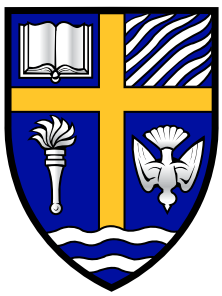

Crandall University

ACADEMIC CALENDAR

2024-2025

Moncton, New Brunswick, Canada

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A Message from the President

Thanks for your interest in Crandall University! I hope that this Academic Calendar will begin to give you a sense of who we are and the quality educational experience we'd like to offer you. Here's a bit about my story and how I was changed by attending Crandall University.

I graduated from high school as what I would describe as a relatively able but disinterested student. As early as my first semester as a student at Crandall University though, much in my life began to change. At Crandall I developed a deep love for academic study along with the foundational skills necessary for success in university. This foundation I received at Crandall eventually allowed me to pursue advanced study and then to live a rewarding life of service. When I reflect on the ingredients of a Crandall education that led to such a transformation in my life, here are a few that stand out:

Small size: At many of the larger universities in Canada, classrooms can be filled with hundreds of students. That is not the case at Crandall! Our smaller classes mean that your professors will know your name and be better able to coach and guide you through your years of study. This kind of interest and mentoring is key to student academic success.

Top-quality faculty: We have worked hard to recruit excellent professors. Our instructors have earned advanced degrees at some of the world's most prestigious research universities including Notre Dame, Columbia, and Harvard in the United States; Toronto, UBC, McMaster, Western, and Queens in Canada; and Oxford, St. Andrew's, and Durham in the UK. Our professors have traveled and lectured widely. They have published extensively and have worked in some pretty exciting roles prior to joining our team. Attending a smaller university means that you are able get to know your professors personally and tap into their background, experience, and expertise.

Christian identity: "Transforming lives through quality university education firmly rooted in the Christian faith" is our mission here at Crandall. We have been able to achieve this mission largely because of our ability to attract highly qualified Christian faculty and staff. Our Christian identity is key to the quality education we offer. A sense of call and commitment to a shared identity and mission comes through in the teaching and service of our professors and staff. As a student you will feel the difference that such a commitment makes.

The world is a big place, and you can expect to do well in terms of employment and advanced study opportunities when you use Crandall University as your launching pad. We hope that you will allow us to invest in you and help get you off on the right foot as you begin to prepare for a life of meaning and purposeful service.

If you have not yet applied for admission, I hope that you will contact our Admissions Office (admissions@crandallu.ca) and set up a date for a visit to our beautiful campus. I am confident you will be impressed by the quality educational experience we offer. I look forward to meeting you!

Bruce G. Fawcett, B.A., M.Div., Th.M., Ph.D.
President and Vice Chancellor
Professor of Leadership and Religious Studies

General Information

History

Following the second World War, the leadership of the United Baptist Convention of the Maritime Provinces felt that the time was right to address their concern that young people who were leaving the region to train for vocational Christian ministry were not returning. To address this issue, the United Baptist Bible Training School was founded in Moncton, New Brunswick in 1949. The school began as a Bible institute and then a few years later added a residential high school program because many prospective students who wanted to attend were from rural areas where young people did not have access to a high school education. For the next two decades, students came from all over Atlantic Canada and beyond to learn in a Christian context and to live in a Christian community. Academic excellence very quickly became a hallmark of the new school, and many people gave sacrificially to help expand the facilities and the programs. By 1968, high schools were being established across rural Atlantic Canada and the school transitioned to a Christian Junior Liberal Arts College to meet the educational needs of a new era. In 1970, the name was changed to Atlantic Baptist College to reflect this new direction.

In 1983, the New Brunswick Legislature passed legislation granting Atlantic Baptist College a charter and gave the College the authority to offer baccalaureate degrees. By 1996, the growing College moved from its original Salisbury Road campus to a new 200-acre campus on the Gorge Road on land donated by Mrs. Ruth Colburne. In the same year, the original Act of the Legislature was amended to change the name of the College to Atlantic Baptist University. This was done to reflect the continued growth and development of the University which by then was granting undergraduate degrees in Arts, Business, and Science and in the following years added bachelor degrees in Education and Organizational Management.

In 2008, and again in 2010, slight amendments to the Act were made to permit the awarding of degrees beyond the baccalaureate level and to change the name to Crandall University in honour of Joseph

Crandall, who founded several Baptist churches in the greater Moncton area during the late 1800s. This new name was also intended to more clearly offer an invitation into the Crandall community to all prospective students and supporters who were not from a Baptist tradition. In 2010, the University opened the new Stultz Hall academic building. In 2012, it opened the new Mitton Court apartment building to augment the existing Colburne House residence and Murray Hall in order to accommodate the continued growth of the student body.

In 2013, the University began to offer graduate degrees in Organizational Management and Education. By 2020, a Master of Management was added. Through this development the University witnessed a significant increase in enrollment from both domestic and international graduate students. Along with the growth in the student body, the size of the staff continued to increase as did the size and breadth of the faculty. At the same time, the University has maintained small class sizes to preserve the individual attention and friendly and supportive spirit which it has always valued. Over 300 undergraduate scholarships were added and the number of athletic teams increased as Crandall students travelled to compete regionally, nationally, and internationally.

Mission Statement

The mission of Crandall University is that of transforming lives through quality university education firmly rooted in the Christian faith.

This mission is accomplished through:

Teaching in the disciplines of the liberal arts, sciences, and professional studies that includes:

- a student-centered approach that focuses on learning rather than delivery of information only;
- a commitment to holistic growth of the person including spiritual, intellectual, social, and mental and physical well-being;
- the teamwork of outstanding and dedicated staff, faculty, administrators, and Board members;
- the development of a unified and caring community that encourages character formation, fosters leadership skills, and facilitates the integration of faith and learning so that graduates are prepared for future positions of leadership and service in Canada and around the world; and
- openness to serving all people who apply to study at Crandall University.

Co-curricular transformation opportunities for undergraduate and graduate students that include but are not limited to:

- a vibrant chapel and spiritual life program designed to engage the heart as well as the mind that involves students, faculty, staff, and guests and is designed to point toward Jesus as Lord;
- organized off-campus service opportunities for students designed to cultivate empathy and compassion;
- intentional leadership training that equips students who serve as Resident Assistants and Housing Dons to serve and care for their peers;
- elected student government offices and other appointed leadership roles for students that foster the art of servant leadership;
- student- and university-initiated clubs and societies that foster informal learning, friendship, and relationships with faculty and staff that extend beyond the classroom;
- varsity, club, and intramural sports, as well as outdoor education adventures that champion the value of physical health in the context of an emphasis on integrity, excellence, and friendship; and
- on-campus employment opportunities that both provide a means to earn income to offset educational costs and provide opportunities for students to gain mentored work experience that provides greater clarity in one's calling and life direction.

Faculty research that includes but is not limited to:

- expansion of knowledge within the scholar's discipline;
- a standard of excellence that reflects the University's commitment to academic integrity; and
- advancing the integration of faith and learning through academic presentations and publications that evaluate theories and conclusions in light of a Christian worldview.

Employee service that includes:

- a modeling commitment to active engagement in a local Christ-centered church;
- active membership in Crandall University committees or councils;
- appropriate and relevant engagement with Crandall student-led initiatives;
- volunteerism in local community service; and
- professional service in relevant and meaningful associations and agencies that goes beyond the immediate scope of what is covered through any teaching, research, or employment responsibility.

Philosophy of Education

The purpose of a liberal arts education is to expose students to the range of human experience, to introduce them thoroughly to a given major, and to teach each one to think and write creatively, clearly, and critically. For this to happen there must be a point of view, a defined position from which to view and compare life. The worldview at Crandall University is Christian. While there is considerable diversity of opinion among both the faculty and student body regarding various theological emphases, all are united in the conviction that life, to be seen clearly and holistically, must be viewed in the light of God's saving action in an individual's life through the death and resurrection of Jesus Christ. This foundation provides a significant alternative to university education based upon secular and materialistic faiths.

This is not to suggest that students will be allowed to coast through their educational experience by offering platitudes about faith. The philosophy of education at Crandall University is that the only adequate response to Christ is a life of sacrificial commitment to His service and praise whereby individuals strive for excellence. This must include diligence in academic work. Students are challenged to realize their potential academically to be good stewards of the intellect God has given them. Whether in wrestling with concepts in Anthropology, writing a term paper for English Literature, learning the principles of strategic planning, or studying for a Science exam, students are encouraged to give their best as praise to God.

Students are also challenged to integrate their learning into a holistic understanding of life as part of preparation for service to the world for which Christ died. Knowledge cannot exist in isolation from experience. In this process of integration, the faculty play a crucial role in the lives of students as they seek to point the way insofar as they have understood it. The faculty challenge students to understand and accept responsibility for their own worldviews, professing the lordship of Christ over all knowledge and activity.

Educational philosophy finds its expression in curriculum. In this regard, Crandall University has instituted a core of required courses which are crucial to the task of coming to terms with one's worldview. As well, students must select courses from a number of areas with the aim of exposing them to a variety of disciplines and the insights therein. Finally, all first degree (excluding degree completion) students at Crandall University must take six courses in biblical content Religious Studies. This knowledge of the biblical witness to God's activity in the world is crucial to shaping a Christian worldview as well as preparing for a life that honours God. To help emphasize the importance of this focus from the outset of their studies, all first degree students at Crandall University are required to register in at least one required Religious Studies course in their first semester for at least the first two weeks of the semester.

This combination of a demanding academic program and the challenge to act justly, to love mercy, to walk humbly with our God has resulted in many graduates of Crandall investing their lives in a wide range of activities for the good of society and the glory of God.

Christian Lifestyle

Students at Crandall University join a community where a desire to know and be known by God translates into a life of spiritual devotion and service. Expressions of such include chapel attendance, participation in a local church, volunteer involvement with a church or community service program, acceptance of responsibility for personal behaviour, and the search to develop relationships of integrity. The goal is to bring honour to Jesus Christ in everything.

Students need not be Christian to attend Crandall University, but they must be willing to accept the obligations which are part of being a member of this community. These obligations are academic, social, and personal. Whether on campus or off, all students are expected to conduct themselves as is becoming to Christian adults and the University of which they have chosen to be a part.

Faculty

Crandall University full-time faculty are well equipped to teach in their chosen fields. The addition of qualified adjunct and part-time faculty contributes to a community in which diversity of background is balanced by a common purpose.

All faculty members are involved in their local churches and in various civic organizations. This belies the ivory tower image of university professors. They are also active in their professional fields where they demonstrate a continuing concern for growth in their given disciplines through memberships and service. Faculty affirm the mission of the University by intentionally integrating their Christian worldview in the teaching of their various disciplines.

In addition, whether for academic advisement or a sympathetic ear for a personal problem, faculty seek to make themselves available to students on an individual basis. Either inside or outside the classroom, faculty seek to affirm the worth of students as created and loved by God.

George A. Rawlyk Library

The library is, in many respects, the intellectual and academic centre of every university campus. The George A. Rawlyk Library of Crandall University, named in honour of the late Dr. George A. Rawlyk, History Professor of Queen's University, is no exception. Dr. Rawlyk was a friend and contributor to Crandall University, donating much of his personal library. Students are encouraged to familiarize themselves with the available services and resources as part of their academic experience at Crandall University.

Governance

Crandall University operates as a degree granting institution by authority of the Crandall University Act, as granted by the Province of New Brunswick. Crandall University was founded by the Canadian Baptists of Atlantic Canada, which continues to support the University and ratifies appointments to its Board of Governors. The University is responsible to provide to its constituency quality education for Christian leaders of tomorrow.

Crandall University, as a corporation, is governed by a Board of Governors elected annually from among the supporters of the University. The Senate of Crandall University determines all academic standards and is comprised of the President of Crandall University, the Vice President for Academic Affairs, members of faculty, plus representatives of the student body, the alumni, the Board of Governors, and the Canadian Baptists of Atlantic Canada. The Registrar serves as the Secretary of Senate.

Accreditation

Crandall University is chartered by the Province of New Brunswick, and through the authority granted by the Legislature of the Province through the Crandall University Act (2010), offers undergraduate and graduate degrees as well as certificate and diploma programs.

In Canada there is no formal organization that accredits universities and colleges, but the concept of accreditation is practiced. It is based on the acceptance of postsecondary studies by Canadian universities and colleges, where the work completed meets criteria of faculty competence, standards of instruction, and standards of student achievement practiced by the major universities in Canada. Based on these standards, Crandall University graduates consistently achieve a high level.

Crandall University is a member of The Council of Christian Colleges and Universities, an association of approximately 175 Christ-centered colleges and universities of the liberal arts and sciences with member schools in 26 countries around the world. The Council is committed to cultivating communities of educational excellence in which the lordship of Jesus Christ is central. Member colleges are committed to maintaining the highest academic standards in an environment which fosters spiritual growth. Over thirty denominations are represented in the Council, enriching the common fellowship with diversity. Working together, Council member colleges and universities accomplish things they could not do alone. (See the "Programs of Study" section which outlines the academic opportunities available to undergraduate students at Crandall through CCCU.)

Crandall University maintains its official recognition as a degree-granting institution based on its formal arrangements with the Province of New Brunswick through an Act of the New Brunswick Legislature. In addition, there is a strong on-going collegial relationship with all its sibling universities within the Atlantic Provinces and an expanding and ever improving connection with other academic institutions and professional associations throughout Canada and the United States.

Crandall University has become known for its academic excellence and the integrity of its graduates. With the increasing number of degree programs and the abilities of its faculty members, the reputation of the University continues to grow.

Educational Outcomes

Crandall University strives towards these educational outcomes:

1. prepare students to contribute to the Church's mission, whether through individual or corporate action in their various professions, in further study or research, in family or community life, or in whatever field of endeavour God may call them to;
2. assist students to develop, to their fullest potential, the capacities of analysis, synthesis, problem-solving, research, and communication;
3. ensure that students understand the basic forms of human knowledge and the variety of possible approaches to acquiring and using that knowledge;
4. prepare students for graduate study, advanced undergraduate study, lifelong learning, and leadership;
5. ensure that students have developed a spiritual maturity encompassing all areas of life and that they are able to contribute to the building up of the church.

Statement of Faith

1. God: There is one God, eternally existent in three persons: Father, Son, and Holy Spirit. In the Godhead these three persons are equal and united in essence and perfection. They execute distinct but harmonious offices in the great work of redemption.

    a. God is Father to all people in the general sense of Creator and Sustainer of the universe. He has fatherly compassion for all humanity. God is Father, in a personal sense, to all who profess faith in His only begotten and unique Son, Jesus Christ.
    b. Jesus Christ is God manifest in the flesh; we affirm His virgin birth, sinless humanity, divine miracles, vicarious death once for all time, bodily resurrection and ascension, mediatorial work before the Father, and His personal return in power and glory.
    c. The Holy Spirit is the third person of the Godhead who proceeds from the Father and the Son. The Holy Spirit convicts humanity of sin, righteousness, and God's judgement; calls people to repentance and faith in Jesus Christ; indwells and enables the believer to live a holy life; and empowers believers to witness and to work for the Lord Jesus Christ.

2. The Scriptures: The Holy Scriptures of the Old and New Testaments have their authority from God alone and are given to us by divine inspiration. They are the only perfect, supreme, infallible, and sufficient standard for all matters of faith and conduct. They have been carefully preserved by the providence of God through the work of faithful believers.
3. Humanity: Humanity was created sinless. By the disobedience of the first man and woman, sin entered the human race. Through this disobedience all humanity is born sinful, under the curse of condemnation and death, in need of repentance and forgiveness.
4. Salvation: The salvation of lost and sinful humanity is possible only through the merits of Jesus Christ and His substitutionary death on our behalf. Salvation must be received through repentance and faith, and it is apart from works. It is characterized by regeneration by the Holy Spirit.
5. The Church: The Church consists of all true believers in the Lord Jesus Christ. The Bible also identifies the local Church as an assembly of baptized believers organized for worship, discipleship, outreach, and service to others for God.
6. Resurrection and Judgement: There will be a general resurrection of the bodies of the just and the unjust. God will judge all humanity. Those who are saved will live eternally in God's presence. Those who are lost in sin will receive eternal condemnation.

Privacy Statement

Crandall University collects, uses, maintains, discloses, and disposes of information for the purposes of operating the academic and administrative functions of the University in a manner consistent with all applicable federal and provincial privacy legislation. All personal information provided by students is protected accordingly and shall only be used for the purposes for which it was collected. Personal information is defined as recorded information about an individual including name, address, telephone number, academic record, enrollment status, race, religion, sex, family status, personal opinions or views, and medical information.

2024-2025 Undergraduate Academic Schedule

Spring Term

May

4 Spring Convocation. All Programs
6 Classes Begin for Spring Term for Traditional Undergraduate Programs
20 Victoria Day. No classes

June

28 Last Day of Classes for Spring Term for Traditional Undergraduate Programs
28 Deadline to Apply to Graduate for Fall Convocation. All Programs

July

1 Canada Day. No classes

August

5 New Brunswick Day. No classes

All spring term grades are due two weeks after each block ends

Fall Term

August

26 Fall Undergraduate Education Internship Begins

September

2 Labour Day. No classes
2 Campus Housing Residences open
3 Registration & Orientation
4 Traditional Undergraduate Classes Begin for Fall Term
10 Bachelor of Arts in Organizational Management & Bachelor of Organizational Management Program Start Date – Cohort 47
11 Academic Chapel
13 Last Day for Course Changes for Traditional Undergraduate programs. Census Day
30 National Day for Truth and Reconciliation. No Classes

October

14 Thanksgiving. No classes
18 Foliage Day. No Traditional Undergraduate Classes Between 12:45pm and 5:00pm
31 Deadline to Apply to Graduate for Spring Convocation. All Programs

November

1 Last Day to Withdraw from Fall Courses for Traditional Undergraduate programs
2 Fall Convocation. All Programs
11 Remembrance Day. No classes
11-15 Fall Reading Week for Traditional Undergraduate Programs
18 Classes Resume after Fall Reading Break for Traditional Undergraduate Programs

December

9 Last Day of Classes for Fall term for Traditional Undergraduate Programs
10 Fall Reading Day for Traditional Undergraduate Programs
11-17 Final Examinations for Traditional Undergraduate Programs

17 Deadline for all Undergraduate Education Assignments
18 Campus Housing Residences Close
20 Traditional Undergraduate Fall Term Marks Due to Registrar's Office at 9:00 am

Winter Term

January

1 New Year's Day. No classes
4 Saturday Option B.Ed./B.T.Ed. Start Date – Cohort 4
5 Campus Housing Residences Open
7 New Traditional Undergraduate Student Registration and Orientation
8 Traditional Undergraduate Classes Begin for Winter Term
15 Academic Chapel
17 Last Day for Course Changes for Traditional Undergraduate Programs. Census Day
31 Concert of Prayer. No Traditional Undergraduate Classes Between 1:00pm and 3:00pm

February

17 Family Day. No classes
28 Last Day to Withdraw from Winter Courses for Traditional Undergraduate Programs

March

1 Scholarship & Bursary Application Deadline for Undergraduate Programs
3-7 Winter Reading Week Break for Traditional Undergraduate Programs
10 Classes Resume after Winter Reading Break for Traditional Undergraduate Programs

April

8 Last Day of Classes for Traditional Undergraduate Programs
9-10 Reading Days for Traditional Undergraduate Programs
11-17 Final Examinations for Traditional Undergraduate Programs
17 Deadline for all Undergraduate Education Assignments 18 Good Friday. No classes
24 Traditional Undergraduate Winter Marks Due to Registrar's Office at 9:00am

May

9 & 10 Spring Convocation. All Programs

Undergraduate Admissions

Arts, Business, and Science Admission Requirements

A Crandall University student must be a graduate from high school (secondary school) at the university preparatory/academic level. Further specifics for each degree are stated below. Students from Quebec must have one year of CEGEP (or post-secondary education). A minimum average of 70% on five designated academic level courses taken during the final two years of secondary study is required for admission as follows:

Bachelor of Arts
Admission requirements: Grade 12 English and four additional Grade 12 Academic Level Courses.

Bachelor of Arts and Science
Grade 12 English, Grade 12 Biology, Grade 12 Chemistry, Grade 11 or 12 Mathematics, and one additional Grade 12 Academic Level Course.

Bachelor of Business Administration
Admission requirements: Grade 12 English, Grade 11 or 12 Mathematics, and three additional Grade 12 Academic Level Courses.

Bachelor of Business Administration Co-operative Education
To be considered for admission to the Bachelor of Business Administration Co-op program, a student must satisfy three minimum requirements.

1. A student must have completed 15 credit hours towards the B.B.A. degree.
2. A student must have a cumulative GPA of no less than 2.70 (B-).
3. A student must complete the Co-op application form and submit three references, a resume, and a letter stating the reasons for seeking admission to the program.

For more information students will need to refer to the Bachelor of Business Administration Co-op Handbook which lays out in detail the program, including such things as admission process, program costs, and program structure.

Bachelor of Science
Admission requirements: Grade 12 English, Grade 12 Biology, Grade 12 Chemistry, Grade 11 or 12 Mathematics, and one additional Grade 12 Academic Level Course.

Early Fall Admission

Students who have achieved an overall average of 80% or above in grade 11 and are registered in grade 12 courses that satisfy the program requirements will be eligible for early fall admission. Admission would be conditional upon maintaining satisfactory final grade 12 results in June. The early application deadline is November 30. Applicants will receive a decision no later than December 31. Students who are applying for early fall admission should include with their application their final grade 11 marks and a school approved list of courses that they are taking in grade 12 (both semesters).

Arts, Science, and Business Application Procedure

Application forms for admission to Crandall University may be obtained from the Admissions Office or online at www.crandallu.ca. Along with this form, applicants must have official transcripts sent from all previously attended educational institutions (high school, community college, university, etc.). Transcripts should be sent directly from the institutions to the Admissions Office of Crandall University. Applicants must also submit a $40.00 non-refundable application fee. Students should forward all application materials to the address below:

Admissions Office
Crandall University
Box 6004
Moncton NB E1C 9L7
Canada

Email: admissions@crandallu.ca

When students are accepted at Crandall University, a $150.00 enrollment deposit is required to guarantee their place for the upcoming semester. This deposit is non-refundable and will be applied directly to students' accounts.

Christian Foundations Certificate

Students wishing to apply for the Christian Foundations Certificate will need to meet the Bachelor of Arts admission requirements and follow the Bachelor of Arts application procedure as stated previously.

Reactivation/Re-admission

Students absent from Crandall University between one and five years are required to complete a reactivation form. To obtain a copy of this form, please contact the Admissions Office.

Students absent from Crandall University for more than five years are required to submit a new application. Students who have been approved for re-admission are subject to the degree requirements at the time of re-admission.

Mature Students

Applicants who are at least 21 years of age and have been out of school for two or more years may be considered for admittance into a B.A., B.A.&Sc., B.B.A., or B.Sc. program even though they may not meet the previously stated admission requirements. However, the applicant must be prepared to demonstrate sufficient ability to manage a university course load. Mature applicants are required to submit a letter of intent with their completed application. The letter of intent will outline educational background, employment history, and future plans.

Seniors (65 years of age and over) may enroll in courses for one-half the tuition costs. Courses may be audited by seniors at no charge to the individual.

Adults of all ages are encouraged to consider studying either part time or full time at Crandall University.

Bachelor of Arts in Organizational Management (Degree Completion) Admission Requirements

Prerequisites for admission include the completion of 30 to 60 credit hours from one or more recognized post-secondary institutions. However, students who transfer in fewer than 30 credit hours may be conditionally admitted until successful completion of their first three courses. When fewer than 60 credit hours are transferred into Crandall, the additional credits will – at some time prior to graduation – still need to be made up to the total of 120 credit hours necessary for a Bachelor of Arts in Organizational Management. In addition to the transfer of previous credit hours, program admission further requires that applicants be age 21 or older and that they be employed full time.

Bachelor of Arts in Organizational Management (Degree Completion) Application Procedure

An applicant who has become familiar with the program and has decided to apply should take the following steps:

1. Complete and submit the Degree Completion Program Application for Admission including the non-refundable $50.00 application fee.
2. Contact your previous post-secondary educational institutions (i.e. college and/or university) to request your official transcript(s) be forwarded directly to the attention of the Admissions Counsellor of the Degree Completion program.
3. Provide a detailed resume of previous and current post-secondary education and employment experience.
4. Schedule a meeting with the Admissions Counsellor of Degree Completion program to outline a tentative degree plan.
5. After official transcripts have been received, the Registrar will determine the number of credit hours that are transferable, and what others need to be earned in order to complete the degree. This will be documented on an audit sheet.
6. The Admissions Counsellor will then respond in writing to the applicant with the audit sheet attached. If the applicant is successful, an offer of enrollment letter will also be attached.

English Language Proficiency Requirements
Applicants whose first language is not English must provide any one of the following as evidence of proficiency in both oral and written English:

- IELTS: minimum 6.5 overall, minimum 6.0 in each area;
- TOEFL-IBT: minimum 90 overall, minimum 21 in each area;
- Common European Framework: C1 or higher;
- Three or more years of study in a secondary or post-secondary school where English is the language of instruction;
- Successful completion of the Academic Preparation Program at Crandall University or at a pathway language school.

Crandall University may consider an applicant's results from other language proficiency tests or academic preparation programs but reserves the right, in all cases, to require official proof of English language proficiency from one of the above before granting permission to register in academic courses

Exemptions to the English Language Proficiency Requirements apply to the following:

1. The applicant may not be required to provide an English testing result when applying from one of the following countries:
   American Samoa, Anguilla, Antigua and Barbuda, Australia, Bahamas, Barbados, Belize, Bermuda, Botswana, Brunei, British Virgin Islands, Cameroon (with proof of instruction in English), Canada, Cayman Islands, Dominica, England, Falkland Island, Fiji, Gambia, Ghana, Gibraltar, Grenada, Guam, Guyana, Ireland, Jamaica, Kenya, Liberia, Lesotho, Malta, Mauritius, Montserrat, New Zealand, Nigeria, Northern Ireland, Pacific Island Trust Territory, Puerto Rico, Rwanda, Ryukyu Island, Scotland, Seychelles, Singapore, South Africa, St. Helena, St. Kitts and Nevis, St.

Lucia, St. Vincent and the Grenadines, Tanzania, Trinidad and Tobago, Turks and Caicos Islands, Uganda, United States, Virgin Islands, Wales, Zambia, Zimbabwe.
2. Successful completion of 24 credit hours of post-secondary education in Canada or approved country above. (Note: Credit hour equivalencies are based on Crandall's standards and guidelines.)
3. The applicant has successfully graduated from a Canadian secondary school with a year 12 academic English grade of 70% or higher.

Bachelor of Arts in Organizational Management (Degree Completion) Reactivation/Re-admission

Students absent from Crandall University between one and five years are required to complete a reactivation form. To obtain a copy of this form, please contact the Admissions Office.

Students absent from Crandall University for more than five years are required to submit a new application. Students who have been approved for re-admission are subject to the degree requirements at the time of re-admission.

Bachelor of Organizational Management (Degree Completion) Admission Requirements

Prerequisites for admission to this degree completion program include the completion of a minimum of 15 hours and a maximum of 30 hours in qualifying transfer credit. Details on qualifying transfer credit can be obtained from the Registrar's Office at Crandall University. When fewer than 30 credit hours are transferred into Crandall, the additional credits will still need to be made up to the total of 90 credit hours necessary for a Bachelor of Organizational Management. In addition to the transfer of credit hours, program admission further requires that applicants be age 21 or older and that they be employed full time.

