility.

Canada Christian College does not guarantee employment for any student who successfully completes a program offered by the college.

I, \_\_\_\_\_, allow Canada Christian College to give my name, address, telephone number, e-mail address and other contact information to the Superintendent of Private Career Colleges for the purposes checked below:

- To advise me of my rights under the Private Career Colleges Act, including my rights to a refund of fees, access to transcripts and a formal student complaint procedure;
- To collect information on the performance of Canada Christian College, for example, the percentage of students who graduate from programs and the percentage of graduates who find employment; and
- To determine whether Canada Christian College has met the performance objectives required by the Superintendent.

I understand that I can refuse to sign this consent form and that I can withdraw my consent at any time for future uses of my personal information by writing to Nikita Abraham of Canada Christian College. I understand that if I refuse or withdraw my consent the Superintendent may not be able to contact me to inform me of my rights under the Act or collect information to help potential students make informed decisions about their educational choices.

**International Student Information (if applicable):**

**Gender:** \_\_\_\_\_ **Type of Stay (Apartment, Homestay, etc.):** \_\_\_\_\_

**Country of Origin:** \_\_\_\_\_ **Primary Language (Mother Tongue):** \_\_\_\_\_

**Study Permit Number:** \_\_\_\_\_ **Date Admitted into Canada:** \_\_\_\_\_

**Study Permit Expiry Date:** \_\_\_\_\_ **Primary Method of Delivery: On Campus**

**Credits Required to Complete Degree or Program:** \_\_\_\_\_

**I acknowledge receipt the following documents in the Student Orientation Manual:**

- a copy of the college’s fee refund policy, as required under subsection 29 (3) of the Act.
- a copy of the statement of student rights and responsibilities.
- a copy of the college’s student complaint procedure, as required under subsection 31 (3) of the Act.
- a copy of the consent to the collection and use of personal information required under subsection 50 (3) of the Act in the wording required under subsection (2).

This contract is subject to the Private Career Colleges Act and its regulations.

**STUDENT’S SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

(Pages 198 - 224 Proprietary Faculty Procedures Handbook  
Redacted)

**Important:** This Degree Completion Plan is effective for students beginning their degree program in the Fall 2019 through the Summer 2020. This degree completion plan will remain in effect for students who do not break enrollment or who do not change degree programs.

**CORE COURSES:**

<u>Course</u>		<u>Hrs</u>	<u>Semester</u>	<u>Grade</u>
BIBL 201	Old Testament Survey I	3	_____	_____
BIBL 202	Old Testament Survey II	3	_____	_____
THEO 240	Systematic Theology I	3	_____	_____
THEO 280	Systematic Theology II	3	_____	_____
THEO 300	Systematic Theology III	3	_____	_____
BIBL 235	New Testament Survey II	3	_____	_____
BIBL 239	New Testament Survey II	3	_____	_____
HIST 200	Survey of Church History I	3	_____	_____
HIST 310	Survey of Church History II	3	_____	_____
PHIL 102	Introduction to Christian Worldview	3	_____	_____
ENGL 201	Grammar & Composition I	3	_____	_____
MINS 255	Personal Evangelism	3	_____	_____
MINS 425	Ministerial Ethics	3	_____	_____
EDUC 401	Ministry of Teaching	3	_____	_____
GREK 400	Greek I	3	_____	_____
BIBL 300	Methods of Bible Study	3	_____	_____
RESH 400	Mechanics of Research	3	_____	_____
MINS 250	Homelitics	3	_____	_____
MINS 300	Preaching	3	_____	_____
MINS 400	History of Israel	3	_____	_____
MINS 307	Church Administration	3	_____	_____
MINS 290	Church Planting	3	_____	_____

**TOTAL CREDITS: 120**

66 Required Credits + 54 Electives Credits

**Graduation Requirements:**

120 Total Hours

**Important:** This Degree Completion Plan is effective for students beginning their degree program in the Fall 2019 through the Summer 2020. This degree completion plan will remain in effect for students who do not break enrollment or who do not change degree programs.

**CORE COURSES:**

<u>Course</u>		<u>Hrs</u>	<u>Semester</u>	<u>Grade</u>
BIBL 201	Old Testament Survey I	3	_____	_____
BIBL 202	Old Testament Survey II	3	_____	_____
THEO 240	Systematic Theology I	3	_____	_____
THEO 280	Systematic Theology II	3	_____	_____
THEO 300	Systematic Theology III	3	_____	_____
BIBL 235	New Testament Survey I	3	_____	_____
BIBL 239	New Testament Survey II	3	_____	_____
HIST 200	Survey of Church History I	3	_____	_____
HIST 310	Survey of Church History II	3	_____	_____
PHIL 102	Introduction to Christian Worldview	3	_____	_____
ENGL 201	Grammar & Composition I	3	_____	_____
MINS 255	Personal Evangelism	3	_____	_____
MINS 425	Ministerial Ethics	3	_____	_____
EDUC 401	Ministry of Teaching	3	_____	_____
GREK 400	Greek I	3	_____	_____
BIBL 300	Methods of Bible Study	3	_____	_____
RESH 400	Mechanics of Research	3	_____	_____
MINS 250	Homelitics	3	_____	_____
MINS 300	Preaching	3	_____	_____
MINS 400	History of Israel	3	_____	_____
MINS 307	Church Administration	3	_____	_____
MINS 290	Church Planting	3	_____	_____
CREA 200	Introduction to Social Media Management	3	_____	_____
CREA 201	Live Streaming	3	_____	_____
CREA 202	Video Production	3	_____	_____
MUSC 151	Audio Recording	3	_____	_____

Continued...

<u>Course</u>		<u>Hrs</u>	<u>Semester</u>	<u>Grade</u>
CREA 203	Live Audio	3	_____	_____
BUSN 210	Introduction to Marketing	3	_____	_____
CREA 204	Planning Centre & Team Management	3	_____	_____
CREA 205	Live Presentation	3	_____	_____
CREA 206	Stage Plotting, Design and Lighting	3	_____	_____
CREA 207	Introduction to Web Design	3	_____	_____
CREA 208	Introduction to Graphic Design	3	_____	_____
CREA 209	Introduction to Data Management	3	_____	_____
BUSN 205	Introduction to Computers	3	_____	_____
BUSN 440	Introduction to Journalism	3	_____	_____

**TOTAL CREDITS: 120**

108 Required Credits + 12 Electives Credits

**Graduation Requirements:**

120 Total Hours

**Important:** This Degree Completion Plan is effective for students beginning their degree program in the Fall 2019 through the Summer 2020. This degree completion plan will remain in effect for students who do not break enrollment or who do not change degree programs.

**CORE COURSES:**

<u>Course</u>		<u>Hrs</u>	<u>Semester</u>	<u>Grade</u>
BIBL 201	Old Testament Survey I	3	_____	_____
BIBL 202	Old Testament Survey II	3	_____	_____
THEO 240	Systematic Theology I	3	_____	_____
THEO 280	Systematic Theology II	3	_____	_____
THEO 300	Systematic Theology III	3	_____	_____
BIBL 235	New Testament Survey I	3	_____	_____
BIBL 239	New Testament Survey II	3	_____	_____
HIST 200	Survey of Church History I	3	_____	_____
HIST 310	Survey of Church History II	3	_____	_____
BUSN 107	Business Formation	3	_____	_____
BUSN 101	Introduction to Business	3	_____	_____
PHIL 102	Introduction to Christian Worldview	3	_____	_____
ENGL 201	English Grammar & Composition	3	_____	_____
MINS 255	Personal Evangelism	3	_____	_____
MINS 425	Ministerial Ethics	3	_____	_____
BIBL 300	Methods of Bible Study	3	_____	_____
BUSN 210	Introduction to Marketing	3	_____	_____
RESH 400	Mechanics of Research	3	_____	_____
BUSN 220	Introduction to Advertising	3	_____	_____
BUSN 305	Business Administration	3	_____	_____
BUSN 320	Human Resources Management	3	_____	_____
BUSN 424	Business Accounting and Finances	3	_____	_____
BUSN 415	Business Math	3	_____	_____
BUSN 250	Business Writing	3	_____	_____
BUSN 205	Introduction to Computers	3	_____	_____
BUSN 230	Business Computers	3	_____	_____

Continued...

<u>Course</u>		<u>Hrs</u>	<u>Semester</u>	<u>Grade</u>
BUSN 440	Introduction to Journalism	3	_____	_____
CREA 202	Video Production	3	_____	_____
BUSN 410	Desktop Publishing	3	_____	_____

**TOTAL CREDITS: 120**

87 Required Credits + 33 Electives Credits

**Graduation Requirements:**

120 Total Hours

**Important:** This Degree Completion Plan is effective for students beginning their degree program in the Fall 2019 through the Summer 2020. This degree completion plan will remain in effect for students who do not break enrollment or who do not change degree programs.

**CORE COURSES:**

<u>Course</u>		<u>Hrs</u>	<u>Semester</u>	<u>Grade</u>
PHIL 201	Introduction to Christian Worldview	3	_____	_____
BIBL 201	Old Testament Survey 1	3	_____	_____
BIBL 202	Old Testament Survey II	3	_____	_____
THEO 240	Systematic Theology I	3	_____	_____
THEO 280	Systematic Theology II	3	_____	_____
THEO 300	Systematic Theology III	3	_____	_____
BIBL 235	New Testament Survey I	3	_____	_____
BIBL 239	New Testament Survey II	3	_____	_____
HIST 200	Survey of Church History I	3	_____	_____
HIST 310	Survey of Church History II	3	_____	_____
PSCY 220	Introduction to Psychology	3	_____	_____
ENGL 201	English Grammar & Composition I	3	_____	_____
COUN 300	Biblical Counselling	3	_____	_____
COUN 435	Spiritual Warfare	3	_____	_____
COUN 366	Theories of Counselling	3	_____	_____
RESH 400	Mechanics of Research	3	_____	_____
SOCW 315	Ethnic Diversity & Social Issues	3	_____	_____
THEO 499	Practicum/Internship	3	_____	_____
COUN 410	Crisis Intervention	3	_____	_____
PSYC 275	Social Psychology	3	_____	_____
COUN 385	Pastoral Care	3	_____	_____
MINS 430	The Spirit of Leadership	3	_____	_____
MINS 502	Practical Leadership	3	_____	_____
MINS 503	Interpersonal Leadership	3	_____	_____
MINS 401	Community Measurement	3	_____	_____
MINS 405	Youth Organization	3	_____	_____

Continued...

<u>Course</u>		<u>Hrs</u>	<u>Semester</u>	<u>Grade</u>
MINS 410	Sports Management	3	_____	_____
MINS 420	Community Mentorship	3	_____	_____
MINS 445	Administration - Reporting	3	_____	_____
MINS 450	Community Outreach	3	_____	_____
MINS 450	Introduction to Sociology	3	_____	_____
MINS 504	Spiritual Leadership Principles	3	_____	_____

**TOTAL CREDITS: 120**

96 Required Credits + 24 Electives Credits

**Graduation Requirements:**

120 Total Hours

**Important:** This Degree Completion Plan is effective for students beginning their degree program in the Fall 2019 through the Summer 2020. This degree completion plan will remain in effect for students who do not break enrollment or who do not change degree programs.

### **CORE COURSES:**

<u>Course</u>		<u>Hrs</u>	<u>Semester</u>	<u>Grade</u>
<b>Foundation Courses</b>				
PHIL 102	Introduction to Christian Worldview	3	_____	_____
BIBL 201	Old Testament Survey I	3	_____	_____
BIBL 202	Old Testament Survey II	3	_____	_____
THEO 240	Systematic Theology I	3	_____	_____
THEO 280	Systematic Theology II	3	_____	_____
THEO 300	Systematic Theology III	3	_____	_____
BIBL 235	New Testament Survey I	3	_____	_____
BIBL 239	New Testament Survey II	3	_____	_____
HIST 200	Survey of Church History I	3	_____	_____
HIST 310	Survey of Church History II	3	_____	_____
PSYC 220	Introduction to Psychology	3	_____	_____
ENGL 201	Grammar & Composition I	3	_____	_____
COUN 300	Biblical Counselling	3	_____	_____
COUN 435	Spiritual Warfare	3	_____	_____
COUN 366	Theories of Counselling	3	_____	_____
RESH 400	Mechanics of Research	3	_____	_____
COUN 235	Introduction to Professional Counselling	3	_____	_____
COUN 399	Counselling Skills Development Lab	3	_____	_____
COUN 499	Practicum/Internship	3	_____	_____
<b>Specialization Courses</b>				
COUN 310	Marriage & Family Therapy	3	_____	_____
COUN 410	Crisis Intervention	3	_____	_____
PSYC 275	Social Psychology	3	_____	_____
ADDC 110	Foundations of Addictive & Compulsive Behaviours	3	_____	_____
COUN 455	Loss & Bereavement Counselling	3	_____	_____
COUN 385	Pastoral Care	3	_____	_____

### **TOTAL CREDITS: 120**

75 Required Credits + 45 Elective Credits

### **Graduation Requirements:**

120 Total Hours

**Important:** This Degree Completion Plan is effective for students beginning their degree program in the Fall 2019 through the Summer 2020. This degree completion plan will remain in effect for students who do not break enrollment or who do not change degree programs.

**CORE COURSES:**

<u>Course</u>	<u>Hrs</u>	<u>Semester</u>	<u>Grade</u>
<b>Foundation Courses</b>			
PHIL 102      Introduction to Christian Worldview	3	_____	_____
BIBL 201      Old Testament Survey I	3	_____	_____
BIBL 202      Old Testament Survey II	3	_____	_____
THEO 240      Systematic Theology I	3	_____	_____
THEO 280      Systematic Theology II	3	_____	_____
THEO 300      Systematic Theology III	3	_____	_____
BIBL 235      New Testament Survey I	3	_____	_____
BIBL 239      New Testament Survey II	3	_____	_____
HIST 200      Survey of Church History I	3	_____	_____
HIST 310      Survey of Church History II	3	_____	_____
PSYC 220      Introduction to Psychology	3	_____	_____
ENGL 201      Grammar & Composition I	3	_____	_____
COUN 300      Biblical Counselling	3	_____	_____
COUN 435      Spiritual Warfare	3	_____	_____
COUN 366      Theories of Counselling	3	_____	_____
RESH 400      Mechanics of Research	3	_____	_____
COUN 235      Introduction to Professional Counselling	3	_____	_____
COUN 399      Counselling Skills Development Lab	3	_____	_____
COUN 499      Practicum/Internship	3	_____	_____
<b>Specialization Courses</b>			
SOCW 205      Introduction to Sociology	3	_____	_____
SOCW 155      Foundations of Social Work	3	_____	_____
SOCW 315      Ethnic Diversity & Social Issues	3	_____	_____
COUN 356      Christian Perspective on Marriage & Family	3	_____	_____
SOCW 320      Group Dynamics Counselling	3	_____	_____
SOCW 430      Case Work with Individuals & Families	3	_____	_____

**TOTAL CREDITS: 120**

**Graduation Requirements:**

75 Required Credits + 45 Elective Credits

120 Total Hours

**Important:** This Degree Completion Plan is effective for students beginning their degree program in the Fall 2019 through the Summer 2020. This degree completion plan will remain in effect for students who do not break enrollment or who do not change degree programs.

**CORE COURSES:**

<u>Course</u>	<u>Hrs</u>	<u>Semester</u>	<u>Grade</u>
<b>Foundation Courses</b>			
PHIL 102	Introduction to Christian Worldview	3	_____
BIBL 201	Old Testament Survey I	3	_____
BIBL 202	Old Testament Survey II	3	_____
THEO 240	Systematic Theology I	3	_____
THEO 280	Systematic Theology II	3	_____
THEO 300	Systematic Theology III	3	_____
BIBL 235	New Testament Survey I	3	_____
BIBL 239	New Testament Survey II	3	_____
HIST 200	Survey of Church History I	3	_____
HIST 310	Survey of Church History II	3	_____
PSYC 220	Introduction to Psychology	3	_____
ENGL 201	Grammar & Composition I	3	_____
COUN 300	Biblical Counselling	3	_____
COUN 435	Spiritual Warfare	3	_____
COUN 366	Theories of Counselling	3	_____
RESH 400	Mechanics of Research	3	_____
COUN 235	Introduction to Professional Counselling	3	_____
COUN 399	Counselling Skills Development Lab	3	_____
COUN 499	Practicum/Internship	3	_____
<b>Specialization Courses</b>			
COUN 222	Foundations of Pastoral Care	3	_____
COUN 444	Principles of Family Pathology	3	_____
COUN 310	Marriage & Family Therapy	3	_____
COUN 410	Crisis Intervention	3	_____
PSYC 275	Social Psychology	3	_____
COUN 455	Loss & Bereavement Counselling	3	_____

**TOTAL CREDITS: 120**

**Graduation Requirements:**

75 Required Credits + 45 Elective Credits

120 Total Hours

**Important:** This Degree Completion Plan is effective for students beginning their degree program in the Fall 2019 through the Summer 2020. This degree completion plan will remain in effect for students who do not break enrollment or who do not change degree programs.

**CORE COURSES:**

<u>Course</u>		<u>Hrs</u>	<u>Semester</u>	<u>Grade</u>
<b>Foundation Courses</b>				
PHIL 102	Introduction to Christian Worldview	3	_____	_____
BIBL 201	Old Testament Survey I	3	_____	_____
BIBL 202	Old Testament Survey II	3	_____	_____
THEO 240	Systematic Theology I	3	_____	_____
THEO 280	Systematic Theology II	3	_____	_____
THEO 300	Systematic Theology III	3	_____	_____
BIBL 235	New Testament Survey I	3	_____	_____
BIBL 239	New Testament Survey II	3	_____	_____
HIST 200	Survey of Church History I	3	_____	_____
HIST 310	Survey of Church History II	3	_____	_____
PSYC 220	Introduction to Psychology	3	_____	_____
ENGL 201	Grammar & Composition I	3	_____	_____
COUN 300	Biblical Counselling	3	_____	_____
COUN 435	Spiritual Warfare	3	_____	_____
COUN 366	Theories of Counselling	3	_____	_____
RESH 400	Mechanics of Research	3	_____	_____
COUN 235	Introduction to Professional Counselling	3	_____	_____
COUN 399	Counselling Skills Development Lab	3	_____	_____
COUN 499	Practicum/Internship	3	_____	_____
<b>Specialization Courses</b>				
ADDC 401	Drugs, Behaviour and the Brain	3	_____	_____
ADDC 470	Introduction to Addiction Counselling	3	_____	_____
ADDC 265	Youth and Addiction	3	_____	_____
ADDC 485	Assessment & Treatments of Addictive Behaviours	3	_____	_____
ADDC 433	Relapse Management	3	_____	_____
PSYC 275	Social Psychology	3	_____	_____

**TOTAL CREDITS: 120**

**Graduation Requirements:**

75 Required Credits + 45 Elective Credits

120 Total Hours

**Important:** This Degree Completion Plan is effective for students beginning their degree program in the Fall 2019 through the Summer 2020. This degree completion plan will remain in effect for students who do not break enrollment or who do not change degree programs.

**CORE COURSES:**

<u>Course</u>	<u>Hrs</u>	<u>Semester</u>	<u>Grade</u>
<b>Foundation Courses</b>			
PHIL 102	Introduction to Christian Worldview	3	_____
BIBL 201	Old Testament Survey I	3	_____
BIBL 202	Old Testament Survey II	3	_____
THEO 240	Systematic Theology I	3	_____
THEO 280	Systematic Theology II	3	_____
THEO 300	Systematic Theology III	3	_____
BIBL 235	New Testament Survey I	3	_____
BIBL 239	New Testament Survey II	3	_____
HIST 200	Survey of Church History I	3	_____
HIST 310	Survey of Church History II	3	_____
PSYC 220	Introduction to Psychology	3	_____
ENGL 201	Grammar & Composition I	3	_____
COUN 300	Biblical Counselling	3	_____
COUN 435	Spiritual Warfare	3	_____
COUN 366	Theories of Counselling	3	_____
RESH 400	Mechanics of Research	3	_____
COUN 235	Introduction to Professional Counselling	3	_____
COUN 399	Counselling Skills Development Lab	3	_____
COUN 499	Practicum/Internship	3	_____
<b>Specialization Courses</b>			
PSYC 244	Developmental Psychology	3	_____
COUN 444	Principles of Family Pathology	3	_____
COUN 467	Family Life Development	3	_____
COUN 215	Marriage Communication	3	_____
COUN 485	Assessment in Marriage & Family Therapies	3	_____
COUN 356	Christian Perspective on Marriage & Family	3	_____

**TOTAL CREDITS: 120**

**Graduation Requirements:**

75 Required Credits + 45 Elective Credits

120 Total Hours

**Important:** This Degree Completion Plan is effective for students beginning their degree program in the Fall 2019 through the Summer 2020. This degree completion plan will remain in effect for students who do not break enrollment or who do not change degree programs.