Bachelor of Organizational Management (Degree Completion) Application Procedure

1. Complete and submit the Degree Completion Program Application for Admission including the non-refundable $50.00 application fee.
2. Contact your previous post-secondary educational institutions (i.e. college and/or university) to request your official transcript(s) be forwarded directly to the attention of the Admissions Counsellor of the Degree Completion program.
3. Provide a detailed resume of previous and current post-secondary education and employment experience.
4. Schedule a meeting with the Admissions Counsellor of Degree Completion program to outline a tentative degree plan.
5. After official transcripts have been received, the Registrar will determine the number of credit hours that are transferable, and what others need to be earned in order to complete the degree. This will be documented on an audit sheet.
6. The Admissions Counsellor will then respond in writing to the applicant with the audit sheet attached. If the applicant is successful, an offer of enrollment letter will also be attached.

English Language Proficiency Requirements
Applicants whose first language is not English must provide any one of the following as evidence of proficiency in both oral and written English:

- IELTS: minimum 6.5 overall, minimum 6.0 in each area;
- TOEFL-IBT: minimum 90 overall, minimum 21 in each area;
- Common European Framework: C1 or higher;
- Three or more years of study in a secondary or post-secondary school where English is the language of instruction;
- Successful completion of the Academic Preparation Program at Crandall University or at a pathway language school.

Crandall University may consider an applicant's results from other language proficiency tests or academic preparation programs but reserves the right, in all cases, to require official proof of English language proficiency from one of the above before granting permission to register in academic courses

Exemptions to the English Language Proficiency Requirements apply to the following:

1. The applicant may not be required to provide an English testing result when applying from one of the following countries:
   American Samoa, Anguilla, Antigua and Barbuda, Australia, Bahamas, Barbados, Belize, Bermuda, Botswana, Brunei, British Virgin Islands, Cameroon (with proof of instruction in English), Canada, Cayman Islands, Dominica, England, Falkland Island, Fiji, Gambia, Ghana, Gibraltar, Grenada, Guam, Guyana, Ireland, Jamaica, Kenya, Liberia, Lesotho, Malta, Mauritius, Montserrat, New Zealand, Nigeria, Northern Ireland, Pacific Island Trust Territory, Puerto Rico, Rwanda, Ryukyu Island, Scotland, Seychelles, Singapore, South Africa, St. Helena, St. Kitts and Nevis, St. Lucia, St. Vincent and the Grenadines, Tanzania, Trinidad and Tobago, Turks and Caicos Islands, Uganda, United States, Virgin Islands, Wales, Zambia, Zimbabwe.
2. Successful completion of 24 credit hours of post-secondary education in Canada or approved country above. (Note: Credit hour equivalencies are based on Crandall's standards and guidelines.)
3. The applicant has successfully graduated from a Canadian secondary school with a year 12 academic English grade of 70% or higher.

Bachelor of Organizational Management (Degree Completion) Reactivation/Re-admission
Students absent from Crandall University between one and five years are required to complete a reactivation form. To obtain a copy of this form, please contact the Admissions Office.

Students absent from Crandall University for more than five years are required to submit a new application. Students who have been approved for re-admission are subject to the degree requirements at the time of re-admission.

Transfer Students

Students who want to transfer to Crandall University from another institution must follow the application procedure stated previously. Both high school and post-secondary transcripts are required when a transfer applicant has completed post-secondary studies other than at the university level or with less than one year of university studies. For all other applicants with university experience, only

the university transcript will be required. However, high school transcripts may be required for certain programs. Failure to provide the required transcripts prior to the end of the first semester may result in dismissal.

Once accepted, the student's file will be evaluated by the Registrar's Office for possible transfer credit. Post-secondary courses taken elsewhere are eligible for transfer credit provided that they comply with the standards established by Crandall University for its own courses and programs and that the grades obtained are passing grades in accordance with the Memorandum of Understanding Between Atlantic Canadian Colleges For the Encouragement of Transfer Agreements.

The University's Academic Standards and Appeals Committee serves as the advisory board for situations warranting special consideration. Sometimes final assessment is reserved until the transfer student has completed at least one semester of full-time study at Crandall University.

The maximum number of hours accepted for transfer credit from other institutions is 60 credit hours towards a degree of 120 credit hours. Within this 60 credit hour maximum, no more than 50% of a major is eligible for transfer towards a Bachelor of Arts or a Bachelor of Science degree, and no more than 50% of required Business courses are eligible for transfer towards a Bachelor of Business Administration degree. A maximum of nine transferred credit hours from another institution can be counted toward the completion of a minor.

The maximum number of hours accepted for transfer from another institution is 15 credit hours towards a Bachelor of Education degree and six credit hours towards the Master of Education degree. The maximum number of hours accepted from another institution is six towards a Master of Organizational Management degree.

Transfer credits are recorded on the transcript with credit value only. No grade is recorded, and transfer credits are excluded from a student's GPA.

Advanced Placement and International Baccalaureate Programs

Crandall University grants university credit to students who have demonstrated exceptional ability within either the Advanced Placement program or the International Baccalaureate program. Students involved in either of these programs, who have received scores of four or five on the Advanced Placement Examinations, or scores of five, six, or seven on the International Baccalaureate Examinations for IB Higher Level (HL) courses, may request an assessment for university credit up to a maximum of 30 credit hours. For further information, contact the Registrar's Office.

Part-time Students

Students who wish to complete an Arts, Business, or Science degree as a part-time student must meet the admission requirements as well as follow the application procedure previously stated.

Students who wish to study courses part time but are not seeking to complete a specific program may apply as Continuing Education students. Continuing Education students must follow the application procedure previously stated. However, standard admission requirements do not apply. Some courses

may require high school prerequisites. Please refer to the "Programs and Course Descriptions" section of the Academic Calendar for more information.

Visiting Students

Upon receipt of a letter of permission from their institutions, visiting students may be eligible to register for classes. Confirmation of prerequisite courses or other academic documentation may be required. Please contact the Registrar's Office for further information.

Conditional Acceptance

Applicants who do not meet the standard admission requirements may be considered for conditional acceptance. Upon admission, these students will be given conditional acceptance status and expected to perform at the required academic level.

Educational Accommodations

Crandall University seeks to offer all students equal access to the educational process. Therefore, students who have a diagnosed physical or educational disability must inform Writing and Student Success Services if they require accommodation for attendance, testing, participation in classroom, or laboratory activities. Professional documentation that is current and that establishes the nature of the disability and the recommendations for accommodations is required. Crandall University will accommodate the student to the extent that such accommodations do not disadvantage or compromise the safety of other students in the course and to the extent that all the learning objectives of the course can still be achieved.

Students who need accommodations are requested to contact Writing and Student Success Services as soon as they are accepted to the university in order to begin the accommodation process. The complete details on University policy are available on the website or from Writing and Student Success Services.

Homeschooled Students

Crandall University evaluates homeschooled applicants on an individual basis. Homeschooled applicants are required to meet the University's general admissions requirements. The following documents and supplementary materials are required, along with an application, in order for the admissions office to complete a knowledgeable assessment.

Transcript of Grades: The applicant must provide a list of the courses and grades that he/she completed in grades 10 through 12. This may be generated by an independent homeschooling agency or by the applicant's parent(s)/guardian(s). The name of each course or subject covered should be indicated on the transcript document, along with the grade received in each course and the duration of the course including the number of hours and weeks.

Portfolio: It is recommended that the applicant provide a cover letter indicating the length of the homeschooling study, the pedagogy employed, curriculum choices, etc., used in education. The letter could also include a reflection on the homeschooling experience, as well as an outline of the applicant's university plans and career aspirations.

The applicant must provide a brief course description and syllabi of the courses studied with a list of the texts used. This is especially important for those students interested in Crandall's science program.

Home educated students are encouraged to apply and are warmly welcomed at Crandall University.

International Students

Immigration Requirements For Students from the United States of America

Students who wish to study in Canada require a Student Authorization (known as a study visa). American citizens are able to apply for a visa at the Canadian Immigration Office at the Canadian point-of-entry. Students must have their original letter of acceptance from Crandall University (obtained once full tuition is received for first year of study), as well as proof of sufficient funds for all tuition and accommodations (bank statement, money order, etc.) All students will also need formal proof of their American citizenship (passport or birth certificate, and driver's license with photo ID).

Immigration Requirements For Students From Other Countries

Students who wish to study in Canada require a student authorization (known as a study visa) issued from outside of Canada. International students are advised to contact the Canadian Embassy, Consulate, or High Commission in their own countries to apply for a student visa at least three months in advance of their intended registration date with Crandall University.

During the study visa application process, students must submit proof of official acceptance to Crandall University, demonstrate good health and character, and must have evidence of sufficient funds to support living and studying in Canada including return transportation. As well, they must possess a valid passport. It is recommended that students apply for authorization for the duration of their program.

Applications received after these deadlines will be accepted but there is no guarantee that the application process will be completed with sufficient time to allow the student to obtain the appropriate study permits and other pertinent documentation prior to the start of the intended study term.

All international applicants will be required to pay a non-refundable $100.00 Canadian application fee, either online or through contacting the university. Students looking to transfer courses from an International University to Crandall University, or applying for graduate studies, will be required to pay an additional $300.00 documentation verification fee. (Additional fees may be required.)

Upon arrival to Canada students are expected to present the following:

- Student authorization from Canadian immigration authorities
- All letters or documents that were used to obtain the student authorization
- A valid passport
- A valid student visa
- Proof of acceptance to Crandall University
- Evidence of sufficient funds or receipt of paid tuition

In some cases, students may be required to undergo a medical examination with a doctor designated by the Canadian government. Inquire with the local study visa official for further details.

Please remember to allow sufficient time for renewing your permit regularly. Do not let it expire.

Note: Typically, applicants with permanent resident status in Canada can follow the General Admissions application process. However, applicants may be required to demonstrate proficiency in the English language.

English Language Proficiency Requirements
Applicants whose first language is not English must provide any one of the following as evidence of proficiency in both oral and written English:

- IELTS: minimum 6.5 overall, minimum 6.0 in each area;
- TOEFL-IBT: minimum 90 overall, minimum 21 in each area;
- Common European Framework: C1 or higher;
- Three or more years of study in a secondary or post-secondary school where English is the language of instruction;
- Successful completion of the Academic Preparation Program at Crandall University or at a pathway language school.

Crandall University may consider an applicant's results from other language proficiency tests or academic preparation programs but reserves the right, in all cases, to require official proof of English language proficiency from one of the above before granting permission to register in academic courses

Exemptions to the English Language Proficiency Requirements apply to the following:

1. The applicant may not be required to provide an English testing result when applying from one of the following countries:
   American Samoa, Anguilla, Antigua and Barbuda, Australia, Bahamas, Barbados, Belize, Bermuda, Botswana, Brunei, British Virgin Islands, Cameroon (with proof of instruction in English), Canada, Cayman Islands, Dominica, England, Falkland Island, Fiji, Gambia, Ghana, Gibraltar, Grenada, Guam, Guyana, Ireland, Jamaica, Kenya, Liberia, Lesotho, Malta, Mauritius, Montserrat, New Zealand, Nigeria, Northern Ireland, Pacific Island Trust Territory, Puerto Rico, Rwanda, Ryukyu Island, Scotland, Seychelles, Singapore, South Africa, St. Helena, St. Kitts and Nevis, St.

Lucia, St. Vincent and the Grenadines, Tanzania, Trinidad and Tobago, Turks and Caicos Islands, Uganda, United States, Virgin Islands, Wales, Zambia, Zimbabwe.
2. Successful completion of 24 credit hours of post-secondary education in Canada or approved country above. (Note: Credit hour equivalencies are based on Crandall's standards and guidelines.)
3. The applicant has successfully graduated from a Canadian secondary school with a year 12 academic English grade of 70% or higher.

Financial Requirements

1. Enrollment Deposit – When students are accepted at Crandall University, a $500.00 enrollment deposit is required to guarantee their place for the upcoming semester. This deposit is non-refundable and will be applied directly to students' accounts.
2. Tuition Payment – An advance payment, equivalent to a full year of tuition, excluding textbooks, and any other pertinent fees for the year in which the student is applying (approximately $15,000.00 Canadian) is due a minimum of two weeks prior to coming to Canada and starting classes at Crandall University. Students choosing to pay for the first semester only will need to show proof of finances to Canada Immigration Services and to Crandall University. Students will also need to show proof of funds for living expenses and have money for travel home (approximately $12,000-$15,000 Canadian).
3. Residence Payment – An advance deposit of $400.00 Canadian will be required to reserve a room in Crandall's undergraduate residences. Full payment for residence and meal plan will be required a minimum of two weeks prior to coming to Canada and starting classes at Crandall University.

Payment is necessary to maintain student immigration status. Renewal of the student visas will require this same procedure with fees due prior to the start of subsequent academic years. An official letter of acceptance to Crandall University, which is necessary for immigration purposes, will follow the Admissions Office's receipt of the application fee. The enrollment deposit is required to guarantee your enrollment at Crandall University and must be paid as soon as possible. If the student does not enroll at Crandall University, the application fee and enrollment deposit will not be refunded. If the student does not enroll after paying the tuition, payment will be refunded as per Crandall University's refund policy.

Crandall University does not guarantee applicants will receive international study visas. It is the student's responsibility to apply and follow through on the visa application process.

Bachelor of Education Admission Requirements

Elementary

To be considered for the Bachelor of Education (Elementary) program, students must satisfy the following minimum requirements:

1. To begin the Concurrent B.Ed. (Elementary) program, students must have completed a minimum of 30 credit hours of a B.A., B.A.&Sc., B.B.A., or B.Sc. program (or the equivalent). To begin the two-year Consecutive B.Ed. (Elementary) program, students must have completed a B.A., B.A.&Sc., B.B.A., or B.Sc. degree (or the equivalent). (Please note that equivalency will be based on Crandall University standards and guidelines.)
2. Students' post-secondary records, whether they apply for the Concurrent or the Consecutive B.Ed., must show evidence of above-average ability. For the Concurrent B.Ed. program, the requirement is a cumulative GPA of 3.00 or a "B" equivalent on a scale where 4.30 is the highest mark available.

For the Consecutive B.Ed. program, the requirement is a cumulative GPA of 2.70 or a "B-" equivalent on a scale where 4.30 is the highest mark available over students' last 60 credit hours of study.

3. In addition to a strong academic record, evidence of professional suitability, supported by references and previous work or volunteer experience with children, is required.
4. Students must complete a letter explaining their reasons for applying to the B.Ed. (Elementary) program.

Secondary

To be considered for the Bachelor of Education (Secondary) program, students must satisfy the following minimum requirements:

1. To begin the Concurrent B.Ed. (Secondary) program, students must have completed a minimum of 30 credit hours of a B.A., B.A.&Sc., B.B.A., or B.Sc. program (or the equivalent). The program must lead either to a 30 credit hour major in a teachable subject area or to a 24 credit hour major in a teachable subject area and an 18 credit hour minor in a teachable subject area.
   To begin the two-year Consecutive B.Ed. (Secondary) program, students must have completed a B.A., B.A.&Sc., B.B.A., or B.Sc. degree (or the equivalent) and have a minimum of 60 credit hours in teachables within their degree. The 60 credit hours in teachables must include either a 30 credit hour major in a teachable subject area or a 24 credit hour major in a teachable subject area and an 18 credit hour minor in a teachable subject area. (Please note that equivalency will be based on Crandall University standards and guidelines.) Contact the New Brunswick Office of Teacher Certification for teachable subjects.
2. Students' post-secondary records, whether they apply for the Concurrent or the Consecutive B.Ed., must show evidence of above-average ability. For the Concurrent B.Ed. program, the requirement is a cumulative GPA of 3.00 or a "B" equivalent on a scale where 4.30 is the highest mark available. For the Consecutive B.Ed. program, the requirement is a cumulative GPA of 2.70 or a "B-" equivalent on a scale where 4.30 is the highest mark available over students' last 60 credit hours of study.
3. In addition to a strong academic record, evidence of professional suitability, supported by references and previous work or volunteer experience with children, is required.
4. Students must complete a letter explaining their reasons for applying to the B.Ed. (Secondary) program.

Bachelor of Technical Education

Individuals coming into this program must have a Red Seal in a trade such as mechanic, carpentry, electrical, culinary, or welding. Crandall University can then convert this past training and experience into credit hours. The maximum transfer credit from the Red Seal is 69 credit hours.

Applicants will need to provide the Education Admissions Office a properly prepared resume, a letter of rationale as to why they wish to be a part of the teaching profession, three reference letters, transcripts from all post-secondary institutions attended and/or letters of standing from appropriate apprenticeship or regulatory bodies, and a record of related work experience. Preference for admission will also be enhanced for those who can provide evidence of successful experience with school aged children and adolescents.

Education Application Procedure

An application for admission to the Bachelor of Education and Bachelor of Technical Education programs at Crandall University may be obtained from the Education Admissions Office. The application deadline is January 15th for the following September. Along with this form, all applicants must submit the following documentation:

1. A letter of rationale which details their desire/passion to teach, and that links that passion to their experiences with children. Rationales should be no more than three pages in length;
2. Three B.Ed./B.T.Ed. reference letters which assess students' suitability for the teaching profession in terms of character, personal qualities, and ability to work with young people. References should be sealed and sent directly from the referee to the Education Admissions Office;
3. Official transcripts from all post-secondary institutions attended. International students are required to submit assessment from World Education Services (WES);
4. Disclosure of Criminal Record information, including a vulnerable sector check;
5. A list of all previous teaching/leadership experiences with children in a resume format;
6. A non-refundable $50 application fee.
7. Applicants whose first language is not English must provide any one of the following as evidence of proficiency in both oral and written English:

    - IELTS: minimum 7 overall, minimum 6.5 in each area;
    - TOEFL-IBT: minimum 100 overall, minimum 24 in each area.

Crandall University may consider an applicant's results from other language proficiency tests or academic preparation programs but reserves the right, in all cases, to require official proof of English language proficiency from one of the above before granting permission to register in academic courses.

Students should forward all other application materials to the address below:

Education Admissions Office
Crandall University
Box 6004
Moncton, NB E1C 9L7
Canada

Email: education.admissions@crandallu.ca

For fall admission, students must apply on or before January 15th.

Note: As space is limited in the Bachelor of Education program, selected students will be interviewed for possible admission. Successful completion of the minimum requirements guarantees that applications will be considered for an interview but does not guarantee an interview or admission.

When students are accepted into the Bachelor of Education program at Crandall University, a $300.00 enrollment deposit is required after they receive their letter of acceptance to the program. This deposit is non-refundable and will be applied directly to their accounts. Returning students are also expected to pay a $150.00 enrollment deposit by July 1st to confirm their spots for the upcoming academic year beginning in September. This deposit is non-refundable and will be applied directly to students' accounts.

If an applicant would like to apply to live in on-campus housing, a Housing Application, accompanied by a $400.00 deposit, must be completed and mailed to Crandall University. (Details on deadlines and refund policies can be found on the Housing Application.) This deposit will be credited to the student's account. Rooms will be assigned on a first-come basis.

Scholarships and Bursaries

To be considered for scholarships and bursaries, students must submit their application forms by March 1st. Entrance scholarships will be considered automatically for all students who have been accepted prior to this date. Application forms are available through our Admissions Office.

Please see the Crandall University website for a complete list of all Crandall University scholarships and bursaries.

Undergraduate Programs Financial Information

Tuition and Fees

For the most up to date information on tuition and fees, please visit our website.

Definitions

Full-time Student: A student enrolled in three to six (3-6) courses during a particular semester will be considered full-time.

Part-time Student: A student enrolled in one to two (1-2) courses during a particular semester will be charged on a per course basis.

Auditing: Students desiring to audit a course are charged a per course rate of $500 for a B.A., B.A.&Sc., B.B.A., B.Sc., or B.Ed. course.

Seniors: Students of 65 years of age or older may enroll in regular courses for half the regular tuition costs plus student fees. Courses may be audited at no charge.

Health and Dental Insurance: Health and dental insurance is mandatory for all full-time students. Students may opt out of the insurance plan by September 30 (January 30 for winter entrance) if they have sufficient alternative coverage. Visit www.wespeakstudent.com to opt out of the plan.

Enrollment Deposit: Students registered for B.A., B.A.&Sc., B.B.A., or B.Sc. are required to pay a non-refundable deposit of $150 to guarantee their place for the upcoming academic semester. Students registered for the B.Ed. are required to pay a $300 non-refundable deposit.

Meal Plans: Colburne House students are required to participate in a Crandall meal plan. Each meal plan includes $100 of Crandall Cash each year to be used in Corrie's Café.

Payment Policies of University Tuition and Fees

Payment Deadline Date: Tuition and fees are payable on Friday, September 13, 2024 in the fall term and on Friday, January 17, 2025 in the winter term for all undergraduate students.

Colburne House Fees and Meal Plans: Residence fees and meal plans must be paid or sufficient payment arrangements made with the Finance Office prior to entrance into the residence each semester. Fall Residence Move-In Day will normally be Labour Day, and payments must be received on or before this date. Payment arrangements for winter semester should be made prior to Christmas break.

Mitton Court Fees: All residence fees must be paid or sufficient payment arrangements made with the Finance Office prior to entrance into Mitton Court each semester.

Payment Methods: Tuition and fees can be paid using cash, cheque, debit, student loan, or online banking. If using debit card, please ensure that the bank is contacted to increase the daily transaction limit on the card.

Online Banking Services are available with RBC, BMO, Scotiabank, CIBC, TD Bank, PC Banking, National Bank, Manulife Bank, Tangerine Bank, and select Credit Unions. Select Crandall University as the payee, and use the student's ID number as the account number.

Credit Card: Crandall University does not directly accept credit card for the payment of tuition and fees. If the student would like to pay with credit card, this may be done through our partner Plastiq at www.plastiq.com for a service fee of 2.9%.

Canada Student Loans: Most provincial and federal loans are now processed online. This allows the University to deduct electronically the amount owing to the University from the student's loan as his/her course registration is complete. Fees will be deducted based on course registration at the time the loan is electronically received.

If a student is aware that his/her loan will be delayed for any reason and payment will not be possible by the payment deadline date, it is the student's responsibility to provide proof of notice of assessment or make a down payment and sufficient payment arrangements with the Finance Office to avoid applicable late fees or penalties such as IT service cancellation and/or course cancellation.

Applications for student loans should be completed online at www.canlearn.ca by June 30th of each year to ensure receipt of loans by the first of September.

Cancellations of IT Services and Courses: Registration is not complete until all fees have been paid or satisfactory arrangements have been made with the Finance Office. Any student who fails to pay the

required fees or to make satisfactory arrangements by the payment due dates will have his/her IT access suspended and course selections cancelled. Such students will be required to register again once fees have been paid. A re-registration fee of $50 will apply.

Colburne House Fees and Meal Plans: Residence fees and meal plans must be paid or sufficient payment arrangements made with the Finance Office prior to entrance into the residence. Residence Move-In Day will normally be Labour Day, and payments may be received on or before this date.

Mitton Court Fees: All residence fees must be paid or sufficient payment arrangements made with the Finance Office prior to entrance into Mitton Court.

Late Payment: Accounts outstanding at the payment deadline date each semester will be charged an additional $200 in late payment fees.

Interest on Student Accounts: Interest is calculated at a rate of 1% per month (approximately 12.7% per year). Interest is calculated at the end of each month on any balance outstanding.

Delinquent Accounts: Degrees, grades, transcripts, and any official University documentation will be withheld for students and former students who have failed to meet their financial obligations. Such students will not be permitted to register again until all overdue accounts have been paid. Students may also be de-registered for courses for the next semester at the discretion of the Finance Office.

Students with an unpaid balance will not be permitted to secure a place in Colburne House or Mitton Court with a deposit until sufficient payment arrangements are made with the Finance Office.

Delinquent student accounts may be forwarded to a collection agency at the discretion of the Finance Office.

Scholarships and Bursaries: Scholarships and bursaries are available for full-time students (at least 9 credit hours per semester) primarily enrolled in the B.A., B.A.&Sc., B.B.A., and B.Sc. degree programs. The deadline for application is March 1st of each year. Awards will be applied to students' accounts as a credit in equal amounts at the beginning of the fall and winter terms. All renewable terms, if applicable, will be identified in the scholarship/bursary letter of offer sent to students.

International Payments: For international payments, Crandall University has partnered with PayMyTuition.com. PayMyTuition is an easy-to-use, safe and seamless solution that allows international students to pay their tuition and fees in their local currency from any bank, in any country, in any currency at better than bank exchange rates.

Tax Receipts: For tax purposes, the University will provide T2202 tax receipts by the end of February as per Canada Revenue Agency regulations. Receipts will be mailed to the home address on file.

To the extent that Crandall University is unable to fulfill, or is delayed or restricted in fulfilling obligations pursuant to this Agreement due to any cause beyond its control, Crandall University shall be relieved from the fulfillment of the obligations during the period and the Student shall not be entitled to any reduction of tuition costs or residence fees. The Student shall not be entitled to any compensation from Crandall University as the result thereof. Without restricting the generality of the foregoing, Crandall University shall not be responsible for failing to meet its obligations pursuant to

this Agreement because of the result of municipal, provincial, national or global crisis, weather events, pandemic, labour unrest, or any occurrence that renders fulfillment of this Agreement impossible. Crandall University reserves the right to require Students to immediately vacate their Residence Room if a situation occurs in which safety measures are compromised.

Undergraduate Refund Policy

Students who wish to withdraw from a course(s) must follow formal withdrawal procedures with the Registrar's Office and sign an official notice of withdrawal. Ceasing to attend classes or notifying the professor do not constitute official withdrawal. The date of withdrawal provided by the Registrar's Office will be the date used for calculations of potential tuition refunds.

Students may withdraw from courses up to the payment deadline date and receive a full refund of tuition. Fees are non-refundable.

Following the payment deadline date, tuition will be refunded using the following proration schedule (note: fees are non-refundable):

	Fall Semester	*Winter Semester*
100%	Sept 4-13	Jan 6-17
70%	Sept 14-20	Jan 18-24
60%	Sept 21-27	Jan 25-31
40%	Sept 28-Oct 4	Feb 1-7
20%	Oct 5-11	Feb 8-14
0%	After October 11	After February 14

Students who are funded by government student loans should be aware that dropping courses may impact loan funding. Students are advised to check with the Provincial Student Aid Office or Crandall University's Finance Office for more information.

Requests for financial adjustments or refunds for a previous term, including those which may result from academic regulatory appeals, will not be considered after June 30th of the academic year in question.

Refunds are processed by request only. To receive a refund, please complete a request for funds form available at https://www.crandallu.ca/forms-and-requests/ or at the Student Services desk.

Refunds are issued in the student's name regardless of who made the original payment except where Government Student Loans are involved. Funds must be returned to the Government Student Loan Office.

Tuition for Intensive classes will be refunded based on the following proration schedule:

80%	First day of class
50%	Second day of class
25%	Third day of class
0%	After third day of class

Tuition will be refunded for the Spring/Summer session based on the following proration schedule:

90%	3 hours of class
70%	4-6 hours of class
60%	9-12 hours of class
40%	12-15 hours of class
0%	After 15 hours of class

Colburne House Residents: Colburne House residents sign an agreement for eight (8) months or the University term. If a student withdraws from residence without formal approval from the Office of Campus Housing, he/she is responsible for residence fees including the meal plan for the entire study year (September-April).

Mitton Court Residents: Mitton Court residents sign an agreement from the Thursday before Labour Day to the Monday following the last day of winter semester exams. If a student withdraws from Mitton Court without formal approval from the Office of Campus Housing, he/she is responsible for residence fees for the entire agreement period.

Payment Policies for Undergraduate Tuition and Fees from International Students

Undergraduate students who have received a letter of offer from Crandall University for the September intake must:

- Accept the offer of Admission by paying their first year tuition and fees (hereafter known as "tuition deposit"). Upon payment of tuition deposit, they will receive a receipt to be used in their application for their study visa.
- 100% of the tuition deposit will be returned in the case his/her study visa is not granted. Appropriate documentation must be received by the Admissions Office providing proof the visa was not granted prior to the refund being granted.
- If accepted students who arrive at Crandall University with a valid study permit should choose to withdraw prior to the beginning of classes or within the first semester, 50% of their tuition deposit is non-refundable and will be retained by Crandall University. All international students who arrive in Canada choosing to leave Crandall University must complete a withdrawal form and request a partial refund of their tuition deposit in person. Processing may take four to six weeks.