### **CORE COURSES:**

<u>Course</u>		<u>Hrs</u>	<u>Semester</u>	<u>Grade</u>
BIBL 201	Old Testament Survey I	3	_____	_____
BIBL 202	Old Testament Survey II	3	_____	_____
THEO 240	Systematic Theology I	3	_____	_____
THEO 280	Systematic Theology II	3	_____	_____
THEO 300	Systematic Theology III	3	_____	_____
BIBL 235	New Testament Survey I	3	_____	_____
BIBL 239	New Testament Survey II	3	_____	_____
HIST 200	Survey of Church History I	3	_____	_____
HIST 310	Survey of Church History II	3	_____	_____
PHIL 102	Introduction to Christian Worldview	3	_____	_____
ENGL 201	Grammar & Composition I	3	_____	_____
MINS 255	Personal Evangelism	3	_____	_____
MINS 425	Ministerial Ethics	3	_____	_____
EDUC 401	Ministry of Teaching	3	_____	_____
GREK 400	Greek I	3	_____	_____
BIBL 300	Methods of Bible Study	3	_____	_____
RESH 400	Mechanics of Research	3	_____	_____
THEO 499	Internship/Practicum	3	_____	_____
EDUC 201	Philosophy of Christian Education I	3	_____	_____
EDUC 205	Philosophy of Christian Education II	3	_____	_____
EDUC 315	Introduction to Christian Education	3	_____	_____
EDUC 301	Administration of Christian Education	3	_____	_____
EDUC 403	Christian Education of Children	3	_____	_____
EDUC 405	Christian Education of Youth	3	_____	_____
EDUC 409	Christian Education of Adults	3	_____	_____
EDUC 414	Christian Education of Families	3	_____	_____

### **TOTAL CREDITS: 120**

78 Required Credits + 42 Electives Credits

### **Graduation Requirements:**

120 Total Hours

**Important:** This Degree Completion Plan is effective for students beginning their degree program in the Fall 2019 through the Summer 2020. This degree completion plan will remain in effect for students who do not break enrollment or who do not change degree programs.

**CORE COURSES:**

<u>Course</u>		<u>Hrs</u>	<u>Semester</u>	<u>Grade</u>
Foundation Courses				
PHIL 102	Introduction to Christian Worldview	3	_____	_____
BIBL 201	Old Testament Survey I	3	_____	_____
BIBL 202	Old Testament Survey II	3	_____	_____
THEO 240	Systematic Theology I	3	_____	_____
THEO 280	Systematic Theology II	3	_____	_____
THEO 300	Systematic Theology III	3	_____	_____
BIBL 235	New Testament Survey I	3	_____	_____
BIBL 239	New Testament Survey II	3	_____	_____
ENGL 201	English Grammar & Composition	3	_____	_____
MUSC 101	Fundamentals of Music 1	3	_____	_____
MUSC 102	Fundamentals of Music 2	3	_____	_____
MUSC 201	Music Theory 1	3	_____	_____
MUSC 202	Music Theory 2	3	_____	_____
MUSC 331	Music History Survey	3	_____	_____
MUSC 121	Worship Theology & Leadership 1	3	_____	_____
MUSC 122	Worship Theology & Leadership 2	3	_____	_____
MUSC 261A	Jr. Music Ensemble 1, 2, 3	9	_____	_____
MUSC 261B	Sr. Music Ensemble 1, 2, 3	9	_____	_____
MUSC 211	Ear Training 1	3	_____	_____
MUSC 212	Ear Training 2	3	_____	_____
MUSC 161	CCC Gospel Choir(6 Sem.)	6	_____	_____
MUSC 100	Applied Music Lessons (7 Sem.)	7	_____	_____
MUSC 420	Music Ministry Internship	3	_____	_____

Continued...

<u>Course</u>		<u>Hrs</u>	<u>Semester</u>	<u>Grade</u>
Performing Arts Specialization				
MUSC 301	Music Theory 3A	3	_____	_____
MUSC 302	Music Theory 3B	3	_____	_____
MUSC 215	Songwriting 1	3	_____	_____
MUSC 216	Songwriting 2	3	_____	_____
MUSC 255	Song Production	3	_____	_____
MUSC 256	Song Recording	3	_____	_____

**TOTAL CREDITS: 120**

106 Required Credits + 14 Elective Credits

**Graduation Requirements:**

120 Total Hours

**Important:** This Degree Completion Plan is effective for students beginning their degree program in the Fall 2019 through the Summer 2020. This degree completion plan will remain in effect for students who do not break enrollment or who do not change degree programs.

**CORE COURSES:**

<u>Course</u>		<u>Hrs</u>	<u>Semester</u>	<u>Grade</u>
Foundation Courses				
PHIL 102	Introduction to Christian Worldview	3	_____	_____
BIBL 201	Old Testament Survey I	3	_____	_____
BIBL 202	Old Testament Survey II	3	_____	_____
THEO 240	Systematic Theology I	3	_____	_____
THEO 280	Systematic Theology II	3	_____	_____
THEO 300	Systematic Theology III	3	_____	_____
BIBL 235	New Testament Survey I	3	_____	_____
BIBL 239	New Testament Survey II	3	_____	_____
ENGL 201	English Grammar & Composition	3	_____	_____
MUSC 101	Fundamentals of Music 1	3	_____	_____
MUSC 102	Fundamentals of Music 2	3	_____	_____
MUSC 201	Music Theory 1	3	_____	_____
MUSC 202	Music Theory 2	3	_____	_____
MUSC 331	Music History Survey	3	_____	_____
MUSC 121	Worship Theology & Leadership 1	3	_____	_____
MUSC 122	Worship Theology & Leadership 2	3	_____	_____
MUSC 261A	Jr. Music Ensemble 1, 2, 3	9	_____	_____
MUSC 261B	Sr. Music Ensemble 1, 2, 3	9	_____	_____
MUSC 211	Ear Training 1	3	_____	_____
MUSC 212	Ear Training 2	3	_____	_____
MUSC 161	CCC Gospel Choir (6 Sem.)	6	_____	_____
MUSC 100	Applied Music Lessons (7 Sem.)	7	_____	_____
MUSC 420	Music Ministry Internship	3	_____	_____

Continued...

<u>Course</u>		<u>Hrs</u>	<u>Semester</u>	<u>Grade</u>
Contemporary Music and Performance Specialization				
MUSC 357	Music Technology 1	3	_____	_____
MUSC 358	Music Technology 2	3	_____	_____
MUSC 405	Contemporary Ear Training 3	3	_____	_____
MUSC 406	Contemporary Ear Training 4	3	_____	_____
MUSC 355	Music Production 1	3	_____	_____
MUSC 356	Music Production 2	3	_____	_____
MUSC 400	Artist Development 1	3	_____	_____
MUSC 402	Artist Development 2	3	_____	_____

**TOTAL CREDITS: 120**

112 Required Credits + 8 Elective Credits

**Graduation Requirements:**

120 Total Hours

**Important:** This Degree Completion Plan is effective for students beginning their degree program in the Fall 2019 through the Summer 2020. This degree completion plan will remain in effect for students who do not break enrollment or who do not change degree programs.

**CORE COURSES:**

<u>Course</u>		<u>Hrs</u>	<u>Semester</u>	<u>Grade</u>
THEO 606	New Testament Theology	3	_____	_____
THEO 601	Old Testament Theology	3	_____	_____
BIBL 615	New Testament Introduction	3	_____	_____
BIBL 620	Old Testament Introduction	3	_____	_____
BIBL 500	Hermeneutics	3	_____	_____
GREK 501	Greek II (Greek I Required)	3	_____	_____
MINS 425	Ministerial Ethics	3	_____	_____
MINS 560	Introduction to Philosophy	3	_____	_____
HEBW 401	Hebrew I	3	_____	_____
HEBW 501	Hebrew II	3	_____	_____
THEO 615	Contemporary Issues in Theology	3	_____	_____
RESH 689	Introduction to Research Methods	3	_____	_____
THEO 698	Thesis	6	_____	_____

**If no previous Bible studies, students must complete the following 45 electives:**

- Old Testament Survey I and II
- New Testament Survey I and II
- Systematic Theology I, II & III
- Church History I & II
- Introduction to Christian Worldview
- Personal Evangelism
- Greek I
- Methods of Bible Study
- Mechanics of Research
- Ministry of Teaching
- 1 Elective Course

**TOTAL CREDITS: 90**

42 Required Credits + 48 Elective Credits

**Graduation Requirements:**

90 Total Hours

**Important:** This Degree Completion Plan is effective for students beginning their degree program in the Fall 2019 through the Summer 2020. This degree completion plan will remain in effect for students who do not break enrollment or who do not change degree programs.

**CORE COURSES:**

<u>Course</u>		<u>Hrs</u>	<u>Semester</u>	<u>Grade</u>
THEO 606	New Testament Theology	3	_____	_____
THEO 601	Old Testament Theology	3	_____	_____
BIBL 615	New Testament Introduction	3	_____	_____
BIBL 620	Old Testament Introduction	3	_____	_____
BIBL 500	Hermeneutics	3	_____	_____
GREK 501	Greek II (Greek I Required)	3	_____	_____
MINS 425	Ministerial Ethics	3	_____	_____
THEO 615	Contemporary Issues in Theology	3	_____	_____
RESH 689	Introduction to Research Methods	3	_____	_____
HEBW 401	Hebrew I	3	_____	_____
THEO 698	Thesis	6	_____	_____

**TOTAL CREDITS: 60**

36 Required Credits + 24 Elective Credits

**Graduation Requirements:**

60 Total Hours

**Important:** This Degree Completion Plan is effective for students beginning their degree program in the Fall 2019 through the Summer 2020. This degree completion plan will remain in effect for students who do not break enrollment or who do not change degree programs.

**CORE COURSES:**

<u>Course</u>		<u>Hrs</u>	<u>Semester</u>	<u>Grade</u>
BIBL 544	Book of Ephesians	3	_____	_____
MINS 425	Ministerial Ethics	3	_____	_____
RESH 689	Introduction to Research Methods	3	_____	_____
MUSC 501	Music Theory 4A	3	_____	_____
MUSC 502	Music Theory 4B	3	_____	_____
MUSC 531	Music History 2A	3	_____	_____
MUSC 532	Music History 2B	3	_____	_____
MUSC 515	Advanced Songwriting	3	_____	_____
MUSC 511	Arranging	3	_____	_____
MUSC 255	Song Production	3	_____	_____
MUSC 256	Song Recording	3	_____	_____
MUSC 699	Internship	3	_____	_____
MUSC 261B	Sr. Music Ensemble 1, 2	3	_____	_____
MUSC 161	CCC Gospel Choir (3 Sem.)	3	_____	_____
MUSC 100	Applied Music Lessons (4 Sem.)	3	_____	_____
MUSC 698	Thesis (40-60 pgs.)	3	_____	_____

**TOTAL CREDITS: 60**

55 Required Credits + 5 Electives Credits

**Graduation Requirements:**

60 Total Hours

**Important:** This Degree Completion Plan is effective for students beginning their degree program in the Fall 2019 through the Summer 2020. This degree completion plan will remain in effect for students who do not break enrollment or who do not change degree programs.

**CORE COURSES:**

<u>Course</u>		<u>Hrs</u>	<u>Semester</u>	<u>Grade</u>
Foundation Courses				
COUN 611	Advanced Biblical Counselling	3	_____	_____
COUN 600	Multicultural Issues	3	_____	_____
COUN 660	Group Theory and Practice	3	_____	_____
COUN 601	Professional Standards & Ethics in Counselling	3	_____	_____
PSYC 655	Psychology of Personality	3	_____	_____
PSYC 555	Psychology of Testing & Measurement	3	_____	_____
PSYC 610	Psychology of Abnormal Behaviour	3	_____	_____
RESH 689	Introduction to Research Methods	3	_____	_____
COUN 699	Practicum/Internship	3	_____	_____
PSYC 605	Human Sexuality	3	_____	_____
COUN 698	Thesis	6	_____	_____
Specialization Courses				
COUN 688	Advanced Principles of Family Pathology	3	_____	_____
COUN 535	Advanced Marriage & Family Therapy	3	_____	_____
COUN 665	Advanced Assessment & Treatment Planning	3	_____	_____
COUN 662	Pharmacology of Addiction for Counsellors	3	_____	_____
ADDC 627	Family Addiction	3	_____	_____
COUN 501	Advanced Counselling Skills Development Lab	3	_____	_____

**TOTAL CREDITS: 60**

54 Required Credits + 6 Elective Credits

**Graduation Requirements:**

60 Total Hours

**Important:** This Degree Completion Plan is effective for students beginning their degree program in the Fall 2019 through the Summer 2020. This degree completion plan will remain in effect for students who do not break enrollment or who do not change degree programs.