Undergraduate students who have received a letter of offer from Crandall University for the January intake must:

- Accept the offer of Admission by paying their first semester tuition and fees (hereafter known as "tuition deposit"). Upon payment of the tuition deposit, they will receive a receipt to be used in their application for their study visa.
- 100% of the tuition deposit will be returned in the case his/her study visa is not granted. Appropriate documentation must be received by the Admissions Office providing proof the visa was not granted prior to the refund being granted.
- If accepted students who arrive at Crandall University with a valid study permit should choose to withdraw prior to the beginning of classes or within the first semester, 100% of their tuition deposit is non-refundable and will be retained by Crandall University.

Please note: In the above noted cases, Crandall University does not assume any financial responsibility on any fees charged by intermediary banks during the refund process. Additionally, Crandall University refunds the funds in Canadian dollars and does not assume responsibility of any loss on exchange incurred when fees are converted to local currency.

All payments from International Students are required to be paid through paymytuition.com.
Any refunds will be returned through paymytuition.com or by transfer to another post-secondary institution in Canada.

There will be no exceptions to the above stated financial policies.

USA Student Loans

American citizens and permanent residents studying full time can apply for subsidized and unsubsidized Direct Loans, Parent Plus Loans and/or Signature Private Loans. Students are expected to have their applications to the Vice President for Administration and Finance by August 1st.

See also: Consumer Information and Required Disclosures

1. To apply for a Direct Loan, please complete the following steps every year requesting funds:

    a. All US students begin the process by completing a Free Application for Federal Student Assistance (FAFSA) online at https://studentaid.gov/h/apply-for-aid/fafsa
    b. Applications can also be obtained from your local high school.
    c. The next step is to complete your Master Promissory Note and Entrance Counselling at studentaid.gov
    d. Download the Request Letter for US Direct Loans, complete and fax it to 506-863-6460 to the attention of Heather Burke, or email it to heather.burke@crandallu.ca.

2. Parent Plus Loan

Loan for educational costs of a dependent student for which parents may apply.

Disbursement of Loans

Loans come in two disbursements via direct deposit to the University from the US government: mid to late September and late January. The funds will be posted directly to your student account once converted to Canadian funds.

Satisfactory Academic Progress

All students applying for or receiving US Federal Aid (subsidized/unsubsidized Direct Loans and Parent Plus Loans) at Crandall University must make satisfactory academic progress towards completion of their chosen academic program.

Crandall is required by US Federal Law to define and enforce standards of Satisfactory Academic Progress (SAP). These guidelines have been established to encourage students to successfully complete their academic programs for which aid is received.

A student is considered to be making satisfactory academic progress when they:

- successfully complete 75% of attempted credit hours each semester;
- meet minimum grade point average requirements each semester;
- complete their program of study within the maximum allowable time frame.

Minimum Requirements for Degree Students

Semester	% of attempted credit hours successfully completed	Semester GPA
First to Third Semesters	75%	1.33
Fourth and subsequent semesters	75%	2.00

Maximum Allowable Time Frame for Full-time Students

Students are entitled to receive aid for 150% of the length of their academic program, e.g. a 4 year degree = 6 years of eligibility.

Evaluation and Notification

Satisfactory Academic Progress (SAP) will be assessed for each student by the Vice President for Administration and Finance at the end of each academic semester to determine their eligibility for continued Financial Aid. Students will be notified in writing or by email within ten business days of the semester grades being released if they are placed on Financial Aid probation or if their Financial Aid eligibility has been suspended.

Financial Aid Probation and Suspension

Students who fail to achieve the required minimum standards of academic progress will be placed on Financial Aid Probation for one semester. If, during that semester, students meet the required minimum standards of academic progress and meet with the Vice President for Administration and Finance, they will be removed from probation and be eligible for US Federal Aid.

Students on probation who do not meet the required minimum standards during that semester will be place on Financial Aid Suspension. They will be ineligible for any further US Federal Aid until such time as they achieve the required minimum standards of academic progress. When suspended students achieve the required minimum standards they must notify the Vice President for Administration and Finance and they will be eligible again for US Federal Aid.

Students who have exceeded their Timeframe Eligibility will be ineligible for any further US Federal Aid.

Financial Aid Appeals

In certain circumstances, students whose US Federal Aid eligibility has been suspended may appeal the suspension if at least one of the following criteria is met:

- Death of an immediate family member (parent, caregiver, spouse, sibling, dependant child etc.).
- The extended illness of the student – documented chronic or recurring medical or emotional illness that causes the student to be absent from class at least 15 days or more.
- Family difficulties, such as divorce or illness.
- Mitigating circumstances as determined by the Vice President for Administration and Finance.

Appeal Process:

1. Submit a written appeal letter to the Vice President for Administration and Finance within five business days of the receipt of the notification of suspension. This letter must outline the reasons for the failure to meet SAP requirements and include all documentation supporting the appeal.
2. The appeal will be reviewed by the Vice President for Administration and Finance and Registrar who together will decide to uphold or reverse the suspension.
3. A written response to the appeal will be provided to the student within ten business days.

Title IV Refund Policy

If a student withdraws or is expelled during the semester (payment period), US law specifies that Crandall University must recalculate the student's Title IV (Direct Loan) funding to determine what amount he/she has "earned".

Calculation of Title IV Funding Earned

To earn 100% of Title IV funding a student must complete 60% or more of the semester. If a student has not completed 60% of the semester, the amount earned will be determined by the number of calendar days completed divided by the number of days in the semester. Therefore, a student who has completed 25 days of the 103 day semester, will be eligible for 24.27% (25 divided by 103 equals 24.27%) of their previous Title IV eligibility.

If the student received (or Crandall received on the student's behalf) less assistance than the amount that was earned, the student may be eligible to receive those additional funds. If the student received more assistance than was earned, the excess funds must be returned by Crandall and/or the student.

Returning Excess Title IV Funding

Crandall is required to return a portion of the excess funds equal to the lesser of:

1. Crandall's charges multiplied by the unearned percentage of the funds, or
2. The entire amount of excess funds.

If Crandall is not required to return all of the excess funds, the student must return the remaining amount.

Title IV funds will be returned to the lender in the following order:

1. Unsubsidized Direct Loans
2. Subsidized Direct Loans

Crandall will return all excess funds to the lender within 30 days of the last date of attendance.

Withdrawal Date

When a student withdraws during a semester, the withdrawal date for Title IV refund purposes will be established as the earlier of the following dates:

1. The date the student notifies the Registrar of their intent to withdraw.
2. The date the student submits a withdrawal form.

If a student does not submit a withdrawal form or notify the Registrar of their intent to withdraw, their withdrawal date will be established as the last date of their class attendance.

If a student receives all failing grades for a semester and it is determined that this is a result of lack of class attendance, their last date of attendance will be established and used to calculate the amount of Title IV funding earned for the semester.

Undergraduate Student Life and Transformation

Co-curricular Activities

Much of a student's growth and learning takes place outside the classroom and removed from books. At Crandall University, numerous activities, organizations, or opportunities exist for students to grow in all aspects of life. Drama and music teams offer students an opportunity to develop talents and abilities and to use such in ministry to others. The athletic program is a growing area with varsity and club sports teams as well as intramurals. Student Government provides opportunity to learn more about the structure of the University and to develop student leadership potential. Social activities abound, and include coffee houses, movie nights, and banquets. Through the CU Serves program students are encouraged to volunteer in organizations and ministries both local and global. Choosing to participate in these opportunities will enhance a student's experience at Crandall University.

Writing and Student Success Services

Writing and Student Success Services, which is located in Stultz Hall, exists to enhance the learning of the Crandall University community. Free seminars and one-to-one appointments are offered to help students develop strong academic habits and life skills. Writing assistance is emphasized, and students may meet with a trained writing consultant at any stage of the writing process.

Chargers Athletics

It is the University's desire that students develop in all areas of life while at Crandall; therefore, it provides opportunities for health and fitness. The fitness room is available to students during regular building hours. Students are encouraged to try out and/or sign up for the teams coordinated each year.

Crandall University offers three levels of competitive athletics: Varsity, Club, and Intramural. Varsity athletics consist of intercollegiate teams belonging to the Atlantic Colleges Athletics Association such as cross-country, men's soccer, women's soccer, men's basketball, women's basketball, and women's volleyball. The Crandall University boxing team competes in the US-based National Collegiate Boxing Association. Club athletics may include baseball, boxing, hockey, softball, and volleyball. Intramural opportunities arranged through the Crandall Student Association may include football, volleyball, softball, badminton, and ping pong as the University strives to involve all students in maintaining physical health and well-being during the academic year.

Spiritual Life

The signature Bible verse of the University is taken from the book of Colossians, chapter one: "that Christ might come to have first place in everything." Therefore, we provide many opportunities for spiritual life development. The historic Christian faith upon which this University was founded is evident in classes, in residence, on the sports field, in our social activities, but above all in the lives of those faculty, staff, and many students who form our community.

One of the ways the University community celebrates the Christian faith is through the teaching from the Bible and through praise and worship within our regular chapel gatherings. The academic activities of the University cease so that as many as possible may come together to focus and regain perspective on the ways God has blessed us and challenges us to develop and grow in biblical knowledge, spiritual disciplines, and service.

Students are also encouraged to find a local church where they can grow spiritually and have opportunities to exercise their gifts and talents. A listing of local churches and worship times is posted on campus. Some of these local churches will also provide transportation from the University for Sunday services.

Chapel

From September to April, chapel is a focal point in campus life at Crandall. Chapel provides an opportunity for students and employees to consider major life questions in a Christian context, and, if desired, experience spiritual rejuvenation and encouragement in one's relationship with God through Christian worship. Although all students are welcome to attend, traditional undergraduate students are normally expected to attend two chapels of their choice per week.

On-campus Housing

Crandall University provides residential options for undergraduate students. Many choose residence life because of location, convenience, and community. First year undergraduate students are encouraged to apply for residence within Colburne House, and senior undergraduate students are encouraged to apply for residence in Mitton Court, as they both provide unique and rich experiences of university life. The friendships established in on campus housing through visiting, socializing, studying, or sharing together will last a lifetime.

Colburne House

The day-to-day operation of the Colburne House residence is under the guidance of returning students known as Residence Assistants (R.A.'s), the Housing Don, and the Residence Director. R.A.'s demonstrate leadership and responsibility so that Colburne House functions well and is in keeping with the Christian identity of the University. The operation of the residence receives oversight and direction from the Manager of Campus Housing.

The three-story residence is divided into six separate wings, and each wing contains four living units. Each living unit, or pod, includes a washroom and a maximum of four bedrooms. Room options include single rooms, double rooms, and super singles. In addition to six wing lounges, common space is also found in the larger common lounge. Residents also have access to the undergraduate student lounge in Stultz Hall.

Residence applications are submitted with the required $400 residence deposit which carries over year to year. They are considered only after a student has received admission to Crandall University and on a first-come, first-served basis. Room placements are based on the information submitted on the residence application. The Campus Housing office reserves the right to give priority placement to students who provide documentation of special needs or circumstances.

For specific policies regarding student behaviour for those living in Colburne House, please refer to the Colburne House Handbook.

Mitton Court

Upper level undergraduate students entering their third year of study and beyond may consider housing options within the on-campus apartment style residence. This 23 unit residence consists of two, three, and four bedroom fully furnished units. Daily operation of Mitton Court is under the supervision of the Housing Dons, and it receives direction from the Manager of Campus Housing, so that Mitton Court functions well and is in keeping with the Christian identity of Crandall University. Mitton Court is located next to Colburne House, and students who have previously lived in Colburne House receive priority placement.

Applications for Mitton Court are submitted with the required $400 residence deposit which carries over year to year. Placements in Mitton Court are based on the information submitted on the residence application and are done on a first-come, first-served basis.

For specific policies regarding student behaviour for those living in Mitton Court, please refer to the Mitton Court Handbook.

Student Handbook

After arriving at the University each student should read the Student Handbook that is posted on Moodle. The Handbook contains important information on all aspects of university life. This book will highlight certain procedures and policies regarding such things as mail delivery, gym usage, as well as a summary of the privileges and responsibilities which accompany student status at Crandall University. Familiarity and cooperation with all that is outlined in this handbook is expected of all students.

Student Identification Card

The Student Identification Card is issued by Information Technology Services to all students registered in programs at the University. This card is required to gain access to campus buildings, for meal plans, to borrow resources from the Rawlyk Library, and to access various academic and administrative services. The card remains the property of the University; accordingly, card privileges may be deactivated or suspended at the University's discretion, and it must be surrendered upon request.

Undergraduate Academic Regulations

Orientation

Any questions regarding programs, courses, and timetables should be directed to the Registrar's Office. The Student Life and Transformation Office should be contacted regarding residence life or general orientation options for undergraduate and graduate students.

During the first few days at Crandall University, students may be filled with excitement and some anxiety. An orientation program has been designed by a number of campus departments to lessen the anxiety and to increase the excitement. At the same time, it provides students with a sense of belonging. Staff and student volunteers keep new and returning students informed. Faculty as well as representatives from the Registrar's Office are available for consultation and advising. Some course placement and assessment tests are done at this time in preparation for registration. All first-time students to Crandall University should schedule their arrival on campus so as to participate completely in orientation events.

Registration

Students must register each year according to procedures and time frames supplied by the Registrar's Office. Failure to do so may result in financial penalty and possible denial of registration in certain courses.

Attendance

Students are responsible to attend all classes in which they are registered. Instructors may bar students from writing the final examination in any course when they have missed more than one quarter of the classes without permission or legitimate cause.

Students should notify the Registrar's Office if they have to leave campus for serious medical or compassionate reasons. Students are also responsible to notify their instructors of absences, and they must be prepared to submit a doctor's note that includes the specific dates of the classes that were missed.

The University has the right automatically to withdraw students from the University in cases when they show no evidence of regular attendance within classes in which they registered. Students may be responsible for all fees associated with their semester(s). Letters of intent to withdraw students must be initiated by professors and notice of such will be sent from the Registrar's Office.

Registration is not complete until all fees have been paid or satisfactory arrangements have been made with the Finance Office. Any student who fails to pay the required fees or to make satisfactory arrangements by the payment due dates will have his/her course selections cancelled. Such students will be required to register again once fees have been paid. A re-registration fee of $50 will apply.

Email Communication

All official electronic correspondence from Crandall University's administration will be conducted through the student email system. The email address assigned to students by the University is the only email address that will be used for communication to students regarding personal information related to academic and administrative purposes. Students are responsible to check frequently their University email account to receive such notifications.

Class Cancellation

Scheduled changes or cancellations that affect the university as a whole will be noted on the Crandall Information Line at 506-863-6440. Individual classes may be cancelled by the faculty member upon consultation with the Academic Office. Notification will normally be posted at the classroom.

Business Days

For the purposes of the Academic Calendar, business days are defined as weekdays (Monday through Friday). They do not include holidays during which the University is closed.

Course Changes and Withdrawals

All course changes and withdrawals made following the completion of registration must be finalized through the Registrar's Office. However, students' faculty advisors may be involved in filling out the

appropriate forms. Any course withdrawals following the deadline date for course changes, typically two weeks after the start of classes for each term (see the "2024-2025 Undergraduate Academic Schedule" on page 17 for specific dates), will result in "W" (withdrew) grades for those courses on academic transcripts. The deadline is normally two weeks (or equivalent) after the start of classes for each term. Courses dropped prior to the above mentioned deadline of each term will not be shown on students' transcripts. Within each semester the official last day for course changes, and the deadline for financial payment and initial refund, shall coincide. No withdrawals will be permitted following the date stated in the "2024-2025 Undergraduate Academic Schedule" on page 17. In their first semester of study at Crandall University, full-time students in Arts, Arts and Science, Business Administration, or Science programs are required to register in at least one required Biblical or Christian Studies course, at least until the add/drop date for that particular semester.

Course Changes: Spring Semester Courses
Students are responsible to contact the Registrar's Office to make changes in registration. For Spring semester courses, changes to course registration can be made during the first six hours of scheduled class time. Students who withdraw before the completion of 12 hours of scheduled class meetings may be eligible for partial refunds. Please contact the Registrar's Office to make the necessary arrangements. No withdrawals will be accepted after 21 hours of scheduled class time.

Course Changes: Bachelor of Arts in Organizational Management and Bachelor of Organizational Management
All course changes and withdrawals following the completion of registration must be finalized through the Registrar's Office. However, the program coordinator may be involved in filling out the appropriate forms.

A course may be dropped before the second class of that course. Courses that are dropped do not appear on academic transcripts. After the second class, but before the beginning of the fourth class, students may withdraw, and a grade of "W" (withdrew) will appear beside that course on academic transcripts. Anyone considering course changes or withdrawals should contact the Finance Office for further details as part of the decision-making process.

Illness and Academic Accommodation

From time to time students become ill or have ongoing medical conditions that prevent them from meeting academic obligations. The University is committed to assisting students who are ill to achieve the best possible academic outcome.

Individual Course or Assignment Protocol

Students who have an illness that affects a limited course requirement shall proceed as follows. Students in on-campus courses who are ill and unable to meet assignment due dates or write a term test should seek medical treatment and provide confirmation of the illness to the professor(s) within 48 hours by submitting medical documentation.

Adjustment of due dates or deferrals of term tests or assignments are not automatic upon the presentation of suitable medical verification. Professors will use this documentation and all information

available to them when determining whether accommodation is warranted. Any adjustment within a course is determined exclusively by the professor.

Multiple Course or Prolonged Illness Protocol

Students who have a prolonged or significant illness that affects a number of course requirements, in multiple courses, shall proceed as follows. Students in on-campus courses who are significantly ill and are unable to meet multiple assignment due dates or to write term tests within multiple courses should seek medical treatment and provide confirmation of the extended or pervasive nature of the illness to the Registrar's Office as soon as possible by submitting medical documentation.

Adjustments of multiple due dates or deferrals of term tests or assignments are not automatic upon the presentation of suitable medical documentation. The Registrar's Office and professors will use this documentation and all information available to them when determining what accommodation is warranted.

The Registrar's Office will advocate on behalf of the student to provide a systematic and coordinated response to the student. Depending on the circumstances, medical information and recommendation, student ability, course outcomes, professor recommendations, scheduling, and other considerations, accommodations may include, but are not limited to, suggested extension to the semester, extension to due dates, withdrawal (without academic penalty) from one or more classes, etc. Any adjustment within multiple courses shall be appealed to, and determined by, the Academic Standards and Appeals Committee.

False Medical Claims

False claims such as illness and/or the submission of false supporting medical documentation constitute an academic offence that will result in disciplinary action.

Withdrawal from University

Students who to wish to withdraw officially must do so with the Registrar's Office. The Registrar's Office will then assist students in notifying various departments of the university such as residence, finance, and faculty. The effective date of withdrawal is the date on which the Registrar's Office accepts the withdrawal. If students withdraw prior to the last date for course additions, no official record of their attendance in these courses will be maintained. Students who withdraw after the last date for course additions, and prior to the last date for withdrawals, will receive "W" grades on all courses in which they were registered.

The administration of the University may request students to withdraw from the University at any time for unsatisfactory conduct, for failure to abide by University regulations, or for failure to achieve university academic standards.

Change of Major/Program

Students who change from one major to another or from one program to another should discuss the situation with academic advisors, and they should fill out a Declaration of Academic Program form which can be obtained from the Registrar's Office. The decision to change needs to be approved by the Registrar's Office and, in some cases, may require reassessment by the Admissions Office. Students must also realize that any such change may extend the time frame for completion of their programs.

Course Assessment: Dates and Times

The dates and times of all tests and the due dates of all assignments shall be included in course syllabi whenever possible. When this is not possible, such dates and times must be announced at least two weeks in advance if the test or assignment comprises less than 25% of the final grade in the course, or four weeks in advance if the test or assignment comprises 25% or more of the final grade.

Missed due dates: Normally the weighting of the missed assignment is added to the final examination weighting or spread over the remaining assignments. Assignment due dates are not extended. It might be impractical to apply this in all courses, particularly in project-based or thesis courses where submissions must be made. Professors may use their discretion in these cases and allow an extension.

Missed term tests: Normally the weight of the missed test is added to the final examination weighting or spread over the remaining tests. Term tests are not normally deferred.

No student shall be required to sit for a test outside normal class hours, as designated by the academic scheduling, except by the mutual agreement of the student and professor.

When a student has more than two major tests or assessments on a given day, the student should contact the professors at least two weeks prior to the test day to request alternative arrangements. A major test or assessment is one that comprises 25% or more of the student's final grade.

During the final week of classes, no tests or assignments may be administered or due except those which, together, comprise less than 25% of the student's final grade in the course.

After the last day of classes, no tests, assignments, presentations, or any other form of evaluation shall be administered or due except those administered by the Registrar's Office.

End of Semester Regulations

After the last day of classes, no professor shall receive assignments from students, nor may students submit such assignments to a professor. Any student wishing to submit an assignment past the last day of classes must be directed to submit an Academic Appeal to the Academic Standards and Appeals Committee. The professor may write a letter indicating his or her level of support and suggested outcome.

Bachelor of Education and Bachelor of Technical Education students, within Education courses, may submit assignments until the last day of the scheduled examination period with the professor's approval.

After the last day of exams, no professor shall receive assignments from students; any student wishing to submit an assignment past the last day of exams must be directed to submit an Academic Appeal to the Academic Standards and Appeals Committee. The professor may write a letter indicating his or her level of support and suggested outcome.

No professor may accept Master of Education assignments two weeks past the final day of classes, and no student may submit such assignments to a professor. Any student who wishes to submit an assignment two weeks past the final day of that course must be directed to submit an Academic Appeal to the Academic Standards and Appeals Committee. The professor may write a letter indicating his or her level of support and suggested outcome.

Reading Days

Each semester the formal lecture period, as defined by the dates published in the Academic Calendar, normally ends at least one day before examinations, and this class-free period shall be designated as "Reading Day(s)." Except where classes are rescheduled as the result of a campus-wide closure, no classes or assessments are to be conducted after the last day of classes.

In the period between the last day of classes and the beginning of final examinations, no professor shall be permitted to administer, and no student shall be required to sit for, examinations, tests, presentations, or lectures. It is important to ensure that all students have equitable opportunity to prepare for the final examinations of all courses taken during the term.

In limited cases, a professor may believe that an assessment may be administered only within the Reading Day(s). In such cases the professor may apply for relief from this clause only by means of a written request to the Vice President for Academic Affairs. This request must occur prior to the commencement of the semester, and it must prove that the timing of the assessment is pedagogically in the best interests of the students, and that it is essential to meet the outcomes of the course. If approved, the Registrar's Office shall note this assessment as an official part of the examination timetable, and all applicable policies shall apply.

Final Examinations

Final, comprehensive examinations shall be interpreted in the ordinary sense of the word; usually they cover all, or a very substantial portion of, the material dealt with in one academic term, and they usually represent 25% or more of the course grade.

Final examinations for the fall semester are held in December. Final examinations for the winter semester are held in April. Students will be provided with a final examination schedule no later than four weeks into each semester. The period of the term scheduled for final examinations is reserved for preparation and sitting for the final examination. The period may also be reserved for the completion and submission of an alternative assignment, with equivalent time commitments for those courses without final examinations. All examinations, or alternative assignments, must be submitted to and coordinated by the Registrar's Office. Apart from these assessments, no course assignments are to be due or received after the last day of classes.

Final examinations shall be written during the periods specified in the Academic Calendar and as scheduled by the Registrar's Office. No professor shall be permitted to administer, and no student shall be required to sit for, comprehensive examinations during the formal lecture period. For courses with no final examination, no assignments are to be due following the last day of classes. Where such assignments replace a final examination (e.g. take home examinations, presentations, etc.), professors will communicate the need to the Registrar's Office, and the assignment will be scheduled accordingly.

Deadline for Requesting Final Examination Accommodations

Testing accommodations relating to final examinations must be approved through the Writing and Student Success Services Office. Final examination accommodations must be approved by week six of each fall and winter term. Final examinations are not normally held in the spring term; however, students in need of testing accommodations for spring classes must seek approval within the first 18 hours of the class. Students who miss the deadline will not have access to testing accommodations for their final examinations that term.

Final Examination Timetable Conflict Resolution

If a student has a conflict with a final examination that has been detected during the examination scheduling process, the professor will be notified by the Registrar's Office, and the Registrar's Office will issue an alternate examination schedule to the student.

Student Change of Examination Requests: Final Examinations Relief

Examination scheduling for students shall ensure the following:

1. No student shall have examinations within three consecutive time blocks or three examinations within a 24 hour period;
2. No student shall have more than one examination scheduled within one examination block.

Students shall complete the Change of Examination Request form and apply to the Registrar's Office for relief from the failure of (1.) or (2.) by the date specified when the final examination timetable is released. This form should be submitted at least two weeks before the start of the examination period. Relief is defined as allowing students to write one, or more, of the exams at a different time as close to the original time as possible. This time frame shall not exceed 48 hours. No student is permitted to discuss the examination with any other student or a grade of "F" will be assigned to the examination. The new schedule shall be determined by the Registrar's Office.

Student Change of Examination Requests: Adjustment Due to Elective Arrangements

Elective arrangements, such as travel plans, are normally not considered acceptable grounds for granting an alternative examination time. In exceptional cases, students may appeal this policy to the Dean. Students shall complete the Change of Examination Request form and submit it, with any

additional notation of appeal, to the Registrar's Office. In rare cases where exceptions are granted, a one hundred dollar ($100) fee per exam will be applied to the student's account to address proctoring and administrative fees.

Student Change of Examination Requests: Adjustment Due to Illness

From time to time students become ill or have ongoing medical conditions that prevent them from meeting academic obligations. Crandall University is committed to assisting students who are ill to achieve the best possible academic outcome.

Documentation

Students in on campus courses who are ill and are unable to meet assignment due dates or to write a term test or final examination should seek medical treatment and provide confirmation of the illness to the Registrar's Office within 48 hours by submitting medical documentation and request for Change of Examination due to illness. Students may access the required form online via the Registrar's Office web page.

Management of Requests for Adjustment Due to Illness

Adjustment of due dates or deferrals of term tests or final examinations are not automatic upon the presentation of suitable medical verification. Professors will use this documentation and all information available to them when determining whether accommodation is warranted. A student who becomes ill during the writing of an examination and is unable to continue should ensure, before leaving the site of the examination, that the Chief Proctor or the Professor of Record is notified of the situation. In addition, the student must supply the medical documentation specified above to the Registrar's Office within 48 hours after the partially completed examination is submitted.

If a student completes an examination, even though s/he is ill, the grade obtained in the course will normally stand. Subsequent petitions for an exception to academic regulations on the grounds of illness may be considered if accompanied by the documentation specified above. The student's department or faculty may take the illness into consideration and possibly alter academic standing, but the grade will not normally be altered. False claims of illness and/or the submission of false supporting medical documentation constitute an academic offence that will result in disciplinary action (see "Academic Integrity" on page 61 of the Academic Calendar).

Students who are absent from final examinations without acceptable excuse will be assigned a grade of "F" for those examinations.

General Examination Regulations

1. All materials or belongings that a student brings into the examination room are to be left at the front of the room and inaccessible to the student. The only exception will be for those courses where the professors have approved the use of certain notes or materials to write their exams.
2. All cellular phones and other electronic devices must be turned off or on silent. Such devices may not be on the student's person, and they must remain inaccessible while in the examination room.

In rare cases, students may request that the Chief Proctor have access to the device only when the student is expecting a call of an emergency nature.