**CORE COURSES:**

<u>Course</u>		<u>Hrs</u>	<u>Semester</u>	<u>Grade</u>
Foundation Courses				
COUN 611	Advanced Biblical Counselling	3	_____	_____
COUN 600	Multicultural Issues	3	_____	_____
COUN 660	Group Theory and Practice	3	_____	_____
COUN 601	Professional Standards & Ethics in Counselling	3	_____	_____
PSYC 655	Psychology of Personality	3	_____	_____
PSYC 555	Psychology of Testing & Measurement	3	_____	_____
PSYC 610	Psychology of Abnormal Behaviour	3	_____	_____
RESH 689	Introduction to Research Methods	3	_____	_____
COUN 699	Practicum/Internship	3	_____	_____
PSYC 605	Human Sexuality	3	_____	_____
COUN 698	Thesis	6	_____	_____
Specialization Courses				
COUN 501	Advanced Counselling Skills Development Lab	3	_____	_____
COUN 610	Pastoral Care and Spiritual Crisis	3	_____	_____
PSYC 616	Psychology of Religion	3	_____	_____
COUN 535	Advanced Marriage & Family Therapy	3	_____	_____
COUN 665	Advanced Assessment & Treatment Planning	3	_____	_____
COUN 619	Advanced Pastoral Care & Counselling	3	_____	_____

**TOTAL CREDITS: 60**

54 Required Credits + 6 Elective Credits

**Graduation Requirements:**

60 Total Hours

**Important:** This Degree Completion Plan is effective for students beginning their degree program in the Fall 2019 through the Summer 2020. This degree completion plan will remain in effect for students who do not break enrollment or who do not change degree programs.

**CORE COURSES:**

<u>Course</u>		<u>Hrs</u>	<u>Semester</u>	<u>Grade</u>
Foundation Courses				
COUN 611	Advanced Biblical Counselling	3	_____	_____
COUN 600	Multicultural Issues	3	_____	_____
COUN 660	Group Theory and Practice	3	_____	_____
COUN 601	Professional Standards & Ethics in Counselling	3	_____	_____
PSYC 655	Psychology of Personality	3	_____	_____
PSYC 555	Psychology of Testing & Measurement	3	_____	_____
PSYC 610	Psychology of Abnormal Behaviour	3	_____	_____
RESH 689	Introduction to Research Methods	3	_____	_____
COUN 699	Practicum/Internship	3	_____	_____
PSYC 605	Human Sexuality	3	_____	_____
COUN 698	Thesis	6	_____	_____
Specialization Courses				
COUN 662	Pharmacology of Addiction for Counsellors	3	_____	_____
COUN 501	Advanced Counselling Skills Development Lab	3	_____	_____
COUN 605	Co-dependency Behaviours	3	_____	_____
ADDC 530	Advanced Compulsive & Addictive Behaviours	3	_____	_____
ADDC 615	Recovery & Relapse Prevention	3	_____	_____
ADDC 485	Assessment & Treatment of Addictive Behaviour	3	_____	_____

**TOTAL CREDITS: 60**

54 Required Credits + 6 Elective Credits

**Graduation Requirements:**

60 Total Hours

**Important:** This Degree Completion Plan is effective for students beginning their degree program in the Fall 2019 through the Summer 2020. This degree completion plan will remain in effect for students who do not break enrollment or who do not change degree programs.

**CORE COURSES:**

<u>Course</u>		<u>Hrs</u>	<u>Semester</u>	<u>Grade</u>
Foundation Courses				
COUN 611	Advanced Biblical Counselling	3	_____	_____
COUN 600	Multicultural Issues	3	_____	_____
COUN 660	Group Theory and Practice	3	_____	_____
COUN 601	Professional Standards & Ethics in Counselling	3	_____	_____
PSYC 655	Psychology of Personality	3	_____	_____
PSYC 555	Psychology of Testing & Measurement	3	_____	_____
PSYC 610	Psychology of Abnormal Behaviour	3	_____	_____
RESH 689	Introduction to Research Methods	3	_____	_____
COUN 699	Practicum/Internship	3	_____	_____
PSYC 605	Human Sexuality	3	_____	_____
COUN 698	Thesis	6	_____	_____
Specialization Courses				
COUN 688	Advanced Principles of Family Pathology	3	_____	_____
COUN 535	Advanced Marriage & Family Therapy	3	_____	_____
COUN 635	Assessment and Treatment Planning in Family & Marriage Therapy	3	_____	_____
COUN 501	Advanced Counselling Skills Development Lab	3	_____	_____
ADDC 627	Family Addiction	3	_____	_____
COUN 682	Systems Theory	3	_____	_____

**TOTAL CREDITS: 60**

54 Required Credits + 6 Elective Credits

**Graduation Requirements:**

60 Total Hours

**Important:** This Degree Completion Plan is effective for students beginning their degree program in the Fall 2019 through the Summer 2020. This degree completion plan will remain in effect for students who do not break enrollment or who do not change degree programs.

**CORE COURSES:**

<u>Course</u>	<u>Hrs</u>	<u>Semester</u>	<u>Grade</u>
GREK 505      Biblical Greek 3	3	_____	_____
GREK 515      Biblical Greek 4	3	_____	_____
HEBW 401      Hebrew 1	3	_____	_____
HEBW 501      Hebrew 2	3	_____	_____
THEO 622      God and His Word	3	_____	_____
THEO 630      God and His Works	3	_____	_____
PHIL 705      Critical Thinking	3	_____	_____
THEO 710      Advanced Leadership Dynamics	3	_____	_____
RESH 805      Advanced Research and Writing	3	_____	_____
THEO 899      Internship	3	_____	_____
THEO 898      Doctoral Research & Dissertation	6	_____	_____

**TOTAL CREDITS: 36**

36 Required Credits + No Electives

**Graduation Requirements:**

36 Total Hours

**Important:** This Degree Completion Plan is effective for students beginning their degree program in the Fall 2019 through the Summer 2020. This degree completion plan will remain in effect for students who do not break enrollment or who do not change degree programs.

### **CORE COURSES:**

<u>Course</u>		<u>Hrs</u>	<u>Semester</u>	<u>Grade</u>
COUN 766	Advanced Clinical Assessment & Intervention	3	_____	_____
RESH 805	Advanced Research and Writing	3	_____	_____
COUN 801	The Church's Role in Mental Health	3	_____	_____
PHIL 705	Critical Thinking	3	_____	_____
COUN 830	The Family in Social Context & Implications for Counselling	3	_____	_____
PSYC 616	Psychology of Religion for Counsellors	3	_____	_____
COUN 775	Spirituality of Counselling	3	_____	_____
COUN 825	Advanced Cognitive Counselling Skills	3	_____	_____
COUN 899	Practicum/Internship	3	_____	_____
COUN 898	Doctoral Research Thesis	6	_____	_____

### **TOTAL CREDITS: 36**

33 Required Credits + 3 Elective Credits

### **Graduation Requirements:**

36 Total Hours

**Important:** This Degree Completion Plan is effective for students beginning their degree program in the Fall 2019 through the Summer 2020. This degree completion plan will remain in effect for students who do not break enrollment or who do not change degree programs.

**CORE COURSES:**

<u>Course</u>		<u>Hrs</u>	<u>Semester</u>	<u>Grade</u>
RESH 805	Advanced Research and Writing	3	_____	_____
MUSC 701	Music Theory 5	3	_____	_____
MUSC 702	Music Theory 6	3	_____	_____
MUSC 731	Music History 3A	3	_____	_____
MUSC 732	Music History 3B	3	_____	_____
MUSC 899	Internship	3	_____	_____
MUSC 100	Applied Music Lessons (4 Sem.)	4	_____	_____
MUSC 898	Dissertation (150 pgs.)	6	_____	_____

**TOTAL CREDITS: 36**

28 Required Credits + 8 Elective Credits

**Graduation Requirements:**

36 Total Hours

## 1 Year Bible Studies Certificate

**Important:** This Degree Completion Plan is effective for students beginning their degree program in the Fall 2019 through the Summer 2020. This degree completion plan will remain in effect for students who do not break enrollment or who do not change degree programs.

### **CORE COURSES:**

<u>Course</u>		<u>Hrs</u>	<u>Semester</u>	<u>Grade</u>
BIBL 201	Old Testament Survey I	3	_____	_____
BIBL 202	Old Testament Survey II	3	_____	_____
THEO 240	Systematic Theology I	3	_____	_____
THEO 280	Systematic Theology II	3	_____	_____
THEO 300	Systematic Theology III	3	_____	_____
B0IBL 235	New Testament Survey I	3	_____	_____
BIBL 239	New Testament Survey II	3	_____	_____
HIST 200	Survey of Church History I	3	_____	_____
HIST 310	Survey of Church History II	3	_____	_____
MINS 425	Ministerial Ethics	3	_____	_____

### **TOTAL CREDITS: 30**

(No electives required)

### **Graduation Requirements:**

30 Total Hours  
2.0 Overall GPA

## SUGGESTED COURSE SEQUENCE

### **First Semester**

OBIBL 201	3
OBIBL 235	3
OHIST 200	3
OTHEO 240	3

Total 12

### **Second Semester**

OBIBL 202	3
OBIBL 239	3
OHIST 310	3
OTHEO 280	3

Total 12

### **Third Semester**

OMINS 425	3
OTHEO 300	3

Total 6

**Important:** This Degree Completion Plan is effective for students beginning their degree program in the Fall 2019 through the Summer 2020. This degree completion plan will remain in effect for students who do not break enrollment or who do not change degree programs.

**CORE COURSES:**

<u>Course</u>	<u>Hrs</u>	<u>Semester</u>	<u>Grade</u>
Foundation Courses			
COUN 366    Theories of Counselling & Psychotherapy	3	_____	_____
PHIL 102    Introduction to Christian Worldview	3	_____	_____
PSYC 220    Introduction to Psychology	3	_____	_____
COUN 300    Biblical Counselling	3	_____	_____
COUN 399    Skills Development Lab	3	_____	_____
Specialization Courses			
ADDC 470    Introduction to Addiction Counselling	3	_____	_____
COUN 310    Marriage and Family Therapy	3	_____	_____
COUN 290    Loss & Bereavement Counselling	3	_____	_____
COUN 222    Foundations of Pastoral Care Counselling	3	_____	_____
COUN 410    Crisis Intervention	3	_____	_____

**TOTAL CREDITS: 30**

(No electives required)

**Graduation Requirements:**

30 Total Hours  
2.0 Overall GPA

## SUGGESTED COURSE SEQUENCE

### **First Semester**

COUN 366	3
PHIL 102	3
PHIL 220	3
COUN 300	3

Total 12

### **Second Semester**

COUN 399	3
ADDC 470	3
COUN 310	3
COUN 290	3

Total 12

### **Third Semester**

COUN 222	3
COUN 410	3

Total 6

**Important:** This Degree Completion Plan is effective for students beginning their degree program in the Fall 2019 through the Summer 2020. This degree completion plan will remain in effect for students who do not break enrollment or who do not change degree programs.

**CORE COURSES:**

<u>Course</u>		<u>Hrs</u>	<u>Semester</u>	<u>Grade</u>
Foundation Courses				
COUN 366	Theories of Counselling & Psychotherapy	3	_____	_____
PHIL 102	Introduction to Christian Worldview	3	_____	_____
PSYC 220	Introduction to Psychology	3	_____	_____
COUN 300	Biblical Counselling	3	_____	_____
COUN 399	Skills Development Lab	3	_____	_____
Specialization Courses				
COUN 222	Pastoral Care & Counselling	3	_____	_____
COUN 310	Marriage and Family Therapy	3	_____	_____
COUN 290	Loss & Bereavement Counselling	3	_____	_____
COUN 444	Principles of Family Pathology	3	_____	_____
COUN 410	Crisis Intervention & Counselling	3	_____	_____

**TOTAL CREDITS: 30**

(No electives required)

**Graduation Requirements:**

30 Total Hours  
2.0 Overall GPA

**Important:** This Degree Completion Plan is effective for students beginning their degree program in the Fall 2019 through the Summer 2020. This degree completion plan will remain in effect for students who do not break enrollment or who do not change degree programs.

### **CORE COURSES:**

<u>Course</u>	<u>Hrs</u>	<u>Semester</u>	<u>Grade</u>
Foundation Courses			
COUN 366    Theories of Counselling & Psychotherapy	3	_____	_____
PHIL 102    Introduction to Christian Worldview	3	_____	_____
PSYC 220    Introduction to Psychology	3	_____	_____
COUN 235    Introduction to Professional Counselling	3	_____	_____
Specialization Courses			
ADDC 470    Introduction to Addiction Counselling	3	_____	_____
ADDC 401    Drugs, Behaviour and the Brain	3	_____	_____
ADDC 315    Addictive Behaviour Theories	3	_____	_____
ADDC 222    Introduction to Addictive Counselling	3	_____	_____
ADDC 485    Assessment and Treatments of Addictive Behaviours	3	_____	_____
ADDC 260    Families and Addiction	3	_____	_____

**TOTAL CREDITS: 30**

(No electives required)

**Graduation Requirements:**

30 Total Hours  
2.0 Overall GPA

**Important:** This Degree Completion Plan is effective for students beginning their degree program in the Fall 2019 through the Summer 2020. This degree completion plan will remain in effect for students who do not break enrollment or who do not change degree programs.

### **CORE COURSES:**

<u>Course</u>	<u>Hrs</u>	<u>Semester</u>	<u>Grade</u>
Foundation Courses			
COUN 366    Theories of Counselling & Psychotherapy	3	_____	_____
PHIL 102    Introduction to Christian Worldview	3	_____	_____
PSYC 220    Introduction to Psychology	3	_____	_____
COUN 235    Introduction to Professional Counselling	3	_____	_____
COUN 300    Biblical Counselling	3	_____	_____
Specialization Courses			
COUN 467    Family Life Development	3	_____	_____
COUN 310    Marriage and Family Therapy	3	_____	_____
COUN 485    Assesment in Marriage & Family Therapy	3	_____	_____
COUN 444    Principles of Family Pathology	3	_____	_____
COUN 356    Christian Perspectives on Marriage & Family	3	_____	_____

### **TOTAL CREDITS: 30**

(No electives required)

### **Graduation Requirements:**

30 Total Hours  
2.0 Overall GPA

## 1 Year Certificate - Worship Leadership

**Important:** This Degree Completion Plan is effective for students beginning their degree program in the Fall 2019 through the Summer 2020. This degree completion plan will remain in effect for students who do not break enrollment or who do not change degree programs.

### **CORE COURSES:**

<u>Course</u>		<u>Hrs</u>	<u>Semester</u>	<u>Grade</u>
PHIL 102	Introduction to Christian Worldview	3	_____	_____
MUSC 101	Fundamentals of Music 1	3	_____	_____
MUSC 102	Fundamentals of Music 2	3	_____	_____
MUSC 121	Worship Theology & Leadership 1	3	_____	_____
MUSC 122	Worship Theology & Leadership 2	3	_____	_____
MUSC 261A	Jr. Music Ensemble 1, 2	6	_____	_____
MUSC 400	Artist Development 1	3	_____	_____
MUSC 355	Music Production 1	3	_____	_____
MUSC 215	Songwriting 1	3	_____	_____

### **TOTAL CREDITS: 30**

(No electives required)

### **Graduation Requirements:**

30 Total Hours

Students are required to take 2 semesters of applied music lessons. Students will be graded at each lesson and must receive a passing grade for each semester. Grades from both the courses and applied music lessons will be considered for graduation.

## Online 1 Year Bible Studies Certificate

**Important:** This Degree Completion Plan is effective for students beginning their degree program in the Fall 2019 through the Summer 2020. This degree completion plan will remain in effect for students who do not break enrollment or who do not change degree programs.

### **CORE COURSES:**

<u>Course</u>		<u>Hrs</u>	<u>Semester</u>	<u>Grade</u>
OBIBL 201	Old Testament Survey I	3	_____	_____
OBIBL 202	Old Testament Survey II	3	_____	_____
OTHEO 240	Systematic Theology I	3	_____	_____
OTHEO 280	Systematic Theology II	3	_____	_____
OTHEO 300	Systematic Theology III	3	_____	_____
OB0IBL 235	New Testament Survey I	3	_____	_____
OBIBL 239	New Testament Survey II	3	_____	_____
OHIST 200	Survey of Church History I	3	_____	_____
OHIST 310	Survey of Church History II	3	_____	_____
OMINS 425	Ministerial Ethics	3	_____	_____

### **TOTAL CREDITS: 30**

(No electives required)

### **Graduation Requirements:**

30 Total Hours  
2.0 Overall GPA

## SUGGESTED COURSE SEQUENCE

### **First Semester**

OBIBL 201	3
OBIBL 235	3
OHIST 200	3
OTHEO 240	3

Total 12

### **Second Semester**

OBIBL 202	3
OBIBL 239	3
OHIST 310	3
OTHEO 280	3

Total 12

### **Third Semester**

OMINS 425	3
OTHEO 300	3

Total 6

**Important:** This Degree Completion Plan is effective for students beginning their degree program in the Fall 2019 through the Summer 2020. This degree completion plan will remain in effect for students who do not break enrollment or who do not change degree programs.

### **CORE COURSES:**

<u>Course</u>		<u>Hrs</u>	<u>Semester</u>	<u>Grade</u>
OBIBL 201	Old Testament Survey I	3	_____	_____
OBIBL 202	Old Testament Survey II	3	_____	_____
OTHEO 240	Systematic Theology I	3	_____	_____
OTHEO 280	Systematic Theology II	3	_____	_____
OTHEO 300	Systematic Theology III	3	_____	_____
OBIBL 235	New Testament Survey I	3	_____	_____
OBIBL 239	New Testament Survey II	3	_____	_____
OHIST 200	Survey of Church History I	3	_____	_____
OHIST 310	Survey of Church History II	3	_____	_____
OPHIL 102	Introduction to Christian Worldview	3	_____	_____
OENGL 201	Grammar & Composition I	3	_____	_____
OMINS 255	Personal Evangelism	3	_____	_____
OMINS 425	Ministerial Ethics	3	_____	_____
OEDUC 401	Ministry of Teaching	3	_____	_____
OGREK 400	Greek I	3	_____	_____
OBIBL 300	Methods of Bible Study	3	_____	_____
ORESH 400	Mechanics of Research	3	_____	_____
OMINS 250	Homelitics	3	_____	_____
OMINS 300	Preaching	3	_____	_____
OMINS 400	History of Israel	3	_____	_____
OMINS 307	Church Administration	3	_____	_____
OMINS 290	Church Planting	3	_____	_____

### **TOTAL CREDITS: 120**

66 Required Credits + 54 Electives Credits

### **Graduation Requirements:**

120 Total Hours

**Important:** This Degree Completion Plan is effective for students beginning their degree program in the Fall 2019 through the Summer 2020. This degree completion plan will remain in effect for students who do not break enrollment or who do not change degree programs.

**CORE COURSES:**

<u>Course</u>	<u>Hrs</u>	<u>Semester</u>	<u>Grade</u>
Foundation Courses			
OCOUN 366 Theories of Counselling & Psychotherapy	3	_____	_____
OPHIL 102 Introduction to Christian Worldview	3	_____	_____
OPSYC 220 Introduction to Psychology	3	_____	_____
OCOUN 300 Biblical Counselling	3	_____	_____
OCOUN 399 Skills Development Lab	3	_____	_____
Specialization Courses			
OADDC 470 Intoduction to Addiction Counselling	3	_____	_____
OCOUN 310 Marriage and Family Therapy	3	_____	_____
OCOUN 290 Loss & Bereavement Counselling	3	_____	_____
OCOUN 222 Foundations of Pastoral Care Counselling	3	_____	_____
OCOUN 410 Crisis Intervention	3	_____	_____

**TOTAL CREDITS: 30**

(No electives required)

**Graduation Requirements:**

30 Total Hours  
2.0 Overall GPA

## SUGGESTED COURSE SEQUENCE

### **First Semester**

OCOUN 366	3
OPHIL 102	3
OPHIL 220	3
OCOUN 300	3

Total 12

### **Second Semester**

OCOUN 399	3
OADDC 470	3
OCOUN 310	3
OCOUN 290	3

Total 12

### **Third Semester**

OCOUN 222	3
OCOUN 410	3

Total 6

**Important:** This Degree Completion Plan is effective for students beginning their degree program in the Fall 2019 through the Summer 2020. This degree completion plan will remain in effect for students who do not break enrollment or who do not change degree programs.

**CORE COURSES:**

<u>Course</u>	<u>Hrs</u>	<u>Semester</u>	<u>Grade</u>
Foundation Courses			
OCOUN 366 Theories of Counselling & Psychotherapy	3	_____	_____
OPHIL 102 Introduction to Christian Worldview	3	_____	_____
OPSYC 220 Introduction to Psychology	3	_____	_____
OCOUN 300 Biblical Counselling	3	_____	_____
OCOUN 399 Skills Development Lab	3	_____	_____
Specialization Courses			
OCOUN 222 Pastoral Care & Counselling	3	_____	_____
OCOUN 310 Marriage and Family Therapy	3	_____	_____
OCOUN 290 Loss & Bereavement Counselling	3	_____	_____
OCOUN 444 Principles of Family Pathology	3	_____	_____
OCOUN 410 Crisis Intervention & Counselling	3	_____	_____

**TOTAL CREDITS: 30**

(No electives required)

**Graduation Requirements:**

30 Total Hours  
2.0 Overall GPA

**Important:** This Degree Completion Plan is effective for students beginning their degree program in the Fall 2019 through the Summer 2020. This degree completion plan will remain in effect for students who do not break enrollment or who do not change degree programs.