3. Students must bring their Crandall University-issued student identification cards to be placed on their desks as they write to be eligible to write the examination. If the cards are not produced, professors/proctors may accept another form of photo identification instead. Students whose identification cards are not considered acceptable by the professors/proctors will not be permitted to write until such time as their identities are confirmed. Any loss of time, due to inadequate provision of identification, shall by forfeited by the students.
4. Whenever possible, students writing the same exam will distance themselves from their classmates by at least one space.
5. After the examination has begun, students may not enter or leave the room within the first thirty (30) minutes. This is to ensure adequate time for students properly to review and understand the exam and to facilitate a low distraction environment. If the professor is late, but arrives within the thirty minute period, the examination will proceed with additional, corresponding time allowed to compensate for the late start. If the professor has not arrived after thirty minutes, students will be dismissed and asked to leave the examination room quietly. The professor will then need to make suitable arrangements with the Vice President for Academic Affairs to adjust the course grades so that no student shall be penalized for the lack of opportunity to write the examination.
6. Once the examination has started, students may, with the permission of a professor or proctor, leave the examination room briefly only to use the washroom. In such cases, students must be accompanied by an assigned proctor, or they may go alone if the proctor deems that the washroom is free of study aids. In either case, students may not leave the examination room with electronic devices.
7. After the examination has begun, students may not enter or leave the examination room within the first thirty (30) minutes. Students who arrive late for examinations may be barred from writing, and they must immediately submit a written appeal with the Registrar's Office. Students may be permitted to write the examination in the remaining time pending both room and proctor availability and as long as their entrance will not be a distraction to others already writing. No extension of time will be granted to students who are allowed to sit in the examination after arriving late. The Dean decides whether or not to accept late students' examinations for grading.
8. Misreading the exam schedule is not a valid reason for missing an exam. A rewrite will not be permitted without a formal appeal approved by the Dean.
9. After students have written the exam, they are not permitted to linger in hallways near the examination rooms as these are designated quiet zones.
10. Students caught in the act of cheating, or accused of such, shall be subject to the procedures for suspected academic dishonesty. Such an examination, with all noted evidence, shall be submitted to the Academic Standards and Appeals Committee. Should a student be determined to have been cheating the student shall be assigned an "F" on the course, and that student may be subject to suspension or dismissal.
11. Students are not permitted to bring food into the examination room. Students may bring water into the examination room. If a student must bring food for medical reasons, that individual is to contact the Registrar's Office a minimum of two weeks prior to the examination period so that arrangements can be made.
12. Students are subject to any and all applicable policies within the Academic Regulations of Crandall University, and they should be aware of such as noted within this current Academic Calendar.

Academic Integrity During Final Examinations

During an examination, if a student gives assistance to or receives assistance from another student, or has unauthorized aids, such individuals will be liable to disciplinary action. If a professor or proctor has reasonable grounds to believe that a violation of academic regulations has occurred, the Chief Proctor or Professor of Record shall follow the Academic Integrity procedure as follows:

1. Remove anything on the desk not authorized for use in the examination and keep it until the student has completed the examination and handed in the booklet, etc., as required;
2. Move all knapsacks, bags, purses, pencil cases, etc., if not moved already. Remove any evidence that is visible. Such removal is to be done in the presence of the student and another proctor. Evidence may include, but is not limited to, notes and electronic devices. If the student requires a copy of such evidence, a copy is to be provided with the original to be retained by the proctor;
3. Require the student to move to a seat where the proctor can more easily monitor the student;
4. Ask a student to adduce evidence where the proctor believes that student has hidden it on his or her person. If the student refuses, the proctor will accompany, or send, the student to the Registrar's Office to review the situation with the Registrar or designate. Under no circumstances should the student be touched;
5. Remove the foolscap and replace with new sheets;
6. In all cases a student is to be permitted to finish writing the examination.

As soon as possible following the conclusion of the examination, the Chief Proctor or Professor of Record is expected to do the following:

1. Make a note of the time and details (e.g. refusal to cooperate);
2. Explain to the alleged offender that the status of her or his paper is in question;
3. Identify the paper and set it aside;
4. Inform the Registrar of the circumstances;
5. Submit all of the evidence available to the Registrar's Office.

Such an examination, with all noted evidence, shall be submitted to the Academic Standards and Appeals Committee. Should a student be determined to have been cheating the student shall be assigned an "F" on the course, and that student may be subject to suspension or dismissal.

Student Access to Final Examination Papers

For many courses, final examinations are a major component of student assessment and often contribute substantially to the final grades awarded. In addition, final examinations may serve an important educational purpose in indicating to students what, and how well, they have learned in the course. Course professors may choose to use final examinations for one or both of these objectives.

A student may challenge a final grade by submitting a request to the professor within one month of notification of the mark. The student will then be provided supervised access to the final examination paper. Supervisors may include the Professor of Record or a designate from the Registrar's Office. The student may provide written comments, which will be forwarded, along with the examination paper, to the faculty member for consideration in responding to the challenge. If the student is not satisfied with the response, s/he may contact the Registrar's Office regarding a reassessment challenge.

Release of Final Semester Grades

Final course grades will not be released to individual students and will only be released by the Registrar's Office via the Student Information System. Faculty may not provide final grades or final exam grades to students in any form prior to the release of grades by the Registrar's Office. Transcript requests will be processed after the official release of grades. Marks will not be released until students' accounts have been paid in full.

Grading Standards

Students will be assessed according to the grading requirements indicated in the courses' syllabi. All professors are expected to abide by the Guidelines for Grading and Reporting Grades stated below.

Guidelines for Grading and Reporting Grades

Grading policies for courses are stated within individual syllabi. These policies attempt to ensure that all students are assessed fairly in relation to other students in the same class, students in other sections of the same course, and students in other courses at the University.

The grading standard is based on students' demonstrated abilities in some of the following areas: understanding, critical evaluation, analysis and synthesis, organization, application, and appropriate writing form and style.

When questions about marks given on individual course assignments occur during the academic year, students should deal with professors directly. If this action does not result in a satisfactory conclusion, students may choose to discuss the matter with their faculty advisor or the Registrar, and/or they may choose to make a formal written appeal to the Dean. Such appeals must be submitted to the Dean's office within 10 business days from the return of the assignment.

If a student chooses to make a formal appeal to the Dean, the Dean will have 10 business days to respond. If this action does not result in a satisfactory conclusion, students may choose to make a formal written appeal to the Academic Standards and Appeals Committee. The student has 10 business days from the date associated with the Dean's written response to submit their appeal to the Committee. The decision of the Committee is final.

In instances where students believe that professors are specifically singling them out and not treating them consistently with the other students in the class, students should follow the Complaint Resolution Process as described in the Non-instructional Academic Concerns section of this Academic Calendar.

Should students have any questions about the accuracy of their final marks, the Registrar's Office needs to be contacted immediately. If any error in calculating or recording the mark is discovered, the correction will be made automatically, and a new transcript of marks will be issued to the students. Should no error be detected resulting in continued dissatisfaction on the part of the students, they may appeal to the Dean.

This appeal must be made in writing within 10 business days from the date associated with the Registrar's Office written response. The appeal should contain all pertinent information and concerns regarding the situation. Whenever possible students need to substantiate claims made within their appeal letters. The Dean is not required to search out information if students have not offered sufficient details in their appeals. If a student chooses to make a formal appeal to the Dean, the Dean will have 10 business days to respond. If this action does not result in a satisfactory conclusion, students may choose to make a formal written appeal to the Academic Standards and Appeals Committee.

The student has 10 business days from the date associated with the Dean's written response to submit their appeal to the Committee. The decision of the Committee is final.

Reporting of Grades

All grades must be submitted on or before the due date as noted in the Academic Calendar. Following submission of final grades, faculty are not permitted to change grades except in the cases where calculation of grade error has occurred or a student-initiated appeal has resulted in a change in the original grade. Such changes must be submitted by the professor with an explanation.

The Registrar's Office releases grades to students at the end of each semester only in cases where all accounts with the University have been paid.

For students with outstanding grades and without approved extensions, grades of "F" will be noted on their academic records. In extenuating circumstances, grades of "IP" (In Progress) may be assigned. Usually this delay of grade submissions would not exceed more than six weeks, and the Academic Standards and Appeals Committee must approve the extension.

Grading Scale and Symbols

Standard alpha symbols are used as the official means to indicate course results. Grade points and percentage equivalents are stated below. (Percentage equivalents are offered below as a point of general comparison, but they have no official status in the reporting of grades.)

Grade	*Grade Points*	*Numeric Value*
A+	4.30	(94-100%)
A	4.00	(87-93%)
A-	3.70	(80-86%)
B+	3.30	(77-79%)
B	3.00	(74-76%)
B-	2.70	(70-73%)
C+	2.30	(67-69%)
C	2.00	(64-66%)
C-	1.70	(60-63%)
D+	1.30	(57-59%)
D	1.00	(54-56%)
D-	0.70	(50-53%)
F	0.00	(0-49%)

In addition to the above grading symbols, five other designations are possible:

P: Pass is usually awarded for non-credit program requirements. It is not calculated into the GPA.

W: Withdrew is assigned when students withdraw from courses after the second week of classes and prior to the last day to withdraw as indicated in the Academic Schedule.

IP: In Progress is assigned in extenuating circumstances when students have been unable to complete the course requirements in the normal time period. Usually this delay would not exceed six weeks. The Academic Standards and Appeals Committee must approve this extension.

I: Incomplete is assigned temporarily, at the request of professors, when students in non-credit courses have work not completed.

AU: Audit is assigned for courses that have been audited. It is not calculated into the GPA.

CTN: Continuing is assigned by the Registrar's Office to the first semester of a course taught consecutively over two or more semesters. It is not calculated into the GPA.

Education Internship Grading System

P = Pass
F = Fail

Grade Point Average (GPA)

The Grade Point Average (GPA) is an indication of students' academic performance based on a scale ranging from 0.00 to 4.30 (see grade scale earlier). The GPA is calculated by changing each letter grade to its grade point equivalent and multiplying this number by the number of credit hours attributed to the course. These points are then totalled and divided by the total credit hours attempted by students. Students' transcripts will reflect both sessional GPAs as well as a cumulative GPA for all the courses taken to that point.

Dean's List

Students who are enrolled in Bachelor of Arts, Bachelor of Arts and Science, Bachelor of Business Administration, Bachelor of Organizational Management, and Bachelor of Science degree programs, or an equivalent, will be considered Dean's List students if they maintain an overall annual GPA of 3.70 (A-) or higher.

Academic Status

Academic status for undergraduate students is assessed annually, at the end of the winter semester, by the Registrar's Office. Academic status is based on students' GPA and credit hours attempted. Any student has the right to appeal their standing in writing to the Academic Standards and Appeals Committee. See the section *"Academic Concerns: Challenge of Academic Status"* on page 63 for more information.

These are the types of academic status that may be assigned:

Academic Dismissal: Traditional undergraduate students who have attempted more than 23 credit hours and who are unable to achieve a minimum cumulative GPA of 1.50.

Students with a status of Academic Dismissal are not permitted to register at the university for one calendar year. Students who complete courses from other universities or colleges while they have a status of Academic Dismissal are not eligible to receive credit for transfer toward their degrees at Crandall University.

Academic Probation: Traditional undergraduate students who have attempted more than 23 credit hours and have achieved a cumulative GPA of between 1.50 and 1.69. Students with a status of Academic Probation who achieve a cumulative GPA of 1.70 will have their status returned to Good Standing. Students with a status of Academic Probation who achieve a cumulative GPA lower than 1.50, will have their status changed to Academic Dismissal.

Academic Suspension: Student has been suspended from the University for the period of one semester.

Conditional Acceptance: Traditional undergraduate student granted admission to the university on a probationary status. They are given 24 credit hours to improve their probationary status.

If they achieve a minimum cumulative GPA of 1.70, their status will be changed to Good Standing. If they achieve a minimum cumulative GPA between 1.50 and 1.69, their status will be changed to Academic Probation. If they achieve a minimum cumulative GPA lower than 1.50, their status will be changed to Academic Dismissal.

Conditional Re-admittance: Students are permitted to re-register with academic stipulations after at least one calendar year on Academic Dismissal. Students with a status of Conditional Re-admittance who meet their academic stipulations will have their status changed to Good Standing. Students with a status of Conditional Re-admittance who do not meet their academic stipulations will have their status changed to Academic Dismissal.

Good Standing: Undergraduate students who have a minimum cumulative GPA of 1.70.

Graduate: Students have successfully completed all of the academic and program requirements for the program indicated.

Graduate with Distinction: Undergraduate students who have achieved a minimum cumulative GPA of 3.70.

Letter of Permission: Students from another institution who are studying at Crandall University.

Potential Graduate: Students are eligible to graduate.

Withdrawal: Student initiated withdrawal, so they have incurred no academic penalty.

Undergraduate Year of Study

An undergraduate student's year of study is used primarily for reporting purposes. In some instances, the undergraduate year of study, or an equivalent term, is used as a course prerequisite. Undergraduate year of study is defined by the number of credit hours earned toward the undergraduate degree and includes transferred credits.

Year of Study or Equivalent Term	*Credit Hours Completed*
1	0-23
2	24-53
3	54-83
4	84-120
Upper Level Standing	54-120

Academic Integrity

Students at Crandall University are required to uphold high standards of academic integrity, including (but not limited to) the following:

- supporting the academic progress of other students and doing nothing to impede that progress;
- following all relevant protocols for testing, assignments, and other forms of evaluation;
- not submitting the same work for credit in two or more courses without permission to do so;
- not representing as one's own work something that is not;
- acknowledging the source of any information or phrasing that is not one's own. A breach of any of the above may constitute academic dishonesty.

Plagiarism is of particular concern because students are often confused about what plagiarism is and how to avoid it. In short, plagiarism is the act of using ideas, words, data sets, tables, recordings, or other such material that is not one's own without acknowledging the source, or resubmitting one's own work from another course without permission to do so, and it is considered a serious academic offense.

The university is committed to helping students avoid plagiarism and will provide training on how to find quality sources of information, how to quote from or paraphrase such sources, and how to properly acknowledge those sources. Such training is typically provided in introductory courses and in resources made available in the library and on Moodle.

Upholding Academic Standards

When a student falls short of the University's standards for academic integrity, the instructor must report the incident to the chair of the Academic Standards and Appeals Committee. The instructor and the Committee will then take appropriate steps to address the situation. Such steps typically include one or more of the following:

- a notice of academic dishonesty added to the student's academic file;
- training in the area concerned;
- reprimand and rewrite;
- reduction of grade on the assignment;
- grade of "F" on the course;
- suspension from the university;
- dismissal from the university.

If an incident involves the collaboration of two or more students, such steps may be applied to all involved.

Students have the right to appeal a decision of the Academic Standards and Appeals Committee to the Academic Council. Such appeals must include new evidence or reasoning that calls into question the original decision of the Committee and must be made in writing within two weeks of being notified of the Committee's decision.

For more information on how the University upholds Academic Integrity Standards, see "Academic Discipline Protocols" on the Registrar's page of the University website.

Complaint Resolution Process

Non-instructional Academic Concerns

Should the complaint involve a faculty member or faculty equivalent administrator, and should the complaint be related to their conduct or treatment of students, this process shall be followed. Should the complaint involve sexual harassment or violence, the process in the Student Handbook should be followed.

1. The student should speak to the faculty member or administrator. Students are encouraged to talk to the individual first to resolve the issue. As a professional courtesy, Crandall University asks students to contact the faculty member by phone, by email, or by scheduling an appointment. The student is also asked to be clear about what the concern is and how the student would like the issue to be resolved. If the issue does not reach resolution, or if the circumstances of the complaint make it impossible to meet with the individual directly concerned, the student may proceed to step two.
2. The student may take their complaint to the Dean. The Dean may meet with the faculty member and/or the student together, if appropriate, to discuss the complaint. If the faculty member of concern is the Dean, or if the issue does not reach resolution, the student may proceed to step three.
3. The student may submit a formal letter of complaint to the Vice President for Academic Affairs. The letter shall clearly communicate the following:

    a. Outline the nature of the complaint;
    b. Indicate that the initial steps seeking resolution have been followed with no resolution to the student's satisfaction;
    c. Provide a suggested remedy for the complaint;
    d. Provide any additional materials the student wishes to have included in consideration of the complaint.

The Vice President shall meet with the faculty member and/or the student, and any other relevant parties, to attempt to resolve the complaint. The student, faculty member, Registrar, and the Dean will receive a copy of the written decision. Decisions of the Vice President shall be considered final, and the complaint process shall be considered complete.

Instructional Academic Concerns

Should the complaint involve a faculty member as related to their capacity as course instructor with regards to course assessment, grade queries, or other academic or instructional issues, this process shall be followed:

1. The student should speak to the course instructor. Students are encouraged to talk to the instructor first to resolve the issue. As a professional courtesy, Crandall University asks students to contact the instructor by phone, by email, or by scheduling an appointment. The student is also asked to be clear about what the concern is and how the student would like the issue resolved. If the issue does not reach resolution, or if the circumstances of the complaint make it impossible to meet with the instructor directly concerned, the student may proceed to step two.
2. The student may take their complaint to the Dean. The Dean may meet with the faculty member and/or the student together, if appropriate, to discuss the complaint. If the faculty member

of concern is the Dean, or if the issue does not reach resolution, the student may proceed to step three.

3. The student may submit an Academic Appeal for Students document to the Academic Standards and Appeals Committee. Noted within the form is the request that the document be accompanied by a letter, medical documentation, additional medical notation (where applicable), copies of all correspondence relating to the appeal (where applicable), an indication that the student has requested that a letter of comment be sent to the Registrar's Office from any affected professors, or the Dean, as well as any additional information or documentation that may be considered relevant to the matter at hand. Only materials received in writing will be considered.

The Academic Standards and Appeals Committee shall receive relevant, written information from the instructor and/or the student, and any other relevant parties, to attempt to resolve the complaint. The Academic Standards and Appeals Committee Chair shall recuse themselves in cases of student appeal in which the Chair has been involved. The student, instructor, and Registrar's Office will receive a copy of the written decision. Decisions of the Academic Standards and Appeals Committee shall be considered final and binding, and the complaint process shall be considered complete.

Academic Concerns: Challenge of Academic Status

Should a student wish to challenge an academic status, normally that of Academic Dismissal, this process shall be followed:

1. Upon receiving official notification of the academic status from the Registrar, the student may contact the Registrar's Office, who shall provide assistance with the academic appeal process.
2. The student may submit a formal letter of appeal to the Academic Standards and Appeals Committee. The letter shall clearly communicate the following:

    a. Outline the nature of the academic status from the student's perspective;
    b. Indicate the circumstances and situations that contributed to the deficiency in academic performance;
    c. Provide a suggested remedy to those circumstances and situations, indicating how these remedies will lead to a successful academic experience;
    d. Provide a suggested academic and social support structure to support the student, indicating how these support structures will lead to a successful academic experience;
    e. Provide any additional materials the student wishes to have included in consideration of the appeal. The Registrar's Office will request that a letter of comment be sent to the Academic Standards and Appeals Committee from a professor, faculty head, or varsity coach. Only materials received in writing will be considered.

The Academic Standards and Appeals Committee shall receive the student's Transcript of Academic Record from the Registrar's Office. The Committee may also seek relevant information from course instructors, the Director of Writing and Student Success Services, the student, and any other relevant parties. The student and the Office of the Registrar will receive a copy of the written decision. Decisions of the Committee shall be considered final and binding. The status will remain for the prescribed period, and the complaint process shall be considered complete.

Statute of Limitations on Course or Program Appeals

A student may challenge a final grade in an individual course by submitting a written request to review the grade to the Professor of Record within 23 business days of notification of the final mark. After 23

business days, no such review request will be entertained and no other appeals related to this matter will be permitted. The student may need to produce any and all original, related assignments and provide these to the professor. The student may also request supervised access to the final examination paper if applicable. The Professor of Record must provide a written response to the student's request within 10 business days from the date associated with the student's written request.

If the student is not satisfied with the response, they may contact the Dean regarding a reassessment challenge within 10 business days from the date associated with the Professor of Record's written response. The Dean must provide a written response to the student's request within 10 business days from the date associated with the student's written request.

If the student remains unsatisfied with the response, they may contact the Registrar's Office regarding a reassessment of the Dean's response and an appeal to the Academic Standards and Appeals Committee. The student has 10 business days from the date associated with the Dean's written response to submit their appeal to the Academic Standards and Appeals Committee. Decisions of the Committee shall be considered final and binding.

Auditing Courses

Students who wish to attend classes in courses without being assigned a grade may register to audit the course, subject to the following regulations:

1. Registrations for audit will not be accepted without permission of the course instructor.
2. Normal regulations and deadlines regarding course adds and drops apply.
3. Students cannot change courses from credit to audit or from audit to credit after the last day for course changes in a semester.

Letter of Permission

Students currently enrolled at Crandall University, who wish to enroll in another institution and transfer credits into their Crandall University program of study, must complete a Letter of Permission. No credit shall be given to an enrolled student, for courses taken elsewhere, unless permission has been given from the Registrar's Office. Any additional administrative, financial, and admissions requirements for courses taken elsewhere are the sole responsibility of the student.

Students must be in good standing to take courses on letter of permission. Students must not exceed the total allowable course load, including both Letter of Permission courses and Crandall University courses, in any given semester, and students must not exceed the maximum number of hours accepted for transfer from another institution. Transfer credits are recorded on the transcript with credit value only. No transfer credit grade is recorded, and transfer credits are excluded from students' GPAs.

Convocation Requirements

Students in degree programs are eligible to graduate if they have achieved a cumulative GPA of 1.70 or a GPA of 2.00 over the last 60 credit hours of their course work.

Certificates are awarded only if students have achieved a cumulative GPA of 1.70 in their program requirements.

Bachelor of Arts, Bachelor of Arts and Science, Bachelor of Business Administration, Bachelor of Organizational Management, and Bachelor of Science students who have achieved a minimum cumulative GPA of 3.70 upon completion of their program will receive a "with distinction" designation on their degrees.

Students who expect to complete all of their degree requirements at the end of a particular semester must submit an Application to Graduate form along with their $50.00 graduation fee six months prior to their anticipated Spring Convocation and two months prior to their anticipated Fall Convocation. A late fee of $10.00 applies for late submissions. Failure to meet this deadline may also result in students' ineligibility to graduate on the expected date. Potential graduates will normally graduate at the closest ceremony after the completion of their program requirements. Application to Graduate forms are available online from the Registrar's Office page of the Crandall University website.

Second Undergraduate Degree Requirements

To receive a second undergraduate Arts, Business, or Science degree from Crandall University all requirements of the second degree must be fulfilled, including a minimal addition of 36 credit hours to the 120 credit hours of the first degree.

Directed Studies

A Directed Study is a 3000 or 4000 level reading course offered in special circumstances to upper level students on an individual basis. Directed Studies are available only on a limited basis due to the additional responsibility they place upon the faculty. Students interested in requesting a Directed Study course should follow the following procedures:

1. Contact a potential professor as well as the Registrar's Office;
2. Obtain a Directed Studies request form from the Registrar's Office;
3. Submit Directed Studies request forms to the Registrar prior to the last possible day for course changes of the semester in which the course is to be done, signed by the student and professor. Forms will be reviewed and submitted to the Vice President for Academic Affairs for consideration.

Transcript Requests

The Registrar's Office will process transcript requests received from students. The Transcript Request Form is found online on the Registrar's Office page of the Crandall University website. Such requests will normally take three to five business days. A fee of $10.00 per official transcript is charged. Transcripts will not be released to students with outstanding account balances.

Updating Degrees

Crandall University will exchange degrees for graduates of Crandall University who subsequently complete the requirements for a second major at a later date. These students will not participate in the Convocation ceremony again, but acknowledgement of the change will be included in the Convocation program. They will be subject to the program regulations in place at the time of their return to the University.

Crandall University will exchange degrees for graduates of Crandall University who subsequently complete the requirements for an Honours Degree at a later date. They will not participate in the Convocation ceremony again, but acknowledgement of the change will be included in the Convocation program. They will be subject to the regulations in place at the time of their return.

Parchment Reprints

Degree and certificate parchment reprints are available upon the completion of the corresponding request form if students verify that the original was destroyed or lost. A reprint may be available to students who request their degrees in a name that differs from that on the original parchment if they return the original parchment. In all cases, the parchment shall be marked as duplicate or replacement. There is a $30.00 fee to reprint a degree parchment.

Legal Names and Legal Name Changes

Any time that a student's name appears on a transcript, a certificate, a degree parchment, or a government report, that student's legal name will be used.

Changes to a student's legal name are made by contacting the Registrar's Office via registrar@crandallu.ca. To change the legal name, the student must accompany the request with a scanned copy of government-issued photo ID that includes the new legal name.

Undergraduate Programs of Study

The primary purpose of all the Bachelor of Arts, Bachelor of Science, Bachelor of Arts and Science, and Bachelor of Business Administration degrees at Crandall University is to give students the academic background for lives of learning, living, and service with a Christian perspective. The minimum credit hours required to complete any of these degrees is 120.

Subject Codes

Two letter codes are used to describe the department offering a particular course as follows:

BI – Biology
BU – Business Administration
CH – Chemistry
CO – Communication Arts
EC – Economics
ED – Education
EN – English
FA – Fine Arts
FR – French
GG – Geography
GR – Greek
HB – Hebrew
HI – History
ID – Interdisciplinary Studies
JP – Japanese
KN – Kinesiology
LI – Linguistics
MT – Mathematics
MU – Music
OM – Organizational Management
PH – Philosophy
PY – Physics
PS – Psychology
RS – Religious Studies
SO – Sociology
SP – Spanish
WM – Worship Arts
YL – Youth Leadership

Bachelor of Arts Requirements

I. Core Requirements (27 credit hours)
   - A. EN1013, 1023 – Literary Heritage I and II . . . . . (6 cr. hrs.)
   - B. HI1413 – Historical Thinking. . . . . (3 cr. hrs.)
   - C. One from HI1703, HI1713, HI1723, or HI1733 . . . . . (3 cr. hrs.)
   - D. RS1003 – The Themes of the Bible. . . . . (3 cr. hrs.)
   - E. RS1403 – The Christian Way. . . . . (3 cr. hrs.)
   - F. RS2003, 2033 – Old/New Testament in Its Context . . . . . (6 cr. hrs.)
   - G. ID4763 – Ethical Reasoning . . . . . (3 cr. hrs.)

II. Area Requirements (24 credit hours)
   Certain programs will state their area requirements specifically as well as require additional cognate courses.

   - A. Economics, Psychology, or Sociology electives . . . . . (6 cr. hrs.)
   - B. Mathematics or Natural Science electives . . . . . (6 cr. hrs.)
   - C. Language and/or Linguistics electives . . . . . (6 cr. hrs.)
   - D. Biblical or Christian Studies electives . . . . . (6 cr. hrs.)

III. Major Requirements
   Major course requirements for a Bachelor of Arts is 39 credit hours minimum, with certain majors requiring as many as 48 credit hours.

IV. Electives
   Elective options are needed to complete a total of 120 credit hours. At least 48 credit hours of the 120 must be at the 3000 or 4000 level. No more than 15 credit hours may be taken outside the Arts, Business Administration, and Science disciplines.

Bachelor of Arts Degree – Major

The Bachelor of Arts degree is available with majors in Biblical Studies, Communication Arts – Theatre, English, History, Kinesiology, Psychology, Religious Studies, and Sociology. The general requirements for all Bachelor of Arts degrees as listed previously must be fulfilled. For information on specific major requirements, see course listings for that discipline. (Note: For Biblical Studies major requirements, see Religious Studies course listings.)