**CORE COURSES:**

<u>Course</u>	<u>Hrs</u>	<u>Semester</u>	<u>Grade</u>
Foundation Courses			
OCOUN 366 Theories of Counselling & Psychotherapy	3	_____	_____
OPHIL 102 Introduction to Christian Worldview	3	_____	_____
OPSYC 220 Introduction to Psychology	3	_____	_____
OCOUN 235 Introduction to Professional Counselling	3	_____	_____
Specialization Courses			
OADDC 470 Introduction to Addiction Counselling	3	_____	_____
OADDC 401 Drugs, Behaviour and the Brain	3	_____	_____
OADDC 315 Addictive Behaviour Theories	3	_____	_____
OADDC 222 Introduction to Addictive Counselling	3	_____	_____
OADDC 485 Assessment and Treatments of Addictive Behaviours	3	_____	_____
OADDC 260 Families and Addiction	3	_____	_____

**TOTAL CREDITS: 30**

(No electives required)

**Graduation Requirements:**

30 Total Hours  
2.0 Overall GPA

**Important:** This Degree Completion Plan is effective for students beginning their degree program in the Fall 2019 through the Summer 2020. This degree completion plan will remain in effect for students who do not break enrollment or who do not change degree programs.

**CORE COURSES:**

<u>Course</u>	<u>Hrs</u>	<u>Semester</u>	<u>Grade</u>
Foundation Courses			
OCOUN 366 Theories of Counselling & Psychotherapy	3	_____	_____
OPHIL 102 Introduction to Christian Worldview	3	_____	_____
OPSYC 220 Introduction to Psychology	3	_____	_____
OCOUN 235 Introduction to Professional Counselling	3	_____	_____
OCOUN 300 Biblical Counselling	3	_____	_____
Specialization Courses			
OCOUN 467 Family Life Development	3	_____	_____
OCOUN 310 Marriage and Family Therapy	3	_____	_____
OCOUN 485 Assesment in Marriage & Family Therapy	3	_____	_____
OCOUN 444 Principles of Family Pathology	3	_____	_____
OCOUN 356 Christian Perspectives on Marriage & Family	3	_____	_____

**TOTAL CREDITS: 30**

(No electives required)

**Graduation Requirements:**

30 Total Hours  
2.0 Overall GPA

**Important:** This Degree Completion Plan is effective for students beginning their degree program in the Fall 2019 through the Summer 2020. This degree completion plan will remain in effect for students who do not break enrollment or who do not change degree programs.

### **CORE COURSES:**

<u>Course</u>	<u>Hrs</u>	<u>Semester</u>	<u>Grade</u>
<b>Foundation Courses</b>			
OPHIL 102     Introduction to Christian Worldview	3	_____	_____
OBIBL 201     Old Testament Survey I	3	_____	_____
OBIBL 202     Old Testament Survey II	3	_____	_____
OTHEO 240     Systematic Theology I	3	_____	_____
OTHEO 280     Systematic Theology II	3	_____	_____
OTHEO 300     Systematic Theology III	3	_____	_____
OBIBL 235     New Testament Survey I	3	_____	_____
OBIBL 239     New Testament Survey II	3	_____	_____
OHIST 200     Survey of Church History I	3	_____	_____
OHIST 310     Survey of Church History II	3	_____	_____
OPSYC 220     Introduction to Psychology	3	_____	_____
OENGL 201     Grammar & Composition I	3	_____	_____
OCOUN 300     Biblical Counselling	3	_____	_____
OCOUN 435     Spiritual Warfare	3	_____	_____
OCOUN 366     Theories of Counselling	3	_____	_____
ORESH 400     Mechanics of Research	3	_____	_____
OCOUN 235     Introduction to Professional Counselling	3	_____	_____
OCOUN 399     Counselling Skills Development Lab	3	_____	_____
OCOUN 499     Practicum/Internship	3	_____	_____
<b>Specialization Courses</b>			
OCOUN 310     Marriage & Family Therapy	3	_____	_____
OCOUN 410     Crisis Intervention	3	_____	_____
OPSYC 275     Social Psychology	3	_____	_____
OADDC 110     Foundations of Addictive & Compulsive Behaviours	3	_____	_____
OCOUN 455     Loss & Bereavement Counselling	3	_____	_____
OCOUN 385     Pastoral Care	3	_____	_____

**TOTAL CREDITS: 120**

**Graduation Requirements:**

75 Required Credits + 45 Elective Credits

120 Total Hours

**Important:** This Degree Completion Plan is effective for students beginning their degree program in the Fall 2019 through the Summer 2020. This degree completion plan will remain in effect for students who do not break enrollment or who do not change degree programs.

**CORE COURSES:**

<u>Course</u>		<u>Hrs</u>	<u>Semester</u>	<u>Grade</u>
Foundation Courses				
OPHIL 102	Introduction to Christian Worldview	3	_____	_____
OBIBL 201	Old Testament Survey I	3	_____	_____
OBIBL 202	Old Testament Survey II	3	_____	_____
OTHEO 240	Systematic Theology I	3	_____	_____
OTHEO 280	Systematic Theology II	3	_____	_____
OTHEO 300	Systematic Theology III	3	_____	_____
OBIBL 235	New Testament Survey I	3	_____	_____
OBIBL 239	New Testament Survey II	3	_____	_____
OHIST 200	Survey of Church History I	3	_____	_____
OHIST 310	Survey of Church History II	3	_____	_____
OPSYC 220	Introduction to Psychology	3	_____	_____
OENGL 201	Grammar & Composition I	3	_____	_____
OCOUN 300	Biblical Counselling	3	_____	_____
OCOUN 435	Spiritual Warfare	3	_____	_____
OCOUN 366	Theories of Counselling	3	_____	_____
ORESH 400	Mechanics of Research	3	_____	_____
OCOUN 235	Introduction to Professional Counselling	3	_____	_____
OCOUN 399	Counselling Skills Development Lab	3	_____	_____
OCOUN 499	Practicum/Internship	3	_____	_____
Specialization Courses				
OSOCW 205	Introduction to Sociology	3	_____	_____
OSOCW 155	Foundations of Social Work	3	_____	_____
OSOCW 315	Ethnic Diversity & Social Issues	3	_____	_____
OCOUN 356	Christian Perspective on Marriage & Family	3	_____	_____
OSOCW 320	Group Dynamics Counselling	3	_____	_____
OSOCW 430	Case Work with Individuals & Families	3	_____	_____

**TOTAL CREDITS: 120**

**Graduation Requirements:**

75 Required Credits + 45 Elective Credits

120 Total Hours

**Important:** This Degree Completion Plan is effective for students beginning their degree program in the Fall 2019 through the Summer 2020. This degree completion plan will remain in effect for students who do not break enrollment or who do not change degree programs.

**CORE COURSES:**

<u>Course</u>		<u>Hrs</u>	<u>Semester</u>	<u>Grade</u>
Foundation Courses				
OPHIL 102	Introduction to Christian Worldview	3	_____	_____
OBIBL 201	Old Testament Survey I	3	_____	_____
OBIBL 202	Old Testament Survey II	3	_____	_____
OTHEO 240	Systematic Theology I	3	_____	_____
OTHEO 280	Systematic Theology II	3	_____	_____
OTHEO 300	Systematic Theology III	3	_____	_____
OBIBL 235	New Testament Survey I	3	_____	_____
OBIBL 239	New Testament Survey II	3	_____	_____
OHIST 200	Survey of Church History I	3	_____	_____
OHIST 310	Survey of Church History II	3	_____	_____
OPSYC 220	Introduction to Psychology	3	_____	_____
OENGL 201	Grammar & Composition I	3	_____	_____
OCOUN 300	Biblical Counselling	3	_____	_____
OCOUN 435	Spiritual Warfare	3	_____	_____
OCOUN 366	Theories of Counselling	3	_____	_____
ORESH 400	Mechanics of Research	3	_____	_____
OCOUN 235	Introduction to Professional Counselling	3	_____	_____
OCOUN 399	Counselling Skills Development Lab	3	_____	_____
OCOUN 499	Practicum/Internship	3	_____	_____
Specialization Courses				
OCOUN 222	Foundations of Pastoral Care	3	_____	_____
OCOUN 444	Principles of Family Pathology	3	_____	_____
OCOUN 310	Marriage & Family Therapy	3	_____	_____
OCOUN 410	Crisis Intervention	3	_____	_____
OPSYC 275	Social Psychology	3	_____	_____
OCOUN 455	Loss & Bereavement Counselling	3	_____	_____

**TOTAL CREDITS: 120**

**Graduation Requirements:**

75 Required Credits + 45 Elective Credits

120 Total Hours

**Important:** This Degree Completion Plan is effective for students beginning their degree program in the Fall 2019 through the Summer 2020. This degree completion plan will remain in effect for students who do not break enrollment or who do not change degree programs.

**CORE COURSES:**

<u>Course</u>		<u>Hrs</u>	<u>Semester</u>	<u>Grade</u>
Foundation Courses				
OPHIL 102	Introduction to Christian Worldview	3	_____	_____
OBIBL 201	Old Testament Survey I	3	_____	_____
OBIBL 202	Old Testament Survey II	3	_____	_____
OTHEO 240	Systematic Theology I	3	_____	_____
OTHEO 280	Systematic Theology II	3	_____	_____
OTHEO 300	Systematic Theology III	3	_____	_____
OBIBL 235	New Testament Survey I	3	_____	_____
OBIBL 239	New Testament Survey II	3	_____	_____
OHIST 200	Survey of Church History I	3	_____	_____
OHIST 310	Survey of Church History II	3	_____	_____
OPSYC 220	Introduction to Psychology	3	_____	_____
OENGL 201	Grammar & Composition I	3	_____	_____
OCOUN 300	Biblical Counselling	3	_____	_____
OCOUN 435	Spiritual Warfare	3	_____	_____
OCOUN 366	Theories of Counselling	3	_____	_____
ORESH 400	Mechanics of Research	3	_____	_____
OCOUN 235	Introduction to Professional Counselling	3	_____	_____
OCOUN 399	Counselling Skills Development Lab	3	_____	_____
OCOUN 499	Practicum/Internship	3	_____	_____
Specialization Courses				
OADDC 401	Drugs, Behaviour and the Brain	3	_____	_____
OADDC 470	Introduction to Addiction Counselling	3	_____	_____
OADDC 265	Youth and Addiction	3	_____	_____
OADDC 485	Assessment & Treatments of Addictive Behaviours	3	_____	_____
OADDC 433	Relapse Management	3	_____	_____
OPSYC 275	Social Psychology	3	_____	_____

**TOTAL CREDITS: 120**

**Graduation Requirements:**

75 Required Credits + 45 Elective Credits

120 Total Hours

**Important:** This Degree Completion Plan is effective for students beginning their degree program in the Fall 2019 through the Summer 2020. This degree completion plan will remain in effect for students who do not break enrollment or who do not change degree programs.