Bachelor of Arts Degree – Double Majors

Double majors are possible between any two majors currently offered within the Bachelor of Arts degree at Crandall University:

A minimum of 36 credit hours within each major is completed, including all required courses for the major (additional hours may be required for certain majors), unless otherwise specified by the major.

All area requirements and cognates are fulfilled for each respective major.

Some double major combinations will not be possible to complete within the 120 credit hours required for the Bachelor of Arts degree. In these cases additional hours will need to be fulfilled by the student.

Bachelor of Arts Honours Degree

Students interested in pursuing a Bachelor of Arts Honours Degree should consult their faculty advisors before the beginning of their third year of study so that the courses necessary to prepare for the thesis can be taken during the third year.

The following steps must be taken during the third year:

1. A prospective supervisor must be contacted and a possible topic discussed.
2. A thesis application form must be obtained from the Academic Office.
3. The completed application must be approved by the prospective supervisor and submitted to the Academic Office by March 15th of the year prior to the year in which the thesis is to be done.

   Note: Late applications will not normally be considered. They may be considered only if a letter of appeal is provided with the application. The letter must outline a legitimate reason why the student could not submit the application on time. The criteria for granting the appeal will be the same as if the student were applying to hand in a paper after the last day of classes or to write an examination after the examination period.

4. The Vice President for Academic Affairs will discuss the application with the prospective supervisor and other faculty in the major. The Research Ethics Committee may also consider the merits of the application.
5. If the proposal is not deemed to be completely satisfactory by the Research Ethics Committee, the student may be required to revise it and resubmit it over the summer.

The following requirements must be met by those wishing to do an Honours degree. (Any exceptions to these requirements must be approved by the Academic Standards and Appeals Committee, with support of the prospective supervisor, prior to presenting an application to the Research and Ethics Committee.)

1. The student must have a cumulative GPA of 3.00 on all work credited to the degree to date.
2. The student must have no mark below "B-" in any course credited toward the major.
3. The student must have no mark below "C-" in any course credited toward the degree.
4. It must be possible for the student to complete at least 24 credit hours of the major requirements before the beginning of the year in which the thesis is to be done, including any methodology or theory courses required for the major.
5. At least the final 60 credit hours of the Honours degree must be from Crandall University courses.
6. At least 30 hours of the major, including a minimum of 12 hours at the 4000 level, must be done at Crandall University. In a case where a transfer student applies to write a thesis, the courses transferred into the major must be approved for credit toward an Honours degree by the faculty in the discipline.
7. Some individual Honours degrees may have other requirements or specific courses within the major which need to be taken. See the Programs and Course Descriptions section of the Academic Calendar for further information regarding each discipline's Honours requirements.

The following requirements must be met in order for an Honours Degree to be awarded:

1. A minimum of 54 credit hours must be completed in the major. (Certain degrees and majors may require more.)
2. A six credit-hour thesis is included in the minimum 54 credit hours.
3. Also included in these 54 credit hours must be a minimum of six hours of course credit at the 4000 level.
4. The student must have a cumulative GPA of 3.00 in his/her entire program.
5. The student must have no mark below "B-" in any course credited toward the major.
6. The student must have no mark below "C-" in any course credited toward the degree.

Bachelor of Arts Degree – Interdisciplinary Studies Major

The Bachelor of Arts in Interdisciplinary Studies is designed to give students an opportunity to study subjects in several disciplines within a Christian context, thus forming a broader area of concentration than in a traditional, more specialized single major. For some, the degree will be the preparation for a life in business or other vocations where a degree is necessary or desirable. For others, the program will provide pre-seminary, pre-professional school, or pre-graduate school education. No more than 10 courses (30 credit hours) may be taken in any one discipline. Interdisciplinary Studies 4903, Senior Seminar, is a required course for this degree.

Bachelor of Arts and Science Degree Requirements

I. Core Requirements (30 credit hours)
   - A. EN1013, 1023 – Literary Heritage I and II . . . . . (6 cr. hrs.)
   - B. HI1413 – Historical Thinking. . . . . (3 cr. hrs.)
   - C. One from HI1703, HI1713, HI1723, or HI1733 . . . . . (3 cr. hrs.)
   - D. RS1003 – The Themes of the Bible. . . . . (3 cr. hrs.)
   - E. RS1403 – The Christian Way. . . . . (3 cr. hrs.)
   - F. RS2003, 2033 – Old/New Testament in Its Context . . . . . (6 cr. hrs.)
   - G. RS3713 – Christianity and Natural Science . . . . . (3 cr. hrs.)
   - H. ID4763 – Ethical Reasoning . . . . . (3 cr. hrs.)

II. Area Requirements (18 credit hours)
   - A. CH1013 – Introduction to Chemistry I. . . . . (3 cr. hrs.)
   - B. PY1113 – Physics for the Life Sciences. . . . . (3 cr. hrs.)
   - C. MT1203 – Introduction to Statistics or MT1253 – Statistics for the Life Sciences I . . (3 cr. hrs.)
   - D. Language and/or Linguistics Elective . . . . . (3 cr. hrs.)
   - E. Biblical or Christian Studies Elective . . . . . (3 cr. hrs.)
   - F. Economics, Psychology, or Sociology Elective. . . . . (3 cr. hrs.)

III. Arts Concentration Requirements (includes overlap with core and area requirements)
Choose one:

A. Christian Studies: RS1003, 1403, 2003, 2033, 3713; five (one + four) electives from Biblical Studies or Christian studies (Religious Studies course number with second digit equal to or lower than 7).
B. English: EN1013, 1023, 2013, 2023, 3933; one from 3013, 3023, 3033, 3043; one from 2313, 2323; three English electives at 3000/4000 level.
C. History: HI1413; one from 1703, 1713, 1723, 1733; 3013; 3023; six history electives, including three at 3000/4000 level.
D. Psychology: PS1013, 1023, 3603, and seven psychology electives, including four at the 3000/4000 level.
E. Religious Studies: RS1003, 1403, 2003, 2033, 3713, one elective from Biblical Studies or Christian Studies (Religious Studies course number with second digit equal to or lower than 7), four electives from Religious Studies (Religious Studies course number with second digit of 8 or 9).
F. Sociology: SO1013, 1023, 3603, and seven sociology electives, including three at the 3000/4000 level.

IV. Science Concentration (30 credit hours)
Biology: BI1013, 1023, 2013, 2213, and six additional biology electives, including two with labs.

V. Electives
A. 9 credit hours from math, science, or geography.
B. Additional elective options to complete a total of 120 credit hours. At least 48 credit hours of the 120 must be at the 3000 or 4000 level, and no more than 15 credit hours may be taken outside the Arts, Business Administration, and Science disciplines.

Bachelor of Business Administration Requirements

I. Core Requirements (30 credit hours)
A. EN1013,1023 – Literary Heritage I and II ..... (6 cr. hrs.)
B. HI1413 – Historical Thinking. ..... (3 cr. hrs.)
C. One from HI1703, HI1713, HI1723, or HI1733 ..... (3 cr. hrs.)
D. RS1003 – The Themes of the Bible. ..... (3 cr. hrs.)
E. RS1403 – The Christian Way. ..... (3 cr. hrs.)
F. RS2003, 2033 – Old/New Testament in Its Context ..... (6 cr. hrs.)
G. Biblical or Christian Studies Elective ..... (3 cr. hrs.)
H. ID4763 – Ethical Reasoning ..... (3 cr. hrs.)

II. Business Requirements
The Bachelor of Business Administration degree requires a minimum of 69 credit hours in Business Administration. For more information on specific degree requirements, please see the Program and Course Descriptions section of the Academic Calendar.

III. Electives
Elective options are needed to complete a total of 120 credit hours. At least 48 credit hours of the 120 must be at the 3000 or 4000 level. No more than 15 credit hours may be taken outside the Arts, Business Administration, and Science disciplines.

Bachelor of Business Administration Degree Concentrations

The Bachelor of Business Administration degree offers the following concentration options: Accounting, Economics and Finance, Management, Marketing, and General Business Administration. For information on specific degree requirements, please see the Programs and Course Descriptions section of the Academic Calendar.

Bachelor of Business Administration Co-operative Education Degree

Co-operative Education is built around a three-way partnership between the university, students, and employers. The goal of the program is to integrate students' theoretical knowledge with practical work experience by adding three work-term semesters to the regular Bachelor of Business Administration Program.

The following requirements must be met by students undertaking a Bachelor of Business Administration Co-op degree.

1. Students must have completed 15 credit hours towards the B.B.A. degree.
2. Students must have cumulative GPAs of no less than 2.70 (B-).
3. Students must complete the Co-op Application form and submit references, a resume, and a letter stating their reasons for seeking admission to the program.

For more information students may refer to the Bachelor of Business Administration Co-op Handbook which explains the program in detail, including program structure, costs, and admission process. Forms and documents pertaining to the B.B.A. Co-op degree may be found at www.crandallu.ca.

Bachelor of Business Administration Honours Degree

Students interested in pursuing a Bachelor of Business Administration Honours Degree should consult their faculty advisor. This should take place before the beginning of the third year of study, so that courses necessary to prepare for the thesis can be taken during the third year.

The following steps must be taken during the third year:

1. A prospective supervisor must be contacted and a possible topic discussed.
2. A thesis application must be obtained from the Academic Office.
3. The completed application must be approved by the prospective supervisor and submitted to the Academic Office by March 15th of the year prior to the year in which the thesis is to be done.

Note: Late applications will not normally be considered. They may be considered only if a letter of appeal is provided with the application. The letter must outline a legitimate reason why the student could not submit the application on time. The criteria for granting the appeal will be the same as if the student were applying to hand in a paper after the last day of classes or to write an examination after the examination period.

4. The Vice President for Academic Affairs will discuss the application with the prospective supervisor and other faculty in the major. The Research Ethics Committee may also consider the merits of the application.
5. If the proposal is not deemed to be completely satisfactory by the Research Ethics Committee, the student may be required to revise and resubmit it over the summer.

The following requirements must be met by those wishing to complete an Honours degree. (Any exceptions to these requirements must be approved by the Academic Standards and Appeals Committee, with support from the prospective supervisor, prior to presenting an application to the Research and Ethics Committee.)

1. The student must have a cumulative GPA of 3.00 on all work credited to the degree to date as well as at graduation.
2. The student must have no mark below "B-" in any Business Administration courses.
3. The student must have no mark below "C-" in any other courses credited toward the degree.
4. It must be possible for the student to complete at least 24 credit hours in Business Administration requirements before the beginning of the year in which the thesis is to be done, including any required methodology or theory courses.
5. At least the final 60 credit hours of the Honours degree must have been earned at Crandall University.
6. At least 36 credit hours of Business Administration, including the 15 credit hours at the 4000 level, must be done at Crandall University. In a case of a transfer student who applies for a thesis, the Business Administration courses transferred must be approved for credit toward an Honours degree by the Business Administration faculty.

The following requirements must be met for an Honours Degree to be awarded:

1. A minimum of 69 credit hours must be completed in Business Administration based on the requirements outlined in the Programs and Course Descriptions section of the Academic Calendar.
2. A six credit hour thesis is included in the minimum 69 credit hours.
3. Also, included in these 69 credit hours must be a minimum of nine hours of course credit at the 4000 level.
4. The students must have cumulative GPAs of 3.00 in the entire program.
5. Students must have no mark below "B-" in any Business Administration courses.
6. Students must have no mark below "C-" in any other courses credited toward the degree.

Bachelor of Arts in Organizational Management (Degree Completion Program)

The Bachelor of Arts in Organizational Management is designed and delivered in a non-traditional format. The program is designed for mature adults (at least 21 years of age) who are employed, have at least the equivalent of one year of post-secondary education, and want to complete their undergraduate degrees.

This is an accelerated degree completion format which enables students to develop interpersonal, self-reliance, leadership, problem solving, decision-making, written communication, and oral communication skills. Students also gain an understanding of research techniques and applications.

This B.A. in Organizational Management degree prepares students to be managers in a variety of fields and businesses compatible with today's employment market. Other graduates may consider further educational options, including B.Ed., M.B.A., M.M., or M.Org.M. degrees. Students enrolled in this program attend classes on a year-round basis, one night per week, for 24 months. The delivery follows a cohort team structure where professors are both educators and practitioners. Each student earns 60 credit hours by completing the program's 18 required courses and an individual Applied Research Project.

Bachelor of Arts in Organizational Management Requirements

I. Content Area Requirements (18 credit hours)
These requirements may be completed through transfer credit or through courses offered at Crandall University.

A. English Literature or History Elective. . . . . (3 cr. hrs.)
B. Math or Natural Science Elective. . . . . (3 cr. hrs.)
C. Intercultural Communication Electives . . . . . (6 cr. hrs.)
D. Biblical or Christian Studies Elective . . . . . (3 cr. hrs.)
E. Accounting Elective. . . . . (3 cr. hrs.)

II. Required Courses (60 credit hours)
- A. OM3003 – Adult Development and Life Assessment (3 cr. hrs.)
- B. OM3103 – Group and Organizational Dynamics (3 cr. hrs.)
- C. OM3813 – Managerial Marketing (3 cr. hrs.)
- D. OM3413 – Social Problems and Their Impact on the Workplace (3 cr. hrs.)
- E. OM1043 – Western Ideas in Literature (3 cr. hrs.)
- F. OM3713 – Systems Approach to Organizational Change (3 cr. hrs.)
- G. OM3763 – Research Methods for Management (3 cr. hrs.)
- H. OM3913 – Business Law (3 cr. hrs.)
- I. OM1003 – Biblical Themes (3 cr. hrs.)
- J. OM4973 – Applied Research Project (3 cr. hrs.)
- K. OM3113 – Issues in Management (3 cr. hrs.)
- L. OM3213 – Managerial Accounting (3 cr. hrs.)
- M. OM3313 – Managerial Finance (3 cr. hrs.)
- N. OM3663 – Organizational Communication (3 cr. hrs.)
- O. OM3623 – Human Resource Management (3 cr. hrs.)
- P. OM1033 – Basic Christian Thought (3 cr. hrs.)
- Q. OM3343 – Strategic Planning (3 cr. hrs.)
- R. OM4013 – Worldview Perspectives (3 cr. hrs.)
- S. OM3333 – Personal Values and Organizational Ethics (3 cr. hrs.)
- T. OM3503 – Corporate Social Responsibility (3 cr. hrs.)

III. Elective Requirements (42 credit hours)

To complete a total of 120 credit hours, 42 credit hours in elective options are needed. These requirements may be completed through transfer credit or through courses offered at Crandall University. No more than 15 credit hours may be taken outside the Arts, Business Administration, and Science disciplines.

Bachelor of Organizational Management (Degree Completion Program)

Like the Bachelor of Arts in Organizational Management, the Bachelor of Organizational Management is designed and delivered in a non-traditional format. This 90 credit hour program is for mature adults (at least 21 years of age) who are looking to earn a bachelor's degree and who can transfer up to 30 credit hours into the program. Students who are looking to further their education after their bachelor's degree (i.e. a Bachelor of Education or a Master's degree) should consider the 120 credit hour Bachelor of Arts in Organizational Management.

Bachelor of Organizational Management Requirements

Students can transfer a maximum of 30 credits toward this degree. Of the 30 credits, no more than 15 credits can be outside the fields of Arts, Business, or Science.

I. Arts, Business, or Science Electives (15 credits)

These courses may be completed through transfer credit or through courses at Crandall University.

II. General Electives (15 credits)

These general electives can include a maximum of 15 credit hours in non-Arts, Business, or Science courses.

III. Required Courses (60 credits)
- A. OM3003 – Adult Development and Life Assessment (3 cr. hrs.)
- B. OM3103 – Group and Organizational Dynamics (3 cr. hrs.)
- C. OM3813 – Managerial Marketing (3 cr. hrs.)
- D. OM3413 – Social Problems and Their Impact on the Workplace (3 cr. hrs.)
- E. OM1043 – Western Ideas in Literature (3 cr. hrs.)
- F. OM3713 – Systems Approach to Organizational Change (3 cr. hrs.)
- G. OM3763 – Research Methods for Management (3 cr. hrs.)
- H. OM3913 – Business Law (3 cr. hrs.)
- I. OM1003 – Biblical Themes (3 cr. hrs.)
- J. OM4973 – Applied Research Project (3 cr. hrs.)
- K. OM3113 – Issues in Management (3 cr. hrs.)
- L. OM3213 – Managerial Accounting (3 cr. hrs.)
- M. OM3313 – Managerial Finance (3 cr. hrs.)
- N. OM3663 – Organizational Comunication (3 cr. hrs.)
- O. OM3623 – Human Resource Management (3 cr. hrs.)
- P. OM1033 – Basic Christian Thought (3 cr. hrs.)
- Q. OM3343 – Strategic Planning (3 cr. hrs.)
- R. OM4013 – Worldview Perspectives (3 cr. hrs.)
- S. OM3333 – Personal Values and Organizational Ethics (3 cr. hrs.)
- T. OM3503 – Corporate Social Responsibility (3 cr. hrs.)

Bachelor of Science Requirements

I. Core Requirements (30 credit hours)
- A. EN1013,1023 – Literary Heritage I and II (6 cr. hrs.)
- B. HI1413 – Historical Thinking (3 cr. hrs.)
- C. One from HI1703, HI1713, HI1723, or HI1733 (3 cr. hrs.)
- D. RS1003 – The Themes of the Bible (3 cr. hrs.)
- E. RS1403 – The Christian Way (3 cr. hrs.)
- F. RS2003, 2033 – Old/New Testament in Its Context (6 cr. hrs.)
- G. RS3713 – Christianity and Natural Science (3 cr. hrs.)
- H. ID4763 – Ethical Reasoning (3 cr. hrs.)

II. Area Requirements (24 credit hours)
- A. MT1203 Introduction to Statistics or MT1253 Statistics for the Life Sciences I (3 cr. hrs.)
- B. MT2253 – Statistics for the Life Sciences II (3 cr. hrs.)
- C. Economics, Psychology, or Sociology Elective (3 cr. hrs.)
- D. Biblical or Christian Studies Elective (3 cr. hrs.)
- E. CH1013, 1023– Introduction to Chemistry I and II (6 cr. hrs.)
- F. CH2113 – Organic Chemistry (3 cr. hrs.)
- G. PY1113 – Physics for the Life Sciences (3 cr. hrs.)

III. Major Requirements (42 credit hours)

Major course requirements for the Bachelor of Science in Biology is 42 credit hours. For more information on specific requirements, please see the Programs and Course Descriptions section of the Academic Calendar.

IV. Electives (24 credit hours)
   A. Math/Science Electives. . . . . (9 credits)
   B. General Electives . . . . . (15 credits)

Elective options are needed to complete a total of 120 credit hours. At least 66 credit hours of the 120 must be taken in Mathematics and the Natural Sciences. No more than 15 credit hours may be taken outside the Arts, Business Administration, and Science disciplines.

Bachelor of Science Degree – Major

The Bachelor of Science degree is available with a major in Biology. The general requirement for the Bachelor of Science degree as stated previously must be fulfilled.

Bachelor of Science Honours Degree

Students interested in pursuing a Bachelor of Science Honours Degree should consult their faculty advisors before the beginning of their third year of study so that the necessary courses to prepare for the thesis can be taken during the third year.

The following steps must be taken during the third year:

1. A prospective supervisor must be contacted and a possible topic discussed.
2. A thesis application form must be obtained from the Academic Office.
3. The completed application must be approved by the prospective supervisor and submitted to the Academic Office by March 15th of the year prior to the year in which the thesis is to be done.

   Note: Late applications will not normally be considered. They may be considered only if a letter of appeal is provided with the application which outlines a legitimate reason why the student could not get the application in on time. The criteria for granting the appeal will be the same as if the student were applying to hand in a paper after the last day of classes or write an examination after the examination period.

4. The Vice President for Academic Affairs will discuss the application with the prospective supervisor and other faculty in the major. The Research and Ethics Committee may also consider the merits of the application.
5. If the proposal is not deemed to be completely satisfactory by the Research and Ethics Committee, the student may be required to revise and resubmit it over the summer.

The following requirements must be met by those wishing to do an Honours degree. (Any exceptions to these requirements must be approved by the Academic Standards and Appeals Committee, with

support from the prospective supervisor, prior to presenting an application to the Research and Ethics Committee.)

1. The student must have a cumulative GPA of 3.00 on all work credited to the degree to date as well as at graduation.
2. The student must have no mark below "B-" in any course credited toward the major.
3. The student must have no mark below "C-" in any course credited toward the degree.
4. It must be possible for the student to complete at least 24 credit hours of the major requirements before the beginning of the year in which the thesis is to be done, including any methodology or theory courses.
5. At least the final 60 credit hours of the Honours degree must have been earned at Crandall University.
6. At least 30 credit hours of the major must be done at Crandall University. In a case where a transfer student who applies to write a thesis, the courses transferred into the major must be approved for credit toward an Honours Degree by the faculty in the discipline.
7. Some individual Honours degrees may have other requirements or specific courses within the major that need to be taken. See the Course Descriptions section of the Academic Calendar for further information regarding each discipline's Honours requirements.

The following requirements must be met in order for an Honours Degree to be awarded:

1. A total of 54 credit hours must be completed in the major.
2. A six credit hour thesis must be included in the 54 credit hours.
3. For Bachelor of Science students, a minimum of eight lab courses within the major are also included in the 54 credit hours.
4. The student must have a cumulative GPA of 3.00 in the entire program.
5. The student must have no mark below "B-" in any course credited toward the major.
6. The student must have no mark below "C-" in any course credited toward the degree.

Bachelor of Education Degree

This program is designed to meet the needs of prospective teachers who desire the background and knowledge necessary to pursue successfully a professional career as a teacher. In conjunction with the mission of Crandall University, this preparation occurs in an environment in which the integration of Christian faith and learning is continuously explored in the framework of a Christian perspective on the world. The completion of a Bachelor of Education degree leads to Teacher Certification by the Province of New Brunswick. (Students who are considering certification possibilities in other provinces, should contact the Associate Registrar or the certification division of the specific province.) Students who wish to teach in private schools, who wish to teach outside Canada, or wish to pursue other education-related careers will also benefit from this degree program.

Program Goals:
The purpose of this program is to prepare educators who are sensitive to the individual differences of children and adolescents and who are competent in addressing a wide range of learning levels. A student-centered approach to educational practice and the role of the teacher as a servant-leader are major areas of emphasis for this program of study. The program goals outline the values which guide

the students' program of study and ultimately lead to the formation of student-centered educational leaders.

The following are the program goals:

Knowledge of Children and Adolescents: Student-centered educators draw on their knowledge of childhood and early adolescent development and their relationships with students to understand and foster their students' knowledge, skills, interests, aspirations, and values.

Knowledge of Subject Matter: Student-centered educators draw on their knowledge of subject matter to establish goals and to facilitate student learning within and across the disciplines that comprise the curriculum.

Instructional Resources: Student-centered educators select, adapt, create, and use rich and varied resources.

Learning Environment: Student-centered educators establish a caring, stimulating, inclusive, and safe community for learning where students take intellectual risks and work independently and collaboratively.

Meaningful Learning: Student-centered educators require students to confront, explore, and understand important and challenging concepts, topics, and issues in purposeful ways.

Multiple Paths to Knowledge: Student-centered educators use a variety of approaches to help students build knowledge and strengthen understanding.

Social Development: Student-centered educators foster students' self-awareness, self-esteem, character, civic responsibility, and respect for diverse individuals and groups.

Student Assessment: Student-centered educators employ a variety of assessment methods to obtain useful information about student learning and development and to assist students in reflecting on their own progress.

Reflective Practice: Student-centered educators regularly analyze, evaluate, and strengthen the effectiveness and quality of their practice.

Family Partnerships: Student-centered educators work with families to achieve common goals for the education of their children.

Collaboration with Colleagues: Student-centered educators work with colleagues to improve schools and to advance knowledge and practice in their field.

Delivery Options:

1. Traditional Consecutive Bachelor of Education Degree

   This option is available to those individuals who have previously completed a B.A., B.A.&Sc., B.B.A., or B.Sc. degree, or equivalent. (Note: Equivalencies are based on Crandall's standards and guidelines.) It is a four-semester, 60 credit hour program. Students in the traditional delivery

option may not switch into courses that are offered for the Saturday-Only Option except in exceptional situations as determined by the Dean of Education and the Registrar.

2. Saturday-Only Option Consecutive Bachelor of Education Degree

   This option is available to those individuals who have previously completed a B.A., B.A.&Sc., B.B.A., or B.Sc. degree, or equivalent. (Note: Equivalencies are based on Crandall's standards and guidelines.) It is a four-semester, 60 credit hour program. Students in this option generally complete the program requirements by taking two courses at a time on Saturdays over the course of 24 months. Students then complete a four-month internship in a public school classroom. Students in the Saturday-Only delivery option may not switch into courses that are offered for the traditional consecutive Bachelor of Education except in exceptional situations as determined by the Dean of Education and the Registrar.

3. Concurrent Bachelor of Education Degree

   This option is available to those individuals who have completed 30 credit hours towards a B.A., B.A.&Sc., B.B.A., or B.Sc. degree, or equivalent, and are interested in completing the two degrees simultaneously. The two degrees combine into 180 credit hours, but in certain instances this may be reduced to 168 credit hours should electives be available from the student's initial undergraduate degree. The concurrent program begins in the student's second year and requires a minimum of four years of study beyond the initial year, for a total of five years. Students will need to maximize their courses within several semesters and/or take additional spring or summer courses to graduate with both degrees in five years. (Note: Equivalencies are based on Crandall's standards and guidelines.)

Elementary Degree Requirements:
The B.Ed. (Elementary) degree is granted upon completion of 60 credit hours of coursework, which include the specific requirements listed below. All requirements for a B.A., B.A.&Sc., B.B.A., or B.Sc. degree, or equivalent, must be completed prior to the awarding of the B.Ed. degree.

In both options, course work is required in five areas: Foundations of Education (18 credit hours), Area Requirements (21 credit hours), Electives (3 credit hours), and Field Practicum (15 credit hours). A minimum of 168 credit hours will be required to earn the two degrees, but this is possible only if some Education courses have been completed as part of one's first baccalaureate degree. Most consecutive B.Ed. graduates will have completed 180 credit hours. All courses in the areas of Foundation of Education and Areas of Study require a minimum grade of "B-".

Students who have not completed their B.A., B.A.&Sc., B.B.A., or B.Sc., or equivalent, at Crandall University normally will be required to take an additional six credit hours in Biblical or Christian Studies electives to meet Crandall's B.A., B.A.&Sc., B.B.A., or B.Sc. equivalency requirements. The specific B.Ed. (Elementary) requirements are given below:

I. Foundations of Education (18 credit hours)
   - A. ED3213/3223 – Theory and Practice: Secondary/Elementary . . . . . (6 cr. hrs.)
   - B. ED3313/3323 – Instructional and Learning Processes: Elementary/Secondary. . . . . (6 cr. hrs.)
   - C. ED4023 – Educational Foundations . . . . . (3 cr. hrs.)
   - D. ED4103 – Educational Psychology: Inclusionary Practices . . . . . (3 cr. hrs.)

II. Area Requirements (24 credit hours)
- A. ED3113 – Literacy Education . . . . . (3 cr. hrs.)
- B. ED3203 – Mathematics Education. . . . . (3 cr. hrs.)
- C. ED3303 – Science Education. . . . . (3 cr. hrs.)
- D. ED3413 – Social Studies Education . . . . . (3 cr. hrs.)
- E. ED3823 – Physical/Wellness Education . . . . . (3 cr. hrs.)
- F. ED3913 – Fine Arts Education I: Music . . . . . (3 cr. hrs.)
- G. ED3923 – Fine Arts Education II: Art. . . . . (3 cr. hrs.)
- H. ED4203 – Developmental Literacy. . . . . (3 cr. hrs.)

III. Electives (3 credit hours)
Three credit hours of Education electives are required.

IV. Field Practicum (15 credit hours)
- A. ED5115 – Internship or ED5215 – Global Internship . . . . . (15 cr. hrs.)

V. Biblical or Christian Studies Electives (6 credit hours)
Biblical or Christian Studies electives are required of students in order to meet Crandall's B.A., B.A.&Sc., B.B.A., or B.Sc. equivalency requirements. Crandall graduates are exempt from this requirement as it has been met in their first degree.

Secondary Degree Requirements

The B.Ed. (Secondary) degree is granted upon completion of 60 credit hours of coursework, which includes the specific requirements listed below. All requirements for a B.A., B.A.&Sc., B.B.A., or B.Sc. degree, or equivalent, must be complete prior to the awarding of the B.Ed. degree. As part of one's first baccalaureate degree, students must have 30 credit hours in teachables. If the applicant does not have a 30 credit hour teachable in a subject area, the teachable may be obtained through a combination of 24 credit hours in one teachable area and 18 credit hours in another teachable area. (Please note that equivalency will be based on Crandall University standards and guidelines.) For a complete and up-to-date list of teachable subjects as approved by the Department of Education and Early Childhood Development, contact the New Brunswick Office of Teacher Certification.

Course work is required in five areas: Foundations of Education (18 credit hours), Area Requirements (15 credit hours), Electives (12 credit hours), and Field Practicum (15 credit hours). A minimum of 168 credit hours will be required to earn the two degrees, but this is possible if some Education courses have been completed as part of one's first baccalaureate degree. Most Consecutive B.Ed. graduates will have completed 180 credit hours. All courses in the Foundation of Education and Areas of Study sections require a minimum grade of "B-," and a minimum grade of "B-" is required for courses to transfer in as equivalent to courses in the Foundation of Education and Areas of Study sections.

Students who have not completed their B.A., B.A.&Sc., B.B.A., or B.Sc., or equivalent, at Crandall University normally will be required to take an additional six credit hours in Biblical or Christian Studies electives to meet Crandall's B.A., B.A.&Sc., B.B.A., or B.Sc. equivalency requirements. The specific B.Ed. (Secondary) requirements are given below:

I. Foundations of Education (18 credit hours)
   A. ED3213/3223 – Theory and Practice: Secondary/Elementary . . . . . (6 cr. hrs.)
   B. ED3313/3323 – Instructional and Learning Processes: Elementary/Secondary. . . . . (6 cr. hrs.)
   C. ED4023 – Educational Foundations . . . . . (3 cr. hrs.)
   D. ED4103 – Educational Psychology: Inclusionary Practices . . . . . (3 cr. hrs.)

II. Area Requirements (15 credit hours)
   A. ED3113 – Literacy Education . . . . . (3 cr. hrs.)
   B. ED3203 – Mathematics Education. . . . . (3 cr. hrs.)
   C. ED3303 – Science Education. . . . . (3 cr. hrs.)
   D. ED4043 – Literacy Education for Adolescent Learners . . . . . (3 cr. hrs.)
   E. Complete one of the following area electives:
      ED3413 – Social Studies Education . . . . . (3 cr. hrs.)
      ED3423 – Technology in Education . . . . . (3 cr. hrs.)
      ED3823 – Physical/Wellness Education . . . . . (3 cr. hrs.)
      ED3913 – Fine Arts Education I: Music . . . . . (3 cr. hrs.)
      ED3923 – Fine Arts Education II: Art. . . . . (3 cr. hrs.)

III. Electives (12 credit hours)
   Twelve credit hours of Education electives are required.

IV. Field Practicum (15 credit hours)
   A. ED5115 – Internship or ED5215 – Global Internship . . . . . (15 cr. hrs.)

V. Biblical or Christian Studies Electives (6 credit hours)
   Biblical or Christian Studies electives are required of students in order to meet Crandall's B.A., B.A.&Sc., B.B.A., or B.Sc. equivalency requirements. Crandall graduates are exempt from this requirement as it has been met in their first degree.

Deadline for Completion

The expectation is that students in the consecutive delivery option of the Bachelor of Education complete the program within six years. If students are unable to complete the program within this time frame, they will normally be expected to retake any courses that were taken before that six year period.

The expectation is that students in the concurrent delivery option of the Bachelor of Education complete the program within six years. If students are unable to complete the program within this time frame, they will normally be expected to retake any courses that were taken before that six year period.

Students with extenuating circumstances have the option of submitting a written appeal for an extension to Crandall University's Academic Standards and Appeals Committee. The Academic Standards and Appeals Committee judges each case on the merit of the documentation that is provided, and submission of an appeal does not guarantee that appeal's approval.

Expectations of Professionalism

Since the Bachelor of Education Program at Crandall University leads to Teacher Certification, all Education students are expected to adhere to the expectations and professional conduct as outlined in the New Brunswick Teachers Association Collective Agreement and Professional Code of Ethics and

the New Brunswick Education Act. Furthermore, it is expected all Faculty of Education students will respect and abide with the expectations and value of Crandall University.

Program and Internship participation are based on the following:

Satisfactory course attendance and tardiness
As in school work environments, punctuality for education classes and professional development opportunities is an expectation. Students missing or arriving late to 25% or more of a course will receive a grade of 'F'. Any course absence or late arrival must be reported to the instructor prior to class. Compassionate leave will follow the New Brunswick Teachers Collective Agreement. Exceptions require instructor approval.

Concurrent students are expected to attend at least three different professional development opportunities during the course of their program. These can be done in the same year or spread out over multiple years. It is the student's responsibility to keep track and to provide proof of attendance in the form of a certificate if required.

Completed Coursework
All coursework must be submitted on time and completed to a satisfactory standard. Exceptions must have instructor prior approval.

Dress
Students are expected to dress in a neat and clean fashion for all classes. When presenting at the University and when in the schools, students are expected to dress professionally as per School District expectations.

Professional Conduct
As aspiring teachers, all B.Ed. students must adhere to the guidelines as outlined in the New Brunswick Education Act, the New Brunswick Teacher's Code of Professional Conduct and Ethics, and the NBTA Collective Agreement.

All students must be knowledgeable of, and complete the Validation Questionnaire on dealing with Policy 701 and Child Victims of Abuse and Neglect Protocols and have a current and appropriate criminal record check.

Concerns regarding placement in the internship component will be directed to the Internship Coordinator who in consultation with the Education Faculty will rule on Internship readiness. This ruling may delay or postpone internship placement. Any appeal to the above must be made in writing to the Dean of Education.

Education Internship (ED 5115)

The Education Internship is intended to be the last course taken during the B.Ed. Program. In order to participate in the second component of the internship portion of the B.Ed. program, students must complete their undergraduate degree and all but one of the required non-Internship Education courses as deemed suitable by the internship coordinator. Exceptions to this provision must be granted by the Education Faculty, including the Internship Coordinator and the Program Coordinator.

Program
The Education Internship component of the Bachelor of Education program at Crandall University is comprised of two components.

The first component is a minimum 10 day observation period in a public school setting. During the observation period students are expected to observe the strategies and practices of a classroom teacher and to maintain a journal which is submitted to the Internship Coordinator. This 10 day observation period is usually divided into two separate five day portions. These observations times may be divided as the Internship Coordinator sees fit (ex: six and four). Students completing their internship during the fall semester usually complete four days of their observation during the fall reading week and the remaining six during the break between winter and spring sessions prior to their fall internship. Students completing their Internship during the winter semester usually complete four days of their observation during fall reading week and the remaining six days at the end of the fall session and the beginning of the Christmas break for public schools, prior to their winter internship. Any exceptions to these time periods must be submitted and approved by the Internship Coordinator.

The second component is a minimum 15 week internship. There are two main periods of time when these internships begin. The first is when public schools open to teachers in the fall and the second is when public schools open to teachers immediately after Christmas break. During this minimum 15 week period interns will slowly take over responsibility for all components, duties, and responsibilities of a classroom teacher. In addition, interns are expected to conduct themselves in a professional manner, honouring themselves, the teaching profession, and Crandall University. Furthermore, interns are expected to follow the local Teachers Collective Agreement, the local Education Act or Acts, all appropriate Professional Codes of Ethics etc., and additional provincial policies as they relate to meeting students' needs; i.e. NB Policies 703, 322, 311, 701. This includes all articles dealing with absences. Failure to do so could result in dismissal from the Internship and possibly the B.Ed. Program. Finally, interns will be required to maintain a journal and a professional portfolio which are to be submitted to the Internship Coordinator.

Placement
Interns will be asked to indicate their preferences as to grade level and suggest possible location(s) for both the observation and internship components. In most cases these will be at the same location, Regardless, final determination of placement is arranged through a dialogue between the Internship Coordinator and school and district based personnel, taking into consideration the preferences indicated by the intern. Interns are not to contact schools without consent of the Internship Coordinator.

The University has established a policy for Internship Administrative fees based on the location of the internship. Internships occurring within the local area will only have normal tuition fees. Internships outside of the local area may result in additional fees as determined by the Finance Office in conjunction with the Education Department.

Evaluation
The final 'grade' for ED5115 will be expressed as Pass (P) or Fail (F). This grade is based on successful observations and evaluations by your Host School and your University Supervisors, attendance at all school and university based meetings, the submission of an updated electronic portfolio, in addition to completion of all associated Journals etc. It should be noted that since the second portion of the Internship is a minimum of 15 weeks, the Intern's University Supervisors (in consultation with the

Faculty of Education) have the authority to extend the Internship beyond the 15 weeks if deemed beneficial and necessary. If an Internship is to be extended beyond the 15 weeks, student interns will be required to pay for additional supervision as per the current supervision rate and travel expenses. A student who receives a summative assessment resulting in "unsatisfactory" for one or more criteria on the standard assessment rubric will normally receive a "fail" for the internship and may be required to discontinue or withdraw from the program.

Bachelor of Technical Education Degree

The Bachelor of Technical Education (B.T.Ed.) is a degree program that is intended to prepare individuals who have recognized technical skills and experience and provide them with twenty-first century teacher training competencies along with the opportunity to acquire teacher certification and recognition from the Province of New Brunswick.

Duration of Program:

It is possible to complete the Bachelor of Technical Education degree in 16 months if a student enters the program with the maximum possible credit hours from prior training and/or experience. The teacher preparation portion of this degree will consist of 63 credit hours, plus six credit hours of Biblical or Christian Studies course work if not completed elsewhere. Eighteen of the credit hours will be addressed through an 18-week internship in a formal school setting under the guidance and coaching of a host teacher and university supervisors from Crandall. Upon completion of this degree, the individual will be eligible to apply for at least a Certificate IV Teacher's License from the NB Department of Education. (Applicants who have a previous degree and are eligible for this option could possibly receive a Certificate V Teacher's License.)

Delivery Options

1. Traditional Bachelor of Technical Education Degree

   This option is available to those individuals who have previously completed a Red Seal in a trade such as mechanic, carpentry, electrical, culinary, or welding. Please see the Duration of Program section above for more details about the length of time needed for students in the traditional delivery option to complete this degree program. Students in the traditional delivery option may not switch into courses that are offered for the Saturday-Only Option except in exceptional situations as determined by the Dean of Education and the Registrar.

2. Saturday-Only Option Bachelor of Technical Education Degree

   This option is available to those individuals who have previously completed a Red Seal in a trade such as mechanic, carpentry, electrical, culinary, or welding. Students in this option generally complete the program requirements by taking two courses at a time on Saturdays over the course of 24 months. Students then complete a four-month internship in a public school classroom. Students in the Saturday-Only delivery option may not switch into courses that are offered for the traditional Bachelor of Technical Education except in exceptional situations as determined by the Dean of Education and the Registrar.

Bachelor of Technical Education Degree Requirements
Prerequisite Requirement: A Red Seal in a trade such as mechanic, carpentry, electrical, culinary, or welding.

I. Foundations of Education (21 credit hours)
- A. ED3213 – Theory and Practice: Secondary . . . . . (3 cr. hrs.)
- B. ED3223 – Theory and Practice: Elementary . . . . . (3 cr. hrs.)
- C. ED3313 – Instructional and Learning Processes: Elementary . . . . . (3 cr. hrs.)
- D. ED3323 – Instructional and Learning Processes: Secondary . . . . . (3 cr. hrs.)
- E. ED4023 – Educational Foundations . . . . . (3 cr. hrs.)
- F. ED4103 – Educational Psychology: Inclusionary Practices . . . . . (3 cr. hrs.)
- G. ED4413 – Diversity and Multiculturalism in Education . . . . . (3 cr. hrs.)

II. Area Requirements (15 credit hours)
- A. ED3113 – Literacy Education . . . . . (3 cr. hrs.)
- B. ED3163 – Writing in Different Genres . . . . . (3 cr. hrs.)
- C. ED3203 – Math Education . . . . . (3 cr. hrs.)
- D. ED3303 – Science Education . . . . . (3 cr. hrs.)
- E. ED3413 – Social Studies Education . . . . . (3 cr. hrs.)

III. Education Electives (9 credit hours)
Nine credit hours of Education electives are required.

IV. Education Internship (18 credit hours)
ED5118 – Technical Education Internship

A minimum of 18 weeks, or equivalent, of supervised practicum teaching is required within a formal school setting.

V. Biblical or Religious Studies Electives (6 credit hours)
Biblical or Christian Studies electives are required of students in order to meet Crandall's B.A., B.A.&Sc., B.B.A., or B.Sc. equivalency requirements. Crandall graduates are exempt from this requirement as it has been met in their first degree.

Deadline for Completion
The expectation is that students in the Bachelor of Technical Education complete the program within six years. If students are unable to complete the program within this time frame, they will normally be expected to retake any courses that were taken before that six year period.

Students with extenuating circumstances have the option of submitting a written appeal for an extension to Crandall University's Academic Standards and Appeals Committee. The Academic Standards and Appeals Committee judges each case on the merit of the documentation that is provided, and submission of an appeal does not guarantee that appeal's approval.

Expectations of Professionalism
Since the Bachelor of Technical Education Program at Crandall University leads to Teacher Certification, all Education students are expected to adhere to the expectations and professional conduct as outlined in the New Brunswick Teachers Association Collective Agreement and Professional

Code of Ethics and the New Brunswick Education Act. Furthermore it is expected all Faculty of Education students will respect and abide with the expectations and value of Crandall University.

Program and Internship participation are based on the following:

Satisfactory course attendance and tardiness
As in school work environments, punctuality for education classes and PD opportunities is an expectation. Students missing or arriving late to 25% or more of a course will receive a grade of 'F'. Any course absence or late arrival must be reported to the instructor prior to class. Compassionate leave will follow the New Brunswick Teachers Collective Agreement. Exceptions require instructor approval.

Completed Coursework
All coursework must be submitted on time and completed to a satisfactory standard. Exceptions must have instructor prior approval.

Dress
Students are expected to dress in a neat and clean fashion for all classes. When presenting at the University and when in the schools, students are expected to dress professionally as per School District expectations.

Professional Conduct
As aspiring teachers, all B.T.Ed. students must adhere to the guidelines as outlined in the New Brunswick Education Act, the New Brunswick Teacher's Code of Professional Conduct and Ethics, and the NBTA Collective Agreement.

All students must be knowledgeable of, and complete the Validation Questionnaire on dealing with Policy 701 and Child Victims of Abuse and Neglect Protocols and have a current and appropriate criminal record check. Concerns regarding placement in the internship component will be directed to the Internship Coordinator who in consultation with the Education Faculty will rule on Internship readiness. This ruling may delay or postpone internship placement. Any appeal to the above must be made in writing to the Dean of Education.

Technical Education Internship (ED 5118)

The Technical Education Internship is intended to be the last course taken during the B.T.Ed. Program. In order to participate in the second component of the internship portion of the B.T.Ed. program, students must complete their undergraduate degree and all but one of the required non-Internship Education courses as deemed suitable by the internship coordinator. Exceptions to this provision must be granted by the Education Faculty, including the Internship Coordinator and the Program Coordinator.

Program
The Technical Education Internship component of the Bachelor of Technical Education program at Crandall University is comprised of two components.

The first component is a minimum 10 day observation period in a public school setting. During the observation period students are expected to observe the strategies and practices of a classroom teacher

and to maintain a journal which is submitted to the Internship Coordinator. This 10 day observation period is usually divided into two separate five day portions. These observations times may be divided as the Internship Coordinator sees fit (ex: six and four). Students completing their internship during the fall semester usually complete four days of their observation during the fall reading week and the remaining six during the break between winter and spring sessions prior to their fall internship. Students completing their internship during the winter semester usually complete four days of their observation during fall reading week and the remaining six days during the period of time at the end of the fall session and the beginning of the Christmas break for public schools, prior to their winter internship. Any exceptions to these time periods must be submitted and approved by the Internship Coordinator.

The second component is a minimum 18 week internship. There are two main periods of time when these internships begin. The first is when public schools open to teachers in the fall and the second is when public schools open to teachers immediately after Christmas break. During this minimum 18 week period interns will slowly take over responsibility for all components, duties, and responsibilities of a classroom teacher. In addition, interns are expected to conduct themselves in a professional manner, honouring themselves, the teaching profession, and Crandall University. Furthermore, interns are expected to follow the local Teachers Collective Agreement, the local Education Act or Acts, all appropriate Professional Codes of Ethics etc., and additional provincial policies as they relate to working to meeting students' needs; i.e., NB Policies 703, 322, 311, 701. This includes all articles dealing with absences. Failure to do so could result in dismissal from the internship and possibly the B.T.Ed. Program. Finally, interns will be required to maintain a journal and a professional portfolio which are to be submitted to the Internship Coordinator.

Placement

Interns will be asked to indicate their preferences as to grade level and suggest possible location(s) for both the observation and internship components. In most cases these will be at the same location. Regardless, final determination of placement is arranged through a dialogue between the Internship Coordinator and school and district based personnel, taking into consideration the preferences indicated by the intern. Interns are not to contact schools without consent of the Internship Coordinator.

The University has established a policy for Internship Administrative fees based on the location of the Internship. Internships occurring within the local area will only have normal tuition fees. Internships outside of the local area may result in additional fees as determined by the Finance Office in conjunction with the Education Department.

Evaluation

The final 'grade' for ED5118 will be expressed as Pass (P) or Fail (F). This grade is based on successful observations and evaluations by your Host School and your University Supervisors, attendance at all school and university based meetings, submission of an updated electronic portfolio, in addition to completion of all associated journals, etc. It should be noted that since the second portion of the Internship is a minimum of 18 weeks, the Intern's University Supervisors (in consultation with the Faculty of Education) have the authority to extend the internship beyond the 18 weeks if deemed beneficial and necessary. If an Internship is to be extended beyond the 18 weeks, student interns will be required to pay for additional supervision as per the current supervision rate and travel expenses. A student who receives a summative assessment resulting in "unsatisfactory" for one or more criteria on

the standard assessment rubric will normally receive a "fail" for the internship and may be required to discontinue or withdraw from the program.

Crandall-Acadia Bachelor of Theology Partnership

Students enrolled in the Bachelor of Theology (B.Th.) partnership program shall be subject to the guidelines and policies required of B.Th. students in the Acadia Divinity College Academic Calendar. They shall be subject to the guidelines and policies required of undergraduate students, as related to their concurrent degree, in the Crandall University Academic Calendar.

Off-site Semester Study Options

Crandall-Oxford Study Programme

The Crandall-Oxford Study Programme offers students the opportunity to study full-credit Canadian courses with the advantage of being on site in England and having access to the world-class libraries at Oxford. Students study for one semester as associate students of Regent's Park College, Oxford University, with their study recorded in a permanent annotation on university transcripts. Furthermore, students who complete four or more courses offered by the programme, with an average of "B-" or higher and no grade lower than a "C," will receive the Oxford Study Programme certificate from Crandall University.

Canada Institute of Linguistics

The Canada Institute of Linguistics offers a variety of integrated courses in linguistics, anthropology, cross-cultural training, literacy, and translation. Students of Crandall University who are interested in further linguistic studies are encouraged to participate in the summer program available yearly at Trinity Western University, Langley, British Columbia.

The Council of Christian Colleges and Universities Study Programs

Because Crandall University is an associate member of The Council of Christian Colleges and Universities, a number of off-campus learning experiences are available to its students:

American Studies Program

The American Studies Program (ASP) in Washington, D.C. connects students and their faith to the institutions and leaders who are impacting issues in public policy and global development. Students are independent, but not alone. Future politician or not, students will nurture the leader within during their experience in ASP.

Contemporary Music Centre

At the Contemporary Music Center (CMC) in Nashville, students earn the most fun, demanding, emotionally satisfying credits of your whole post-secondary experience. No matter your focus, whether a hopeful singer, daring songwriter, clever producer or master of editing, making music your lifelong career starts here at CMC.

Los Angeles Film Studies Center

The L.A. Film Studies Center (LAFSC) has faithfully brought students to the heart of Hollywood for over 20 years. Intern with agencies and write screenplays while directing, acting or producing multiple

films with the latest technology. Find out what it takes to make it – with your faith center stage at LAFSC.

Middle East Studies Program
Located in Amman, Jordan, the Middle East Studies Program (MESP) will immerse you in 6,000 years of history. Students will study the region's diverse religious, social, cultural and political landscape while engaging with the people, values and traditions of the Middle East.

Scholarship and Christianity in Oxford
Live and study in the beautiful and renowned city of Oxford. A semester at Scholarship and Christianity in Oxford (SCIO) utilizes expert tutors, offers endless scholarly resources, grants access to the Bodleian library, and more. We invite you to walk the same paths and study in the same places as some of the greatest scholars in history.

Uganda Studies Program
In the Ugandan Studies Program (USP), be part of a local community and encounter a variety of people and places throughout Uganda. Explore the issues of poverty first hand, take part in homestays, and examine the Christian faith in East Africa. Study at Uganda Christian University and be immersed with USP.

Questions about any of the above programs may be directed to the Vice President for Academic Affairs, or see https://www.cccuglobaled.org for further details.

Minors

Minors allow students to attain significant background within disciplines that are outside of their major area(s). A Crandall University minor consists of between 18 and 24 credit hours in one particular subject area. Students who wish to declare a minor program must receive the approval of their faculty advisor. It is recommended that students declare their intentions to obtain a specific minor by the time that they achieve status as a third-year student. Students who wish to declare a minor after the completion of their third year of studies must receive approval from the Registrar's Office. "Declaration of Academic Program" forms are available from the Registrar's Office.

A minor can be taken in conjunction with a degree program and must be completed either while the student is qualifying for the degree or after they have completed the degree requirements. No more than six credit hours may be counted toward both a major and a minor.

A maximum of nine transferred credit hours from another institution can be counted toward the completion of a minor.

Students can change their choice of minor after further consultation with their faculty advisor. A "Declaration of Academic Program" form is available from the Registrar's Office.

A student who has completed a minor in one degree program may apply to and, if admitted, enter a second degree program to obtain a second bachelor's degree. Unless otherwise noted on a specific minor, a student can obtain the major designation in the same field as the minor if the requirements are completed successfully.

Undergraduate Certificate Programs

Crandall University offers nine undergraduate level certificate programs, four of which are designed to be taken concurrently with a B.A., B.A.&Sc., B.B.A., or B.Sc. degree. Each program is outlined below.

Christian Foundations Certificate

This one-year program gives students an introduction to basic Christian studies as well as to university level study. This program may also serve as the first year towards a baccalaureate degree at Crandall University, should any student wish to continue his/her post-secondary education. These are the program requirements for the Christian Foundations Certificate:

I. Biblical Studies Requirements (12 credit hours)
   - A. RS1003 – Themes of the Bible . . . . . (3 cr. hrs.)
   - B. RS1403 – The Christian Way. . . . . (3 cr. hrs.)
   - C. RS2003, 2033 – Old/New Testament and Its Context . . . . . (6 cr. hrs.)

II. Biblical or Christian Studies Electives (6 credit hours)
   Six credit hours in Biblical or Christian Studies electives must be completed to fulfill this requirement. These courses are denoted by a Religious Studies course number with a second digit equal to or lower than seven.

III. Core or Area Electives (6 credit hours)
   Six credit hours in Arts, Business Administration, or Science courses which fulfill the core or area requirements of those degree programs.

IV. Electives (6 credit hours)
Elective options are needed to complete a total of 30 credit hours for this program.

ClayStone Certificate

In partnership with Camp Shiktehawk, we are excited to offer students a different type of educational experience. Following a model of "experiential education," the ClayStone Certificate offers students the opportunity to complete 30 credit hours in a rotation of contexts including outdoor adventure, and domestic and international cross-cultural environments.

The Purpose

The purpose of ClayStone is to provide students with a series of opportunities designed to facilitate life-transformation: heart, mind, and body. The ultimate objective is that students will achieve a more complete understanding of the person of Jesus, their relationship with Him, and their obligations as His disciple. ClayStone promotes life transformation through two strategic thrusts. First, ClayStone embraces an "experiential" model of education that allows students to be immediately and practically exposed to theoretical concepts studied in textbooks. Second, ClayStone pays particular attention to the idea of "community" with a belief that the greatest measures of transformation are experienced while living in healthy relationships with other people.

The Program

Crandall University, Moncton, NB (September to April)
Crandall University will be the initial gathering place and home base for ClayStone students. It is here where students will first meet other ClayStone students and receive important orientation material. They will also complete their academic courses at Crandall, and many will choose to live on campus during the program.

Various Outdoor Locations (Fall and Winter Semesters)
ClayStone students will participate in a wide variety of wilderness experiences during the year. These may include, but are not limited to these activities: canoeing on the St. Croix river system, rock and ice climbing, hiking the Fundy Footpath, snowshoeing, cross country skiing, and winter camping at Mount Carleton.

Shiktehawk Bible Camp, Florenceville/Bristol, NB (Winter Study Break)
Shiktehawk Bible Camp will be home base for most winter wilderness activities. As well, the staff from the camp provide most of the guiding and instruction for outdoor activities.

Sosúa, Dominican Republic (April)
Following the second semester, students will travel to the Dominican Republic where they will reside for two weeks. This cross-cultural experience will provide students with exposure to a culture that is significantly different from their own. Working with two different groups of churches in Sosúa, students will become involved in the life of that community as fellow disciples and attempt to live and experience the grace of Jesus.

While the ClayStone Certificate provides students with university credit and exposes them to a variety of unique learning contexts, the overarching outcome will be related to discipleship growth as the lives

of students enrolled in the ClayStone Certificate will have the opportunity to experience significant life transformation.

Application
Students interested in applying to this program would normally do so before the year in which they wish to complete the ClayStone Certificate. This is most easily facilitated in year one, but may be possible with students in any year of study. As this certificate program is taken concurrently with an undergraduate degree (B.A., B.B.A., B. Sc., B.A.&Sc.), students must apply to and meet the admission requirements for their chosen program of study (refer to the Undergraduate Admissions section for more information).

Admission
Admission to the ClayStone Certificate program for students with 0-23 credit hours completed will be based on admission to an undergraduate degree program and several additional criteria, including demonstrated desire for spiritual growth and the physical ability to participate in wilderness activities. Students with 0-23 credit hours completed seeking admission to the ClayStone Certificate program apply for this program as part of their undergraduate degree application (refer to the Undergraduate Admissions section for more information).

Admission to the ClayStone Certificate program for students with 24 or more credit hours completed will be based on several criteria including demonstrated desire for spiritual growth and the physical ability to participate in wilderness activities. Students with 24 or more credit hours completed should connect with the Director of the ClayStone Certificate program for more information.

Program Requirements
The requirements to complete the ClayStone Certificate are given below. Students with 0-23 credit hours completed will finish all the requirements over the course of one academic year. Students with 24 or more credit hours completed must finish the following requirements over the course of one academic year: RS2403, RS2406, RS2423, and all Activity Course Requirements.