### **CORE COURSES:**

<u>Course</u>	<u>Hrs</u>	<u>Semester</u>	<u>Grade</u>
<b>Foundation Courses</b>			
OPHIL 102     Introduction to Christian Worldview	3	_____	_____
OBIBL 201     Old Testament Survey I	3	_____	_____
OBIBL 202     Old Testament Survey II	3	_____	_____
OTHEO 240     Systematic Theology I	3	_____	_____
OTHEO 280     Systematic Theology II	3	_____	_____
OTHEO 300     Systematic Theology III	3	_____	_____
OBIBL 235     New Testament Survey I	3	_____	_____
OBIBL 239     New Testament Survey II	3	_____	_____
OHIST 200     Survey of Church History I	3	_____	_____
OHIST 310     Survey of Church History II	3	_____	_____
OPSYC 220     Introduction to Psychology	3	_____	_____
OENGL 201     Grammar & Composition I	3	_____	_____
OCOUN 300     Biblical Counselling	3	_____	_____
OCOUN 435     Spiritual Warfare	3	_____	_____
OCOUN 366     Theories of Counselling	3	_____	_____
ORESH 400     Mechanics of Research	3	_____	_____
OCOUN 235     Introduction to Professional Counselling	3	_____	_____
OCOUN 399     Counselling Skills Development Lab	3	_____	_____
OCOUN 499     Practicum/Internship	3	_____	_____
<b>Specialization Courses</b>			
OPSYC 244     Developmental Psychology	3	_____	_____
OCOUN 444     Principles of Family Pathology	3	_____	_____
OCOUN 467     Family Life Development	3	_____	_____
OCOUN 215     Marriage Communication	3	_____	_____
OCOUN 485     Assessment in Marriage & Family Therapies	3	_____	_____
OCOUN 356     Christian Perspective on Marriage & Family	3	_____	_____

**TOTAL CREDITS: 120**

**Graduation Requirements:**

75 Required Credits + 45 Elective Credits

120 Total Hours

**Important:** This Degree Completion Plan is effective for students beginning their degree program in the Fall 2019 through the Summer 2020. This degree completion plan will remain in effect for students who do not break enrollment or who do not change degree programs.

**CORE COURSES:**

<u>Course</u>	<u>Hrs</u>	<u>Semester</u>	<u>Grade</u>
<b>Foundation Courses</b>			
OCOUN 611    Advanced Biblical Counselling	3	_____	_____
OCOUN 600    Multicultural Issues	3	_____	_____
OCOUN 660    Group Theory and Practice	3	_____	_____
OCOUN 601    Professional Standards & Ethics in Counselling	3	_____	_____
OPSYC 655    Psychology of Personality	3	_____	_____
OPSYC 555    Psychology of Testing & Measurement	3	_____	_____
OPSYC 610    Psychology of Abnormal Behaviour	3	_____	_____
ORESH 689    Introduction to Research Methods	3	_____	_____
OCOUN 699    Practicum/Internship	3	_____	_____
OPSYC 605    Human Sexuality	3	_____	_____
OCOUN 698    Thesis	6	_____	_____
<b>Specialization Courses</b>			
OCOUN 688    Advanced Principles of Family Pathology	3	_____	_____
OCOUN 535    Advanced Marriage & Family Therapy	3	_____	_____
OCOUN 665    Advanced Assessment & Treatment Planning	3	_____	_____
OCOUN 662    Pharmacology of Addiction for Counsellors	3	_____	_____
OADDC 627    Family Addiction	3	_____	_____
OCOUN 501    Advanced Counselling Skills Development Lab	3	_____	_____

**TOTAL CREDITS: 60**

54 Required Credits + 6 Elective Credits

**Graduation Requirements:**

60 Total Hours

**Important:** This Degree Completion Plan is effective for students beginning their degree program in the Fall 2019 through the Summer 2020. This degree completion plan will remain in effect for students who do not break enrollment or who do not change degree programs.

**CORE COURSES:**

<u>Course</u>		<u>Hrs</u>	<u>Semester</u>	<u>Grade</u>
Foundation Courses				
COUN 611	Advanced Biblical Counselling	3	_____	_____
COUN 600	Multicultural Issues	3	_____	_____
COUN 660	Group Theory and Practice	3	_____	_____
COUN 601	Professional Standards & Ethics in Counselling	3	_____	_____
PSYC 655	Psychology of Personality	3	_____	_____
PSYC 555	Psychology of Testing & Measurement	3	_____	_____
PSYC 610	Psychology of Abnormal Behaviour	3	_____	_____
RESH 689	Introduction to Research Methods	3	_____	_____
COUN 699	Practicum/Internship	3	_____	_____
PSYC 605	Human Sexuality	3	_____	_____
COUN 698	Thesis	6	_____	_____
Specialization Courses				
COUN 688	Advanced Principles of Family Pathology	3	_____	_____
COUN 535	Advanced Marriage & Family Therapy	3	_____	_____
COUN 635	Assessment and Treatment Planning in Family & Marriage Therapy	3	_____	_____
COUN 501	Advanced Counselling Skills Development Lab	3	_____	_____
ADDC 627	Family Addiction	3	_____	_____
COUN 682	Systems Theory	3	_____	_____

**TOTAL CREDITS: 60**

54 Required Credits + 6 Elective Credits

**Graduation Requirements:**

60 Total Hours



## Course Syllabus

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MINS 220

The Jewish Roots of Christianity

Professor Michael Reardon

Email: [mreardon@canadachristiancollege.com](mailto:mreardon@canadachristiancollege.com)

Class Location: Classroom #201

Class Day/Time: Thursdays, 11:00am

### I. COURSE DESCRIPTION

Beginning with God's covenant with Abraham in the book of Genesis, this course explores the defining characteristics of Biblical and Rabbinic Judaism with an emphasis on Judaism's relationship to the founding of Christianity. Moving through history, the course examines Judaism as it develops through the centuries of exile, anti-Semitism (including Christian persecution of the Jews), the birth of the modern State of Israel, and Jewish-Christian relations today.

The course is mainly built around weekly reading assignments and group discussion of those readings. In addition, videos and guest lectures – both live and pre-recorded – supplement the readings and class discussions. Students are expected to engage in in-depth analysis of selected topics for their midterm and final papers.

### II. MATERIALS LIST AND ASSIGNMENTS

#### A. Required Texts:

1. *How Firm a Foundation: A Gift of Jewish Wisdom for Christians and Jews*, Yechiel Eckstein, 1997.
2. *Israel Matters: Why Christians Must Think Differently about the People and the Land*, Gerald R. McDermott, 2017.

#### B. Assignments

1. Weekly Assignments (25%)

As preparation for each week's classes, students will be assigned readings. Each class will begin with a brief discussion of the readings based on student responses to the class preparation tasks. To facilitate efficient and focused discussions, as well as to ensure that students have properly prepared for class, all students will be required to complete the assigned task related to these readings. These questions or observations **must be submitted the**

**Tuesday before the week's lecture on the Discussion Board in Populi.**

The instructor will select from these submissions for open discussion.

2. Papers (total 60% - midterm paper 20%; final paper 40%)

Two papers, a midterm paper and a final paper, are required for this course.

**The first paper** must be 3-5 pages in length and is worth 20% of the course grade. It will be a critique / review of either:

- A chapter from one of the required texts
- An academic paper or chapter from the suggested texts listed below.

The chapter or paper critique must include a summary and an evaluation of the chapter or paper. The summary will give an overview of the content. The evaluation will discuss and interact with the strengths and weaknesses of the author's presentation.

**The second paper** must be 6-8 pages in length and is worth 40% of the course grade. For this paper, the student will select one or a combination of the topics covered in the course and provide further exploration of the topic. Alternatively, this paper may be an extensive review of a full book used in this course, listed in the suggested readings, or related to one of the topics in this course and approved by the instructor. The paper must have a thesis and direction stated clearly at the outset. The exploration may be theological, Biblical, historical, or cultural. It **must** touch upon the relationship – complimentary or opposing – between Judaism and Christianity as it relates to the chosen topic.

Note: For these assignments, there is, no doubt, a great deal of appropriate material available in your school's library on the topic of Judaism and Jewish-Christian relations. In addition, feel free to contact your instructor for further suggestions for readings on any subject you wish to explore.

3. Attendance/Participation

15% of the course grade will be based on attendance and participation.

Students are required to attend 9 out of the 13 class sessions to receive 5% of this mark. The other 10% will be determined by how active the student is during class (e.g., asking *on topic* questions for clarification, displaying their knowledge of the course material, etc.)

### III. COURSE LEARNING OUTCOMES

1. To provide an understanding of the Biblical basis for the peoplehood and mission of the Jewish people
2. To provide an understanding of the key theological doctrines and ideals that underpin Judaism
3. To explore rabbinic Judaism and its impact on the life and teachings of Jesus and Paul
4. To appreciate the experience of the Jewish people throughout the history of anti-Semitism
5. To understand the roots and impact of anti-Jewish doctrines that arose within the church
6. To explore similarities, differences, and potential for relationship between Judaism and Christianity today
7. To appreciate the significance of the modern state of Israel as it relates to Biblical faith

### IV. COURSE GRADING AND POLICIES

#### A. Points

Discussion Board posts (weekly)	25%
Midterm paper	20%
Final paper	40%
Attendance & Participation	15%
<hr/>	
Total: 100%	

#### B. Grading Scale

Grade	Percentage	Grade Point
A	90 – 100	4
B	80 – 89	3
C	70 – 79	2
D	60 – 69	1
F	Below 60	0

### C. Late Assignment Policy

If the student is unable to complete an assignment on time, then he or she must contact the instructor immediately by email.

Weekly homework assignments will not be accepted after their due date except in **exceptional circumstances (e.g., death in the family, health issues) on a case-by-case basis.**

Quizzes and exams may be made up on a case-by-case basis and will entail taking a *different exam* than what was offered in class. All make-up quizzes and exams will be administered in the Academic Dean's office

For attendance and participation, special circumstances (e.g. death in the family, personal health issues) will be reviewed by the instructor on a case-by-case basis.

### D. Assignment Submission Policy and Class Standards

1. Submissions: All homework should be submitted to the instructor at the beginning of the class period.
2. Format: Only legible, professional work will be accepted for grading.
3. Technology can only used for classwork and note taking during the class period.

### E. Attendance and Participation

1. In the event that a class is missed, students are to notify the instructor via email and attempt to obtain the notes of the class from another student. Lateness will not be tolerated except for unforeseeable reasons which are out of the student's control. In regard to participation, students are expected to pay careful attention to the course material, ask relevant questions when necessary, and contribute whatever they believe will be edifying to the class.
2. **Students are permitted a total of 3 absences per semester.** Students must attend a minimum of 90% of the class time to be counted at present in the class. When students are more than 15 minutes late for class, they are marked "Tardy". After receiving 2 Tardies, the student earns another absence. **(2 Tardies = 1 Absence | 3 Absences allowed | 4+ Absences = Failing the course)**. A student is responsible for notifying their instructor of any absences they see forthcoming.

### V. MyCCC Policy

All students are expected to familiarize themselves with the Populi system (MyCCC), and make use of it to access course materials, lecture slides, and assignments. All course content is available, and only available, through MyCCC.

## VI. Weekly Schedule:

Week# and Topics of Lectures	Readings	Class Preparation Tasks	Assignments & Reminders
<p>Week 1  <b>Biblical Judaism #1:            The Covenants with Israel</b></p> <ol style="list-style-type: none"> <li>1. Covenants in Genesis &amp; at Mount Sinai</li> <li>2. Blessings and curses of Leviticus &amp; Deuteronomy</li> </ol>	<p>Gen. 12:1-7; Gen. 15; Gen. 17; Ex. 19-2; Lev. 26; Deut. 28-3;</p> <p>Eckstein, <i>How Firm a Foundation</i>, ch.1 “Covenant”</p>	<p>Submit written answer to question:            Are there any inconsistencies or questions that arise from the Biblical description of the covenants?            Explain</p>	
<p>Week 2  <b>Biblical Judaism #2:            The Biblical kingdoms</b></p> <ol style="list-style-type: none"> <li>1. The throne of David, Solomon, and the Temple</li> <li>2. Division of the kingdoms of Israel &amp; Judah, destruction of First Temple, &amp; Babylonian exile</li> </ol>	<p>Gen. 49:10; 2 Sam. 7; 1 Chron. 28-29; 2 Chron. 6; 1 Kings 11-12; Jer. 1-5; 2 Chron. 36:11-23</p>	<p>Write a paragraph summarizing the reasons for the division of the kingdoms and the destruction of the First Temple</p>	<p>Remember to begin the process of choosing an academic article for your midterm paper</p>
<p>Week 3  <b>Second Temple Judaism</b></p> <ol style="list-style-type: none"> <li>1. The Central importance of Ezra and the return from exile</li> <li>2. The Men of the Great Assembly, the Sanhedrin, and the origins of Rabbinic Judaism</li> </ol>	<p>Ezra Ch. 1-3, 7-10; Eckstein, <i>HFAF</i>, pp 3-32</p>	<p>Submit 3 queries that you would like to see further discussion of in class based on the readings.</p>	
<p>Week 4  <b>Rabbinic Law &amp; Tradition</b></p> <ol style="list-style-type: none"> <li>1. “Doctrines of Men?”: The Biblical and Rabbinic law</li> </ol>	<p>View online video lecture: <i>Doctrines of Men</i>, Wolicki; link to be provided</p>		<p>Submit choice of academic article to be subject of mid-term paper</p>

2. Rabbinic law through the centuries			
<p>Week 5 <b>The Long Exile Begins</b></p> <ol style="list-style-type: none"> <li>1. Historical details and context of the destruction of the Temple in Jerusalem</li> <li>2. Codification of The Key Texts of Rabbinic Law as Preparation for the Exile</li> </ol>	Wilson, <i>Our Father Abraham</i> , Ch. 6; Babylonian Talmud, Gittin.	Submit 3 queries or observations that you would like to see discussed in class based on the readings	
<p>Week 6 <b>First Century Judaism and the origins of Christianity</b></p> <ol style="list-style-type: none"> <li>1. The Jewish context of the birth of Christianity</li> <li>2. Jesus and his rabbinic Jewish background</li> </ol>	Wilson, <i>OFA</i> , chs. 1-3, 8	Paragraph on: A significant point about Christianity that you did not know before reading these chapters	Remember to work on your mid-term paper
<p>Week 7 <b>Paul as a Jewish Theologian</b></p> <ol style="list-style-type: none"> <li>1. Gentiles and Jews in the writings of Paul</li> <li>2. Paul and Jewish Law and Practice</li> </ol>	Young, <i>Paul the Jewish Theologian</i> , chs. 2-3, & 6; Romans 9-11; Ephesians 2-3; Acts 15		Midterm paper due
<p>Week 8 <b>Basics of Jewish Theology</b></p> <ol style="list-style-type: none"> <li>1. Maimonides' 13 Principles of Faith; Jewish vs. Christian Eschatology</li> <li>2. Contemporary Jewish Belief: Denominations &amp; Sects of Judaism</li> </ol>	Text of Maimonides' 13 principles; Eckstein, <i>HFAF</i> chs. 2 & 8	<p>Submit a paragraph on the question:</p> <p>Which, if any, of Maimonides' principles potentially conflict with Christian doctrine? Explain</p>	Begin planning your topic for your final term paper

<p>Week 9 <b>Jewish Life and Culture</b></p> <ol style="list-style-type: none"> <li>1. The Sabbath and the family</li> <li>2. The Festivals</li> </ol>	<p>Eckstein, <i>HFAF</i>, chs. 3-5; Wilson, <i>OFA</i>, Ch. 11</p>	<p>Give 3 observations, questions, or reflections that stood out to you as you read the assigned chapters</p>	<p>Be in touch with instructor re: ideas for final term paper</p>
<p>Week 10 <b>Anti-Judaism in Church History</b></p> <ol style="list-style-type: none"> <li>1. Supersessionism or “Replacement” Theology: Origins and Responses</li> <li>2. A Brief History of Christian Anti-Semitism</li> </ol>	<p>McDermott, <i>Israel Matters</i>, chs. 1-2; Patterson, <i>Anti-Semitism and its Metaphysical Origins</i>, ch. 2; Wilson, <i>OFA</i>, ch. 7</p>	<p>Submit paragraph: As a Christian, what was your personal reaction as you read about ant-Jewish doctrines and history of the Church?</p>	<p>Submit thesis statement / synopsis of term paper by the end of the week</p>
<p>Week 11 <b>The Jewish – Christian Relationship Today: A Way Forward</b></p> <ol style="list-style-type: none"> <li>1. How Judaism Views Christianity</li> <li>2. How Christianity Views Judaism</li> </ol>	<p>Wyschogrod, <i>A Jewish View of Christianity; Nostra Aetate; To Do the Will of Our Father in Heaven</i>; Wilson, <i>OFA</i>, ch. 15</p>	<p>What potential problems do you see in the attempts by the Catholic church to achieve reconciliation with Judaism?</p>	<p>Work on final paper</p>
<p>Week 12 <b>The Modern State of Israel</b></p> <ol style="list-style-type: none"> <li>1. Overview of the history of Zionism and the Founding of the State of Israel</li> <li>2. The State of Israel as Fulfilment of the Biblical Covenant</li> </ol>	<p>Deuteronomy 30; Eckstein, <i>HFAF</i>, ch. 7; Wilson, <i>OFA</i>, ch. 13</p>		<p>Work on final paper</p> <p>Be in contact for consultation on final paper</p>
<p>Week 13 <b>Summative Lecture</b></p>	<p>No readings</p>	<p>List three questions to discuss in-class.</p>	<p><b>SUBMIT FINAL PAPER</b></p>

## **Suggestions for Further Reading**

Dickson, Athol. *The Gospel According to Moses: What My Jewish Friends Taught Me About Jesus*. Grand Rapids, MI: Brazos Press, 2003

Doukhan, Jacques. *Israel and the Church*. Peabody, MA: Hendrickson, 2002.

Korn, Eugene & Jensen, Robert, editors; *Returning to Zion: Christian and Jewish Perspectives*; Jerusalem, Israel, CJCUC, 2015

McDermott, Gerald, editor; *The New Christian Zionism: Fresh Perspectives on Israel and the Land*, Downer's Grove, IL, Inter Varsity Press, 2016

Wiesel, Elie. *Night*. New York: Avon, 1969.

Wilson, Marvin; *Exploring Our Hebraic Heritage*, Grand Rapids, MI, Eerdmans; 2014

Young, Brad; *Meet the Rabbis: Rabbinic Thought and the Teachings of Jesus*; Grand Rapids, MI; Baker Academic, 2007

Young, Brad; *Jesus the Jewish Theologian*; Grand Rapids, MI; Baker Academic

## Course Assessment

### Information

Class Name:

Date:

Professor:

Classroom Number:

### Guidelines

Complete this review, using the following scale:

- NA = Not Applicable
- 1 = Needs Work (Unsatisfactory)
- 2 = Gets By (Marginal)
- 3 = Meets Requirements
- 4 = Exceeds Requirements
- 5 = Exceptional

Each of your evaluations will remain 100% anonymous and will be given careful review by the Academic Council at Canada Christian College.

### Biblical Principles

	(5) = Exceptional	(4) = Exceeds Requirements	(3) = Meets Requirements	(2) = Gets By	(1) = Needs Work
1. Class showed a clear commitment to Biblical Principles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Professor continuously used scripture as the foundation of each principle taught	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. The Bible was incorporated in all possible methods during the course	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Professionalism

	(5) = Exceptional	(4) = Exceeds Requirements	(3) = Meets Requirements	(2) = Gets By	(1) = Needs Work
1. Treatment of Students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Course organized to allow students to all fully participate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Instructor's availability and helpfulness to students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Use of textbook/course materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



**Canada Christian College Facilities**

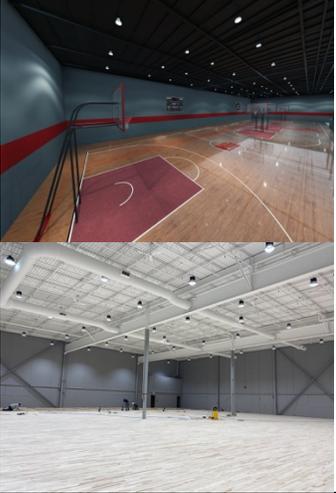
Room	Description	Capacity	Photo
-	Reception		
201	Large Lecture Hall	130	
202	Classroom	40	
203	Classroom	40	
204	Korean Lecture Hall	60	
-	Korean Department Operations		

205	Classroom	15	
206	Classroom	15	
207	Classroom	15	
208	Music Classroom	10	
209	Music Practice Room	5	
210	Lecture Hall	75	
MUSLAB	Music Studio Labs	25	

-	Dean of Sacred Music's Office		
220	Student Lounge	40	
RESHLIB	Research Library	90	
RESHLIB	Study Lab I - IV	5	
-	Faculty Offices		
-	Adjunct Faculty Suite		

-	TA Research Facility		
-	Modern Israel Research Centre		
-	Admissions Department		
-	Academic Advisors		
-	CCC Online		
-	Operations		

-	Communications		
-	President's Office		
-	Vice President & Registrar		
-	Vice President & General Counsel		
101	Cafeteria	200	
-	Cafeteria Serving		

-	Cafeteria Patio		
-	Facility Director's Office		
-	Athletic Centre Entrance		
-	Basketball Courts		

-	Indoor Soccer Field		
-	Strength Training Facility		
-	Auditorium		

-	Lobby/Entrance to Auditorium		
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(Pages 296 - 315 - Financial Information Redacted)