I. ClayStone Requirements (21 credit hours)
- A. RS1003 – The Themes of the Bible. . . . (3 cr. hrs.)
- B. RS1403 – The Christian Way. . . . (3 cr. hrs.)
- C. RS2403 – Spiritual Disciplines of Christianity . . . . (3 cr. hrs.)
- D. RS2406 – Mission Praxis . . . . (6 cr. hrs.)
- E. RS2423 – Theology and Practice for Missional Living . . . . (3 cr. hrs.)
- F. SP1013 – Introduction to Spanish I . . . . (3 cr. hrs.)

II. Activity Course Requirements (3 credit hours)
- A. KN1601 – Canoeing . . . . (1 cr. hr.)
- B. KN1701 – Sea Kayaking . . . . (1 cr. hr.)
- C. KN1801 – Rock and Ice Climbing . . . . (1 cr. hr.)

III. Electives (6 credit hours)
Elective options are needed to complete a total of 30 credit hours for this program.

Cross-Cultural Certificate

This program provides an academic and experiential base for those students interested in future service in a different culture. It is particularly applicable for those considering occupations in or relating to relief and development, missions, international business, multiculturalism, or teaching internationally.

Students in this program will gain knowledge of diverse cultures and peoples, an understanding of cross-cultural missions and development, and language learning skills. The program includes a short-term trip, providing a first-hand cross-cultural experience.

The Cross-Cultural Certificate is normally taken concurrently with a baccalaureate degree at Crandall University.

Application
Students interested in this program normally apply after completing a CU Serves mission trip. Admission to the program will be based on several criteria including demonstrated academic ability and maturity and a clear interest in future cross-cultural service. It may also require an interview and references. Strong Christian character will also be considered when the applicant is interested in service with a Christian organization.

Program Requirements

I. Course Requirements (6 credit hours)
   - A. SO2133 – Introduction to Cultural Anthropology . . . . . (3 cr. hrs.)
   - B. RS2423 – Theology and Practice of Missional Living . . . . . (3 cr. hrs.)

II. Linguistics/Language Elective (3 credit hours)
   - A. Choose one of the following electives: CO/LI2013, CO/LI2023, ED3123, ED3133, or any modern language course . . . . . (3 cr. hrs.)

III. Internship Requirements (6 credit hours)
   - A. RS2406 – Mission Praxis . . . . . (6 cr. hrs.)

NOTE: Students who are enrolled in or have completed the ClayStone Certificate or the Bachelor of Theology Partnership program are not eligible to receive the Cross-Cultural Certificate.

Certificates in Teaching English Language (TESL, TEFL)

Crandall University's TESL Certificate Program (recognized by TESL Canada and recommended for those who wish to teach ESL in Canada) and TEFL Certificate Program (recommended for those who wish to teach ESL/EFL overseas) are designed to train future language teachers in the theory, methodology, and practical skills they will need in the language classroom.

Entrance Requirements
Applicants to the program must have completed a minimum of 30 credit hours at the university level (60 credit hours is strongly recommended), including at least six credit hours of English, or have permission from the Registrar.

Furthermore, students who are not native speakers of English must provide official documentation attesting to one of the following: a score of 7.0 or higher (with a minimum score of 6.5 in each skill area) on the IELTS (Academic); a score of 95 (with minimum scores of 23 in each area) on the TOEFL-iBT; or completion of at least three years of university study where English is the language of instruction.

Note also that students seeking Professional Certification from TESL Canada must meet all requirements set by TESL Canada, including language proficiency requirements, which may differ from those stated above. Please visit the TESL Canada website for details.

Program Requirements
Advanced Certificate in Teaching English as a Second Language: Requires completion of ED3123 (Teaching Language: Methods and Management), ED3133 (Teaching Language Skills and Systems), LI/CO2013 (Linguistics I), and LI/CO2023 (Linguistics II) with a final grade of "B-" or higher in each, and ED3120 (TESL Practicum) with a final grade of "Pass." This option represents approximately 250 hours of instruction and 25 hours of practicum.

Certificate in Teaching English as a Second Language: Requires completion of ED3123 (Teaching Language: Methods and Management) and ED3133 (Teaching Language Skills and Systems) with a final grade of "B-" or higher in each, and ED3120 (TESL Practicum) with a final grade of "Pass." This option includes approximately 150 hours of instruction and 25 hours of practicum.

Certificate in Teaching English as a Foreign Language: Requires completion of ED3123 (Teaching Language: Methods and Management) and ED3133 (Teaching Language Skills and Systems), with a final grade of "B-" or higher in each, and completion of ED3130 (TEFL Practicum) with a final grade of "Pass." This option includes approximately 150 hours of instruction and 25 hours of practicum.

French Immersion Education Certificate

The purpose of this certificate is formalize enhanced preparation for individuals wishing to teach within the French Immersion program. This program is for current Education students, or for persons who have already completed their Education degree (either at Crandall or elsewhere). It comprises three 3-credit hour courses:

1. ED4143 – Foundations of Second Language Acquisition
2. ED4153 – French Immersion Pedagogy and Practice
3. ED4163 – French Language and Intercultural Competencies

In this program, students will be introduced to key theories in second language acquisition (SLA), pedagogy specific to SLA within an immersion context, and be given the opportunity to improve their language proficiency skills toward meeting provincial requirements of a minimum oral proficiency of Advanced Plus on the N.B. Second Language Proficiency Scale for Intensive French positions, and Superior for French Immersion positions. One unique aspect of this third course is its emphasis on intercultural competencies within French Immersion contexts – a component that has been gaining early in New Brunswick's French Immersion program, following similar developments elsewhere in Canada (e.g. Ontario), and in global language learning contexts (e.g. Europe, in the European Language Portfolio).

Note that this certificate will not be awarded at Convocation – although for those who are graduating with their Education degree and have completed the certificate requirements, it will receive mention at Convocation; it is an administrative conferral only.

Application Process
An application form and supporting documents must be submitted to the Education Admissions Office. Supporting documents include:

- Official Transcripts indicating proof of Bachelor of Education or proof of enrollment in a Bachelor of Education program (This is not required for students and graduates of Crandall's Bachelor of Education program)
- Proof of French Language Proficiency. Applicants must provide either French language testing results (completed within the last three years), or high school or post-secondary transcripts where the language of instruction was French.

Oxford Study Programme Certificate

The Oxford Study Programme offers students the opportunity to study for one semester as associate students of Regent's Park College, Oxford University. Students who complete four or more courses offered by the programme, with an average of "B-" or higher and no grade lower than a "C", will receive the Oxford Study Programme certificate from Crandall University.

Youth Leadership Certificate

This three-year program is designed to be taken concurrently with any four-year baccalaureate degree at Crandall University. Through its mix of academic and internship courses, the program seeks to produce informed and experienced youth leaders who have a passion for working with youth.

The Youth Leadership Certificate may be combined with any single or double major option at Crandall University as well as the concurrent Bachelor of Education degree program.

Application
Students interested in applying to this program normally submit their applications in February of their first year. Admission decisions will be made by the Youth Leadership Committee. Admission to the program is based on demonstrated academic ability, leadership experience and promise, and Christian character. Further details about the program and the application procedure are available from the Youth Leadership Certificate Director.

Course Requirements
A Youth Leadership Certificate requires the completion of a baccalaureate degree with ten courses in Youth Leadership and cognate areas.

I. Youth Leadership Requirements (6 credit hours)
Choose two of the following courses:

YL3013, YL3213, YL3223, YL3303, YL3413

II. Youth Leadership Internships (non-credit courses)
YL2610, YL2620, YL3610, YL3620, YL4610, YL4620

III. Youth Leadership Electives (6 credit hours)
Choose two of the following courses:

- BU3733, 4493*, 4773
- CO3413, 4493*
- ID4773
- PS2223, 3813, 4713
- RS3303, 3403
- SO2213, 3043, 3213
- WM3063
- YL3013, 3213, 3223, 3303, 3413

(* indicates a cross-listed course)

Since the Youth Leadership Certificate is a certification in addition to a Bachelor's degree, internship courses are required above and beyond program requirements for the student's degree. All other courses may count toward the baccalaureate degree if the student has electives available in their programs. This means that students will need to complete a minimum of 40 courses (120 credit hours) plus six noncredit courses in order to complete both a degree and the certificate.

Undergraduate Programs and Course Descriptions

Course Number System

Four figures appear for each course indicated in the calendar. The first figure indicates the usual year of attendance in which the course is taken and/or the academic level at which the course is taught. For instance, {1} indicates that it is a course available for all first year students. All courses beginning with a {3} or {4} will be considered upper level courses requiring prerequisites. Generally 4000 level courses are very specialized within a particular major and available for third and fourth year students in that major.

The second and third figures provide the Registrar's Office with the opportunity of maintaining a numeric distinctiveness between various courses offered from one semester to the next. The fourth and final digit normally indicates the number of credit hours granted upon the successful completion of the course. For instance, half-year courses will end with a {3} and year courses will end with a {6}. Those course numbers ending in {0} are non-credit or non-academic courses but will still be awarded a pass (P) or fail (F) grade.

Crandall University utilizes a semester approach to most of its undergraduate course offerings. This means that the majority of courses last for only one semester and a final grade is given upon completion of each semester. However, in a few specific cases, such as would be found within many introductory courses or some upper level courses, one semester does not provide adequate time to cover all the necessary content. In these cases, the semester approach is maintained, but both fall and winter semesters are used in sequence to cover all the necessary material. In some cases, Part I is the prerequisite for Part II.

The courses listed in this section are not always offered every year but may occur, for instance, every other year.

Biology

Biology gives students the opportunity to explore the diversity of life forms, their complex inter-relatedness, and the foundational issues related to their studies. A major in Biology will form the basis for graduate studies, for professional studies in education, for health sciences, or for entry-level jobs in various careers related to science.

Minor in Biology is 18 credit hours earned as follows:
18 from Biology with at least nine credit hours in Biology laboratory courses.

Note: This minor is only available for non-B.Sc. students.

Minor in Health Sciences is 18 credit hours earned as follows:
18 from BI2213, BI2413, BI2703, BI3113, BI3123, BI3133, BI3153, BI3203, BI3333, BI3343, BI3423, BI3703, BI4413

Note: The Health Science minor is only available for B.Sc. students.

Major in Biology is 42 credit hours earned as follows:
3 from BI1013
3 from BI1023
3 from BI2013
3 from BI3423
3 from BI3603 or BI3653
12 from Biology Electives with labs
15 from Biology Electives

Honours in Biology is 54 credit hours earned as follows:
3 from BI1013
3 from BI1023
3 from BI2013
3 from BI2113
3 from BI2213
3 from BI3203
3 from BI3423
3 from BI3603 or BI3653
3 from BI4113
21 from Biology Electives, six credit hours of which must have a lab component
6 from BI4996

Please see Programs of Study section for requirements for a Biology concentration in the Bachelor of Arts and Science degree.

BI1013 Introduction to Biology I
Credit hours: 3

This course provides an introduction to the basic concepts of biology including cell biology, genetics, and zoology. BI1013 complements BI1023. (3-hour lab)

Prerequisite: Grade 12 Biology or Permission of the Registrar

BI1023 Introduction to Biology II
Credit hours: 3

Discover the diversity of living organisms and their interactions in BI1023. Additional attention will be placed on the world of plants. BI1023 complements BI1013. (3-hour lab)

Prerequisite: Grade 12 Biology or Permission of the Registrar

BI1613 Foundations to Biology I
Credit hours: 3

BI1613 together with BI1623 provide non-biology majors with a basic foundation for studies in biology. The two courses present a broad survey of key areas of biology such as the structure and function of cells, genetics, and the diversity of life.

Prerequisite: Permission of the Registrar

BI1623 Foundations to Biology II
Credit hours: 3

This course is the second part of introduction to biology following BI1613 and will provide the basic foundation for studies in biology. The two courses present a broad survey of different areas of biology including the structure and function of cells, genetics, the origin of life, the kingdoms of life, human anatomy, and physiology.

Prerequisite: Permission of the Registrar

BI2013 Ecology
Credit hours: 3

Explore the principle theories of ecology in BI2013. Focus will be placed on current research exemplifying these theories. (3-hour lab)

Prerequisites: BI1013, BI1023

BI2033 Nature Across Canada
Credit hours: 3

This course introduces students to the expanse of Canadian nature and how it changes across the geography of the nation. It provides a biogeographic survey of Canada's ecozones. Using a natural history approach, dominant and specialized organisms, biogeography, and ecology will be emphasized.

Prerequisite: Completion of 30 credit hours

BI2113 Botany
Credit hours: 3

From algae to angiosperms, characteristics of plant structure, function, and interactions will be investigated. Significant time will be spent examining plants in their natural environment. (3-hour lab)

Prerequisites: BI1013, BI1023

BI2213 The Animal Kingdom
Credit hours: 3

Animal phyla from protists to mammalia will be examined in this course. Life history strategy and morphology will be emphasized. (3-hour lab)

Prerequisites: BI1013, BI1023

BI2413 Brain and Behaviour
Credit hours: 3

This course provides an introduction to biopsychology, the scientific study of the biology of behaviour. This course will introduce the anatomy and function of the systems, structures, and cells that make up the human nervous system. The role of the brain in the sensory and motor systems and the ability of the brain to continually change and adapt will be examined. The current biopsychological research into topics such as hunger, sleep, addiction, emotion, and psychiatric disorders will also be explored.

Prerequisite: Permission of the Registrar

BI2703 Human Anatomy and Physiology I
Credit hours: 3

This course will provide an overview of the structure and functions of human body including cells, tissues, and organs of the following systems: integumentary, skeletal, muscular, nervous, and special senses. Physiological activities to maintain homeostasis will be investigated as well. (3-hour lab)

Prerequisite: BI1013

BI3013 Environmental Issues
Credit hours: 3

Challenge the way that you live by encountering the perturbations humans have caused in world ecosystems. Critique current environmental issues, apply ecological principles, and discuss human responsibility to the environment. Field trips may be arranged.

Prerequisites: BI1013, BI1023, or Permission of the Registrar

BI3043 Tides of Change: Nature In Atlantic Maritime Ecozones
Credit hours: 3

This course introduces students both to what plants and animals live here in the Canadian Atlantic maritime ecozones and why they live here. Through case studies this course explores local biotic communities as well as the historical, geological, climatic, and ecological conditions that give rise to them.

Prerequisite: Completion of 30 credit hours

BI3113 Developmental Biology
Credit hours: 3

This course begins with gametogenesis followed by fertilization. Embryo development until the formation of primary organ rudiments will be followed for representative vertebrates with an emphasis on the similarities between groups. The development of ectodermal, mesodermal, and endodermal organs will be studied primarily in mammals.

Prerequisites: BI1013, BI1023, BI3133.

BI3123 Microbiology
Credit hours: 3

This course is an examination of the microbial world: prokaryotic and eukaryotic, free-living, and parasitic. An understanding of the significance of microorganisms in human lives and the natural world will be developed. (3-hour lab)

Prerequisites: BI1013, BI1023

BI3133 Cell Biology
Credit hours: 3

This course provides an overview that focuses on cell structure, including the subcellular structures and functions in both eukaryotes and prokaryotes. Major cell activities such as cell motility, cell communication, transportation and protein sorting, distribution, secretion, and endocytosis will be investigated. The pathology of diseases such as cancer will be clarified on the cellular level.

Prerequisites: BI1013, BI1023

BI3153 Microbiology for the Health Sciences
Credit hours: 3

This course is an examination of the microbial world including bacteria, virus, fungi, and protozoa. It helps students understand the significance of microorganisms for humans. It also facilitates learning on the pathology and epidemiology of different microbial diseases. Students cannot receive credit for both BI3123 and BI3153. (Generally BI3153 will be offered only to students in a nursing program.)

Prerequisite: Permission of the Registrar

BI3203 Biochemistry for Life Sciences
Credit hours: 3

Building on the organic chemistry taught in CH2113, this introduction to biochemistry concentrates on form, function, and metabolism of carbohydrates, lipids, proteins, and nucleic acids. (3-hour lab)

Prerequisites: BI1013, BI1023, CH2113

BI3323 Plant Propagation
Credit hours: 3

This course will investigate principles of sexual and asexual reproduction in plants. Practical application of culturing and propagating will be stressed. (3-hour lab)

Prerequisite: BI2113

BI3333 Immunology
Credit hours: 3

This course investigates the overall immune systems such as humoral and cell-mediated immune systems. Some topics included in this course are cells and organs of the immune systems, immunoglobins, T-cells, B-cells, cytokines, leukocyte migration, and AIDS.

Prerequisites: BI1013, BI1023; BI3123, 3133 recommended

BI3343 Nutrition
Credit hours: 3

This course introduces students to the science of human nutrition by providing an overview of the nutrients that are determinants of health. The requirements and functions of the organic nutrients (carbohydrates, lipids, proteins, and vitamins) and the inorganic nutrients (minerals and water) are presented. Other topics covered in this course include disorders related to intake or metabolism, various methods used to assess nutrient intakes, and interpretation of current research in the field of human nutrition.

Prerequisites: BI1013, BI1023 and CH1013, CH1023 or Permission of the Registrar

BI3423 Genetics
Credit hours: 3

This course investigates fundamental principles in current hereditary theory including patterns of inheritance, pedigree analysis, linkage, recombination, and mutation. The social and ethical implications of human genetic principles will also be considered.

(3-hour lab)
Prerequisites: BI1013, BI1023. BI3133 recommended.

BI3513 Directed Studies in Biology
Credit hours: 3

This course is available for students when their interests and the professor's expertise allow for a more in-depth tutorial or project approach. Students must be highly capable and must have completed upper level prerequisite courses in the area of study.

Prerequisite: Permission of the Registrar

BI3523 Directed Studies in Biology
Credit hours: 3

This course is available for students when their interests and the professor's expertise allow for a more in-depth tutorial or project approach. Students must be highly capable and must have completed upper level prerequisite courses in the area of study. (3-hour lab)

Prerequisite: Permission of the Registrar

BI3603 Research Methods in Ecology
Credit hours: 3

This research methods course coaches students in both doing and communicating science with excellence. Using ecological examples, students will simulate the components necessary for effective research with emphases on design, analysis, and communication.

Prerequisites: BI2013, MT2253.

BI3613 Animal Behaviour
Credit hours: 3

This course introduces the biological bases of animal behaviour, including human behaviour. Behavioural patterns are examined using genetic and environmental perspectives. The genetics and ecology of social behaviour are explored. This course is intended to provide a synthesis of current thinking on animal behaviour, and it will include examples of local species.

Prerequisites: BI1013, BI1023, BI2213

BI3653 Research Methods in the Life Sciences
Credit hours: 3

This course is intended for senior students to gain experience in experimental design and laboratory methods commonly used in the life sciences. Students will develop competence in research design and application through various research projects. The analysis and communication of the results from the research projects will provide the opportunity to develop excellence in individual and team reports.

Prerequisite: MT2253.

BI3703 Human Anatomy and Physiology II
Credit hours: 3

This course augments the base of knowledge about Human Anatomy and Physiology covered in BI2703 by investigating the structure and functions of the human body with a focus on the cardiovascular, respiratory, digestive, endocrine, immune, urinary, and reproductive systems.

Prerequisites: BI2703

BI3823 Agroecology
Credit hours: 3

Learn to integrate ecology and food systems. Interactions and cycling within food systems will be examined. The practical application of theoretical knowledge along with sustainability will be stressed.

Prerequisite: BI2013, BI2113, or Permission of the Registrar

BI4113 Evolution
Credit hours: 3

Examine principle constructs, theory development, and current issues in evolutionary biology.

Prerequisites: BI1013, BI1023, BI3423, and upper level standing

BI4413 Neuroscience
Credit hours: 3

This course will introduce students to current research topics in neuroscience, including molecular neurobiology, neural development, plasticity and regeneration, neuronal death, and synaptic transmission.

Prerequisites: BI1013, BI1023; Corequisite: BI2703

BI4513 Advanced Directed Studies in Biology
Credit hours: 3

This course is available for students when their interests and the professor's expertise allow for a more in-depth tutorial approach. Students must be highly capable and must have completed upper level prerequisite courses in the area of the directed study.

Prerequisite: Permission of the Registrar

BI4523 Advanced Directed Studies in Biology
Credit hours: 3

This course is available for students when their interests and the professor's expertise allow for a more in-depth tutorial approach. Students must be highly capable and must have completed upper level prerequisite courses in the area of the directed study. (3-hour lab)

Prerequisite: Permission of the Registrar

BI4703 Applied Ecology
Credit hours: 3

Learn the ecological underpinnings, practice, and motivations behind conservation biology and restoration ecology. A strong focus will be placed on applying theory and concepts through the development of practical and feasible management regimes.

Prerequisite: BI2013; Corequisite: BI3013

BI4913 Advanced Research
Credit hours: 3

This course is designed as a hands-on research course intended for senior students to gain experience in experimental design and field-work or laboratory methods commonly used in biology. Through various research projects, students will develop competence in research design and application, and the analysis and communication of results. (3-hour lab)

Prerequisite: BI3603 or BI3653, and upper level standing

BI4996 Thesis
Credit hours: 6

Exceptional students, upon request prior to the completion of their third year, may be granted permission to write a thesis as an element to their Honours degree requirements.

Business Administration

Business Administration is a discipline that offers students a general knowledge of the business environment with an opportunity to concentrate in Accounting, Economics and Finance, Management, Marketing, or General Business Administration. The program leads to an understanding of business operation and encourages the student to question and explore practices and theories including the integration of business and the Christian faith. Students who major in Business Administration will begin with an examination of aspects of business that should be understood by all individuals entering a career in business, and they will then progress to more specific topics.

Minor in Business Accounting is 21 credit hours earned as follows:

6 from BU1013, BU1023, BU1043, BU2223, BU3133, BU3243/EC3243, BU3413, BU3713, BU3753, BU3813, BU3913, BU3923, EC1013
3 from BU2113
3 from BU2123 or BU3213
3 from BU3313
6 from 3000/4000 Accounting Electives

Note: This minor is taken by students who are not enrolled in the Bachelor of Business Administration

Minor in Business Management is 21 credit hours earned as follows:

6 from BU1013, BU1023, BU1043, BU2113, BU2223, BU3133, BU3243/EC3243, BU3413, BU3753, BU3813, BU3913, BU3923, EC1013
3 from BU3713
12 from 3000/4000 Management Electives

Note: This minor is taken by students who are not enrolled in the Bachelor of Business Administration program.

Minor in Business Marketing is 21 credit hours earned as follows:

6 from BU1013, BU1023, BU1043, BU2113, BU2223, BU3133, BU3243/EC3243, BU3413, BU3713, BU3753, BU3913, BU3923, EC1013
3 from BU3813
12 from 3000/4000 Marketing Electives

Note: This minor is taken by students who are not enrolled in the Bachelor of Business Administration program.

Minor in Business Economics and Finance is 21 credit hours earned as follows:

6 from BU1013, BU1023, BU1043, BU2113, BU2223, BU3133, BU3243/EC3243, BU3413, BU3713, BU3753, BU3813, BU3913, BU3923
3 from EC1013
3 from EC1023
3 from BU1243
3 from EC3013 or EC3023
3 from 3000/4000 Economics Elective

Note: This minor is taken by students who are not enrolled in the Bachelor of Business Administration program.

Bachelor of Business Administration Degree Requirements:

Sixty-nine credit hours in Business Administration including 1013, 1023, 1043, 1243, 2113, 2123, 2223, 3213, 3313, 3413, 3603, 3713, 3813, 3913, 4053 and 4713, plus five other courses in Business Administration. In addition, students in the Business Administration program must take the following courses: EC1013 and EC1023. Economics courses are considered equivalent to Business courses.

In addition to the degree requirements listed above, a concentration may be earned as follows:

Bachelor of Business Administration Accounting Concentration is 21 credit hours earned as follows:

6 from BU3133, BU3243/EC3243, BU3623, BU3753, BU3763, BU3863, BU3923, BU4433, BU4443, BU4493, BU4723, BU4853
15 from BU3113, BU3123, BU3223, BU3323, BU4113, BU4123, BU4453, BU4463, BU4533

Bachelor of Business Administration Economics and Finance Concentration is 21 credit hours earned as follows:

6 from BU3133, BU3243/EC3243, BU3623, BU3753, BU3763, BU3863, BU3923, BU4433, BU4443, BU4493, BU4723, BU4853
15 from BU3243/EC3243, BU3323, BU4443, BU4536, EC3013, EC3023, EC3213, EC3223, EC3313

Bachelor of Business Administration Management Concentration is 21 credit hours earned as follows:

6 from BU3133, BU3243/EC3243, BU3623, BU3753, BU3763, BU3863, BU3923, BU4433, BU4443, BU4493, BU4723, BU4853
15 from BU3623, BU3633, BU3733, BU3753, BU4534, BU4633, BU4643, BU4733, BU4743, BU4773

Bachelor of Business Administration Marketing Concentration is 21 credit hours earned as follows:

6 from BU3133, BU3243/EC3243, BU3623, BU3753, BU3763, BU3863, BU3923, BU4433, BU4443, BU4493, BU4723, BU4853
15 from BU3133, BU3823, BU3833, BU3863, BU4133, BU4535, BU4823, BU4833

Double Concentrations:

To complete a double concentration, Bachelor of Business Administration students must complete a total of six credit hours from the common list (BU3623, BU3753, BU3763, BU3863, BU3923, BU4433, BU4443, BU4493, BU4723, BU4853). Students must also complete a total of 30 credit hours from the discipline specific lists: 15 credit hours from one declared concentration and 15 credit hours from a second declared concentration. Courses appearing in more than one list shall not be counted twice.

In addition to all of the courses listed for the degree above, Bachelor of Business Administration Co-op is 3 credit hours earned as follows:

1 from BU2001
1 from BU3001
1 from BU4001

Honours in Business Administration is 69 credit hours earned as follows:

48 from BU1013, BU1023, BU1043, BU1243, BU2113, BU2123, BU2223, BU3213, BU3313, BU3413, BU3603, BU3713, BU3813, BU3913, BU4053, BU4713
6 from BU4996
15 from Business Administration Electives, including one at the 4000 level

BU1013 Introduction to Business

Credit hours: 3

This course provides an introduction to the field of business. Topics covered include the nature of business and the environment in which it occurs in a Canadian context. Attention is also given to the fields of management, marketing, accounting, and finance.

BU1023 Business Math
Credit hours: 3

This course is designed to equip students with a fundamental understanding of mathematics as it is applied to management, accounting, finance, and economics. Particular attention will be given to break-even analysis, depreciation, interest, annuities, and loan amortization.

BU1043 Business Communications
Credit hours: 3

This course provides the business student with a foundation in key professional practices including business writing skills, public speaking and presentation skills, and behavioural expectations. Students work individually and in groups to achieve course outcomes.

BU1243 Business Statistics
Credit hours: 3

This course introduces the student to statistics in business. Topics covered include descriptive statistics, probabilities, normal distributions, confidence intervals, and hypothesis testing.

Prerequisite: BU1023

BU2001 Co-op Work Term I
Credit hours: 1

This is the first work term for credit toward the B.B.A. Co-op option. Qualifying students complete a minimum 13-week employment term with an approved employer during which time they are expected to learn and develop marketable business skills.

Prerequisites: BU1013 and permission of the Director of B.B.A. Co-operative Education.

BU2113 Introductory Accounting I
Credit hours: 3

This course explores the accounting cycle and foundational concepts in financial accounting. Particular attention is given to principal balance sheet and income statement components (accounting for assets, liabilities, owner's equity, revenues, and expenses).

Prerequisite: BU1013, BU1023

BU2123 Introductory Accounting II
Credit hours: 3

This course is a continuation of BU2113. Topics covered include the cash flow statement, partnership accounting, corporate accounting, and related transactions.

Prerequisite: BU2113 or Permission of the Professor

BU2223 Business Ethics
Credit hours: 3

This course provides an introduction to moral philosophy as pertaining to the field of business. Emphasis is placed upon the extent to which business objectives conflict with moral objectives. The question of whether a business can successfully operate from a Christian worldview is explored.

Prerequisite: BU1013

BU3001 Co-op Work Term II
Credit hours: 1

This is the second work term for credit toward the B.B.A. Co-op option. Qualifying students complete a minimum 13-week employment term with an approved employer during which time they are expected to learn and develop marketable business skills.

Prerequisites: BU2003 and permission of the Director of B.B.A. Co-operative Education

BU3113 Intermediate Accounting I
Credit hours: 3

This course explores the balance sheet and alternative approaches to asset and liability valuation and disclosure in accordance with the requirements of the Canadian Institute of Chartered Accountants Handbook and International Financial Reporting Standards.

Prerequisite: BU2123

BU3123 Intermediate Accounting II
Credit hours: 3

This course is a continuation of BU3113. Topics covered include accounting for publicly traded enterprises, income taxes, and other advanced topics.

Prerequisite: BU3113

BU3133 Digital Marketing
Credit hours: 3

This course is designed to introduce the student to digital techniques employed by marketing executives. Topics covered include data analytics, online communication, and website development.

Prerequisite: BU3813

BU3213 Managerial Accounting I
Credit hours: 3

This course is designed to introduce the student to the main concepts and practices of accounting within the organization. Topics covered include traditional product costing, activity based management, cost-volume-profit relationships, budgeting, and other forms of management control.

Prerequisite: BU2113

BU3223 Managerial Accounting II
Credit hours: 3

This course explores more thoroughly the concepts from BU3213. Topics covered include pricing decisions, cost and inventory management, cost allocation, and the use of statistics in assisting management in the decision making process.

Prerequisite: BU3213

BU3243 Introductory Econometrics
Credit hours: 3

This applied course is an introduction to the basic regression techniques used in economics. It will emphasize parameter estimation and hypothesis testing in economic applications. The objectives of the course are to explain the problems and issues associated with empirical measurement of economic relationships, and to assess the techniques by which those problems may be solved. This is an applied course that helps students to analyze data at a more sophisticated level, such as that which is present within academic journals.

Crosslisting: EC3243
Prerequisites: BU1243, EC1013, and EC1023, or Permission of the Professor

BU3313 Business Finance I
Credit hours: 3

This course is designed to introduce the student to decision-making techniques employed by financial executives. Topics covered include the time value of money and investment valuation.

Prerequisite: BU2123

BU3323 Business Finance II
Credit hours: 3

This course is a continuation of BU3313 and includes such topics as working capital management, investment environment, and risk management.

Prerequisite: BU3313

BU3413 Management Information Systems
Credit hours: 3

This is a preparatory course on the nature and use of computer based information systems. Topics covered include system requirements for the provision of management information, decision support systems, and asset control procedures.

BU3513, 3523 Directed Studies in Business Administration
Credit hours: 3

These courses are available for students when their interests and the professor's expertise allow for a more in-depth tutorial approach. The student must be highly capable and must have completed upper level prerequisite courses in the area of the directed study.

Prerequisite: Permission of the Registrar

BU3603 Business Research Methods
Credit hours: 3

This course introduces students to research design and a variety of methods for performing research in business. Particular attention is given to survey design, sampling, hypothesis testing, and quantitative techniques.

Prerequisite: BU1243

BU3623 Human Resource Management
Credit hours: 3

This course explores the management of an organization's most important asset: its people. With an emphasis upon current developments in the field, topics discussed include trends in human resource planning, recruitment and selection, compensation, and employee development.

Prerequisite: BU3713

BU3633 Industrial Relations
Credit hours: 3

This course examines the complex relationships between organizational management and organized labour, i.e. unions. Current issues are explored, with an emphasis upon collective bargaining and negotiation.

Prerequisite: BU3713

BU3713 Principles of Management
Credit hours: 3

This course examines the manager and the management process. With respect to the functions of planning, organizing, leading, and controlling, students will be encouraged to think critically about the problems managers face and conduct analyses toward the development of recommendations relevant to such problems.

Prerequisite: BU1013

BU3733 Organizational Behaviour
Credit hours: 3

This course examines the theories that explain human behaviour in organizational settings, as well as the structures and processes of contemporary organizations. Topics covered include personality and perception, team and small group processes, and motivation and emotions.

Crosslisting: PS3953
Prerequisite: BU3713 (Students cannot receive credit for both BU3733 and PS3953.)

BU3753 Leadership
Credit hours: 3

This course explores classic and contemporary issues in leadership theory and practice. Topics covered include leadership behaviours and substitutes, the role of the follower in the leadership process, and transformational leadership.

Crosslisting: ID3753
Prerequisite: BU3713

BU3813 Marketing
Credit hours: 3

This is an introductory course to the field of marketing in which the concepts of marketing strategy and the marketing environment are examined. Topics covered include target market definition, the concept of the marketing mix, and the influence of supply and demand forces on consumption.

Prerequisite: BU1013

BU3823 International Marketing
Credit hours: 3

This course is designed to provide an introduction to marketing in the global business environment. Major topics include social, political, and cultural influences on the sale of products and services internationally, and the development of international market profiles.

Prerequisite: BU3813

BU3833 Public Relations
Credit hours: 3

This course explores issues faced by organizations as they seek to communicate effectively with their publics (e.g. shareholders, employees, community groups, etc.). Emphasis is placed upon the development of communication plans and crisis communication management.

Crosslisting: CO3833
Prerequisite: BU3813

BU3863 Consumer Behaviour
Credit hours: 3

This course examines how marketers identify and work with sources of influence (i.e. media) and how consumers make decisions in response to persuasion.

Prerequisite: BU3813

BU3913 Business Law
Credit hours: 3

This is an introductory course designed to examine laws governing the practice of business and the legislative framework in which trade occurs.

Prerequisites: BU1013 plus six additional credit hours in Business Administration

BU3923 Entrepreneurship
Credit hours: 3

This course involves working through the process of starting up a new business with a specific concentration upon business plan preparation. The concept of entrepreneurship is considered and the pros and cons of business ownership are examined.

Prerequisites: BU2113, BU3713, BU3813

BU4001 Co-op Work Term III
Credit hours: 1

This is the third and final work term for credit toward the B.B.A. Co-op option. Qualifying students complete a minimum 13-week employment term with an approved employer during which time they are expected to learn and develop marketable business skills.

Prerequisites: BU3003 and permission of the Director of B.B.A. Co-operative Education

BU4053 Christianity and Business
Credit hours: 3

This course explores the relationship between Christianity and Business and seeks to answer important questions that confront the business practitioner. Can a person achieve success in business and still be true to his or her faith? Are Christianity and Business mutually exclusive? What is God's perspective on business? Is there such a thing as "Christian Business"? Can the Bible be used as a guide for business practice? Can God be glorified in business? Readings and discussions will include the Bible and secular and faith based authors. Capitalism, profit, leadership, human resource management, etc. will be explored in light of Christianity.

Prerequisites: 36 credit hours in Business Administration plus RS1003, RS1033. Admission is limited to students in their final year of study in the B.B.A.

BU4113 Advanced Accounting I
Credit hours: 3

This course explores the more advanced topics of accounting and examines the alternatives discussed in the Canadian Institute of Chartered Accountants Handbook, including the requirements of consolidations and accounting for non-profit organizations.

Prerequisite: BU3123

BU4123 Advanced Accounting II
Credit hours: 3

This course examines in greater depth the concept of consolidations, including foreign transactions, and income tax allocations.

Prerequisite: BU4113

BU4133 Social Marketing
Credit hours: 3

This course is designed to strengthen the student's understanding of marketing as a catalyst for social change. Societal concerns in regard to marketing management are examined. Topics include consumerism, government regulation in marketing, corporate social responsibility, and the social enterprise.

BU4433 Personal Taxation
Credit hours: 3

This course introduces the principles of taxation, basic elements of tax law, and the reasoning behind the specific provisions of tax policy in a Canadian context. By examining personal and business elements of taxation, students are encouraged to consider the effects upon investment and decision making.

Prerequisite: BU2123

BU4443 Corporate Taxation
Credit hours: 3

This course builds on the principles introduced in BU4413 by examining corporate taxation in a Canadian context. In addition, tax planning is expanded to examine the interaction of the personal needs of shareholders and the corporate tax structure. Students are encouraged to consider the effects upon investment, financing, and decision-making.

Prerequisite: BU4433

BU4453 Accounting Theory
Credit hours: 3

This course helps students develop an understanding of the economic impact of accounting choices from both theoretical and practical viewpoints. Beginning with an examination of the historical development of accounting thought, students are encouraged to develop an understanding of the limitations of the current accounting model through examination of various accounting elements and analysis of current accounting research.

Corequisite: BU3113

BU4463 Introduction to Audit
Credit hours: 3

This is a senior level course in accounting that introduces the role of auditing in society and the ethics and standards of professional conduct expected of auditors. Particular attention is given to key decisions made by auditors when examining and reporting on financial statements including the design of internal control systems, audit evidence, and audit techniques.

Prerequisite: BU3113

BU4513, 4523 Advanced Directed Studies in Business Administration
Credit hours: 3

These courses are available for students when their interests and the professor's expertise allow for a more in-depth tutorial approach. The student must be highly capable and have completed upper level prerequisite courses in the area of the directed study.

Prerequisite: Permission of the Registrar

BU4533 Advanced Directed Studies in Accounting
Credit hours: 3

This course is available for students when their interests and the professor's expertise allow for a more in-depth tutorial exploration of topics in Accounting. The student must be highly capable and have completed upper level prerequisite courses in Accounting.

Prerequisite: Permission of the Registrar

BU4534 Advanced Directed Studies in Management
Credit hours: 3

This course is available for students when their interests and the professor's expertise allow for a more in-depth tutorial exploration of topics in Management. The student must be highly capable and have completed upper level prerequisite courses in Management.

Prerequisite: Permission of the Registrar

BU4535 Advanced Directed Studies in Marketing
Credit hours: 3

This course is available for students when their interests and the professor's expertise allow for a more in-depth tutorial exploration of topics in Marketing. The student must be highly capable and have completed upper level prerequisite courses in Marketing.

Prerequisite: Permission of the Registrar

BU4536 Advanced Directed Studies in Economics and Finance
Credit hours: 3

This course is available for students when their interests and the professor's expertise allow for a more in-depth tutorial exploration of topics in Economics and Finance. The student must be highly capable and have completed upper level prerequisite courses in Economics and Finance.

Prerequisite: Permission of the Registrar

BU4633 Recruitment, Selection, and Training
Credit hours: 3

This is a senior level course in Human Resource Management that focuses on the theoretical and practical considerations involved in staffing an organization. Topics of study include labour supply/demand forecasting, job analysis, internal and external recruitment, selection strategies, and training and development for performance and retention.

Prerequisite: BU3713

BU4643 Compensation Management
Credit hours: 3

This course examines the human resource implications of direct and indirect compensation. Students will explore the various means of employee remuneration and the ways in which compensation decisions are made, the balance between profitability and payroll, and the role of ethics and equity in the reward process.

Prerequisite: BU3713

BU4713 Strategic Management
Credit hours: 3

This course represents a culmination of business study, in that it draws upon all business disciplines (management, accounting, marketing, finance, etc.) in an effort to identify, analyze, and make recommendations concerning actual business problems. Emphasis is placed upon the development of analytical skills in the application of contemporary models of strategic analysis to business case studies. Admission is limited to students in their final year of study in the B.B.A.

Prerequisites: BU3313, BU3713, BU3813

BU4723 Advanced Strategy
Credit hours: 3

This course builds on concepts explored in BU4713 and is intended for students interested in developing a deeper understanding of evaluative frameworks that are key to corporate performance. The course has a particular focus on the case method of analysis.

Prerequisite: BU4713

BU4733 Organizational Theory
Credit hours: 3

This course builds upon the foundation established in BU3733 with a particular focus on the issues faced by more complex forms of organization (teams, corporations, multinationals, etc.). Topics covered include team dynamics, organizational power and politics, conflict and negotiation, organizational structure and design, and corporate culture.

Prerequisite: BU3733

BU4743 Organizational Culture
Credit hours: 3

This course studies organizational culture – the idea that collectives have their own unique cognitive, sociopolitical, and material culture. The historical development of organizational culture theory will be examined, in addition to contemporary perspectives. These perspectives will then be applied to seek to explain the impact of organizational culture as a determinant of structure, human resource practices, leadership, and decision-making processes.

Prerequisites: BU3713 plus three credit hours in Management, or Permission of the Professor

BU4773 Church Management
Credit hours: 3

This course explore the fundamentals of church administration, working from an historical context to an examination of contemporary governance structures, with particular attention to advancing a biblical perspective of Christian management, mission, vision, goals and objectives, strategic planning, policy development, budgeting, structure, management of staff and volunteer resources, and the measurement of church effectiveness.

Crosslisting: ID4773
Prerequisites: Twelve credit hours in Business Administration, or 12 credit hours in Religious Studies, or Permission of the Professor.

BU4823 Export Marketing
Credit hours: 3

This course examines the intricacies of marketing products and services outside of Canada and matches students with organizations outside of the university environment that are seeking to establish extra-domestic trade relationships for the first time. Students are required to plan and implement export strategies and more specifically prepare a market entry plan for their client organization that will then be used as the underpinning of a trade mission that will take place during the semester.

Prerequisites: BU3823 and Permission of the Professor

BU4833 Advertising and Promotion
Credit hours: 3

Advertising, promotions, and marketing communications are integral components of marketing. For marketing majors, understanding how companies can effectively communicate with customers and potential customers is the foundation needed to develop effective marketing programs. For those who are not marketing majors, not only will this knowledge provide a better understanding of those involved in marketing in their organizations, but it will also provide students with better information to function as a consumer.

Prerequisite: BU3813

BU4853 Internship in Business Administration
Credit hours: 3

This course is designed for students in the final year of their B.B.A. to give practical experience in the application of Business knowledge gained in the program. The course requires a full day of work per week (or the equivalent) for the entire semester in an approved placement. Field Supervisors, in conjunction with the professor of record, will assist students in assessing their own strengths and identifying areas for future professional growth.

Prerequisites: Admission to the course is contingent on the availability of placements and the permission of the Professor.

BU4996 Thesis
Credit hours: 6

Certain exceptional students, upon request prior to the completion of their third year, may be granted permission to write a thesis as an element of their Honours Degree requirements.

Chemistry

Students interested in the physical sciences who wish to concentrate their studies in Chemistry may choose to take this minor. Formative in nature, this program option allows students to delve into the complex and exciting study of the chemical world. Fueled by curiosity and an aptitude for the sciences, students in the Chemistry minor will have the opportunity to expand their horizons and career opportunities with the knowledge gained from the lectures, labs, and experiences in this program.

As with other program offerings in the Science department, students benefit from close contact with their professors, allowing a great deal of freedom to ask questions and to learn in a community atmosphere.

Minor in Chemistry is 18 credit hours earned as follows:

3 from CH1013
3 from CH1023
3 from CH2113
3 from BI3203
6 from CH2213, CH2313, CH3513, CH3523

Note: At least 3 credit hours must be at a 3000 or higher level, including transfer credits from another institution, as approved by Crandall University, up to a maximum of 6 credit hours.

CH1013 Introduction to Chemistry I
Credit hours: 3

This course is an introduction to the basic principles of chemistry including stoichiometry, atomic and molecular theory, oxidation-reduction reactions, gases, and descriptive chemistry. Examples and problems will be drawn from the biological sciences where possible links between chemistry and the life sciences will be emphasized. (3 hours of lectures, 1 hour of tutorial, and 3 hours of labs per week)

Prerequisite: Grade 12 Chemistry

CH1023 Introduction to Chemistry II
Credit hours: 3

This course is a continuation of the principles taught in CH1013 covering thermochemistry and thermodynamics, equilibria, kinetics, acid-base chemistry, electrochemistry, and the foundations of organic chemistry. (3 hours of lectures, 1 hour of tutorial, and 3 hours of labs per week.)

Prerequisite: CH1013

CH2113 Organic Chemistry for the Life Sciences
Credit hours: 3

The central role of chemistry in the biological sciences is revealed by an examination of the structure, reactivity, and structure–function relationships in organic molecules. The course structure will introduce the foundational elements of organic chemistry (structure, stereochemistry functional groups, and simple reactivity relationships). This introduction will allow discussion of the properties of important classes of organic molecules that have biological functions such as carbohydrates, amino acids, lipids, and nucleic acids. (3 hours of lectures, 1 hour of tutorial per week, and 3 hours of labs per week.)

Prerequisites: CH1013, CH1023

CH3513, 3523 Directed Studies in Chemistry
Credit hours: 3

These courses are available for students when their interests and the professor's expertise allow for a more in-depth tutorial approach. Students must be highly capable and must have completed upper level prerequisite courses in the area of the directed study.

Prerequisite: Permission of the Registrar

Communication Arts

At Crandall University, we believe in a grand-narrative, a story that has been playing out since the act of creation. We also believe that humans have the natural capacity to understand and respond to stories which are at the heart of our program in Communication Arts – Theatre.

The Communication Arts – Theatre program at Crandall is rooted in the concept of storytelling – the narrative. Humans often chart a path toward truth through storytelling, and students are welcomed to deepen their understanding of the narrative and to hone their skills as a storyteller as they participate in the Theatre program.

Minor in Communication Arts – Theatre is 18 credit hours earned as follows:
3 from CO1023
3 from CO1203
3 from CO2113
3 from CO3053/EN3053
6 from CO3113, CO3823, CO4866, CO/EN3933, EN3013, EN3023, EN3983

Major in Communication Arts – Theatre is 48 hours earned as follows:
3 from CO1203
3 from CO2113
3 from CO3053
30 from CO3930
3 from CO3713
3 from CO3723
3 from CO4XXXX (new course)

To expose Communication Arts – Theatre majors to a world-class experience in theatre that is firmly rooted in the Christian faith, Crandall University has partnered with Rosebud School of the Arts (RSA) in Rosebud, Alberta. After having completed one year of study (30 credit hours) at Crandall University, students are eligible to be admitted to Rosebud School of the Arts to spend one full academic year at RSA.

CO1023 Fundamentals of Public Speaking
Credit hours: 3

This course provides an introduction to the communication skill of public speaking. The course includes topics such as audience analysis, speech, and critical thinking.

CO1203 Introduction to Communicating
Credit hours: 3

Communication is the product of communicating. This course will examine the foundational components of the process of communicating. Particular attention will be given to understanding the importance of audience and contextual analysis as well as learning about communicating strategies and how to adapt them to specific situations to affect a specific purpose.

CO2013 Linguistics I
Credit hours: 3

This is a general survey course of linguistic concepts and an introduction to the study of word and sentence structure, as well as grammatical and semantic relations.

Crosslisting: LI2013

CO2023 Linguistics II
Credit hours: 3

This course focuses on articulatory phonetics and phonology. It includes practice in the perception, production, and transcription of speech sounds.

Crosslisting: LI2023

CO2113 Introduction to Acting
Credit hours: 3

Acting is a skill that needs to be learned, and the goal of this course is to teach the fundamentals of the acting process. This includes exploring character objectives, situation, and physical/emotional nature. It also includes some basic text analysis and comedic structure. This course will include written assignments, in-class projects, and a final written examination.

Prerequisite: An audition may be required

CO3053 Narrative Theory
Credit hours: 3

This course provides a theoretical foundation for the major in Communication Arts – Theatre. It considers both historical and contemporary perspectives on both the philosophical themes and practical applications of narrative theory as they relate to the process of generating effective communicating.

Crosslisting: EN3053
Prerequisites: CO1203

CO3113 Advanced Acting
Credit hours: 3

This course offers a continuation and more in depth analysis of the acting process and of comedic structure. This course will include written assignments, in-class projects, and a final written examination.

Prerequisites: CO2113 or an audition

CO3213 Language Development
Credit hours: 3

This course examines the sequence of language development throughout the span of humans' lives. Emphasis will be placed on major theoretical approaches to language development and on related areas such as cognition and literacy.

Crosslisting: ED3343, PS3213
Prerequisites: CO1013, CO1033

CO3413 Interpersonal Communication
Credit hours: 3

This course focuses on the development of communication skills in the dyadic setting, including emphasis on essential preconditions, conflict management, interpersonal relationships, non-verbal behaviour, and creative support climates.

Prerequisites: CO1203

CO3423 Small Group Communication
Credit hours: 3

This course provides an introduction to the principles of the small group process as it relates to decision making, problem solving, and negotiating.

Crosslisting: BU3763, ED3473
Prerequisites: CO1203

CO3513, 3523 Directed Studies in Communication Arts
Credit hours: 3

These courses are available for students when their interests and the professor's expertise allow for a more in-depth tutorial approach. Students must be highly capable and must have completed upper level prerequisite courses in the area of the directed study.

Prerequisite: Permission of the Registrar

CO3613 Methods of Communication Research
Credit hours: 3

This course presents the methods and procedures employed in Humanities research which are applied to the field of Communication Arts.

Prerequisites: CO1013, CO1033

CO3713 Elements of Theatre Production
Credit hours: 3

This course has two primary goals: to understand a script and to produce a script. With this in mind, students will be taught to investigate a theatrical text with a producer's 'eye'. They will also develop a system of effective implementation for that text from casting, hiring, and running rehearsals, to selling tickets for opening night. Students should walk away with a solid understanding both philosophically and practically of how to stage a theatrical production.

Prerequisites: CO1203

CO3723 Principles of Theatre Directing
Credit hours: 3

This course extends students' understanding of the theory and practice of directing a dramatic production. It includes both classroom study and on-stage directing experience.

Prerequisites: CO2113, CO3053

CO3773 Communication Disorders
Credit hours: 3

This course surveys the field of human communication disorders. It will commence with a brief examination of the basics of the field including the professions concerned with human communication disorders, definitions of the oral-verbal aspects of communication, and the anatomy and physiology of the human speech mechanism. This will be followed by an introduction to various speech and language disorders. Finally, the course will look specifically at communication differences and disorders of special populations.

Crosslisting: ED3773, PS3773
Prerequisites: CO1013, CO1033 plus six additional credit hours in Communication Arts. CO3213 is recommended.

CO3823 Oral Debate and Persuasion
Credit hours: 3

The course examines the forms and procedures of various styles of debating and persuasive speech.

Prerequisites: CO1013, CO1023. Recommended: CO3013.

CO3923 Communication and Canadian Politics
Credit hours: 3

This course examines issues relating to the development of an interaction among elements of political communities with a major emphasis on the realities of contemporary Canadian society. Topics such as the Constitution, Cabinet, federalism, nationalism, separatism, interest groups, conflict of interest, elections, and political parties are covered. Communication within Canadian political culture, institutions, behaviour, and public policy is investigated.

Prerequisites: CO1013, CO1033 plus six additional credit hours in Communication Arts.

CO3930 Rosebud School of the Arts – Block Transfer
Credit hours: 30

This course represents the completion of a 30 credit-hour block of transfer credit earned through successfully completing a specialized theatrical program at Rosebud School of the Arts.

Prerequisites: CO1203, CO2113

CO3933 Effective Writing
Credit hours: 3

This course explores the techniques necessary to produce good critical thought and focused, effective writing. Students will develop their skills by studying relevant theory, analyzing sample works, and writing original works of their own.

Crosslisting: EN3933
Prerequisites: CO1013, CO1033 or EN1013, EN1023

CO4493 Conflict Management
Credit hours: 3

This course investigates the nature of conflict: why it happens and how it can be managed. Drawing on interpersonal-small group theories and skills, the course seeks to understand various types of mediation strategies and approaches to crisis management.

Crosslisting: BU4493
Prerequisite: CO3413 or CO3423

CO4513, 4523 Advanced Directed Studies in Communication Arts
Credit hours: 3

These courses are available for students when their interests and the professor's expertise allow for a more in-depth tutorial or project approach. Students must be highly capable and must have completed upper level prerequisite courses in the area of the directed study.

Prerequisite: Permission of the Registrar

CO4813 Advanced Public Speaking
Credit hours: 3

This course is designed as a capstone course for students interested in continuing the development of their awareness and practice or oral communication. This course introduces students to the theories undergirding oral communication and pays particular attention to the explicit application of communication theory in attempts to communicate in public forums. A significant portion of the course will also challenge students to face contemporary issues in communication ethics.

Prerequisites: CO1013, CO1023, and CO1033. Recommended: CO3813, 3823.

CO4853 Internship
Credit hours: 3

This internship course is designed to provide Communication Arts majors with an opportunity to apply the theories and skills learned in a professional environment. Working closely with an on-site supervisor and a Communication Arts faculty member, students will do a minimum of nine hours of work per week and submit a final essay that connects their knowledge of Communication Arts to their practical experience.

Prerequisite: CO2113

CO4866 Theatre Internship
Credit hours: 6

This 250-hour internship provides students opportunity to work with a supervisor and a faculty member while experiencing and participating in a theatrical production.

Prerequisites: CO2113, CO3053

Economics

Economics courses are considered equivalent to Business courses.

EC1013 Introduction Microeconomics
Credit hours: 3

This course introduces students to economics at the consumer and business level. Such areas as consumer behaviour, supply and demand, analysis, business structures and production, and income distribution are examined.

EC1023 Introduction Macroeconomics
Credit hours: 3

This course is a study of economic theory and principles at a much broader and more holistic level than in EC1013. Primary areas of focus will be on such matters as interest rates, national income, money supply, international trade, and employment concerns.

Prerequisite: EC1013

EC3013 Intermediate Microeconomics
Credit hours: 3

This course is a continuation of EC1013 and focuses on the behaviour of consumers and firms and specifically how they interact in competitive markets. Particular attention is paid to utility maximization and cost minimization.

Prerequisites: EC1013, EC1023

EC3023 Intermediate Macroeconomics
Credit hours: 3

Macroeconomics is the study of the economy as a whole and is concerned with some of the most important questions in economics. Why are some nations rich while others are poor? Why do some economies grow faster than others? What is the relationship between income parity, business cycle, inflation, international trade and government policies? The goal in this course is to answer these questions using the various models developed by macroeconomists and to understand the strengths and limitations of each model.

Prerequisite: EC3013

EC3213 Industrial Organization
Credit hours: 3

Industrial Organization is a subfield of microeconomics devoted to the study of firms and markets, focusing in particular on how firms acquire market power, how firms use this power once acquired, and how competing firms interact strategically. The development of non-cooperative game theory over the past several decades has provided new, formal tools to study these issues and has led to an explosion of interest in industrial organization. Many of the lectures will be theoretical, but there will also be discussions of policy issues and empirical methods.

Prerequisites: EC1013 and EC3013, or Permission of the Professor

EC3223 Money and Banking
Credit hours: 3

This course covers a range of topics in modern monetary economics, starting from microeconomic explanations for the existence of money and then proceeding to aggregate models of price and output fluctuations, the monetary transmission mechanism, the conduct of monetary policy, explanations for hyperinflation episodes, and the relationship between monetary policy and asset returns. Each topic starts with the presentation of a core theoretical model and some extensions.

Prerequisites: EC1023 and EC3023, or Permission of the Professor

EC3243 Introductory Econometrics
Credit hours: 3

This applied course is an introduction to the basic regression techniques used in economics. It will emphasize parameter estimation and hypothesis testing in economic applications. The objectives of the course are to explain the problems and issues associated with empirical measurement of economic relationships, and to assess the techniques by which those problems may be solved. This is an applied course that helps students to analyze data at a more sophisticated level, such as that which is present within academic journals.

Crosslisting: BU3243
Prerequisites: BU1243, EC1013, and EC1023, or Permission of the Professor

EC3313 Costs and Benefits Analysis
Credit hours: 3

This course covers the economic aspects of cost-benefit analysis, and it examines how an economic analysis fits into a complete cost-benefit analysis. The emphasis will be on the use of economic theory to measure the benefits and costs of projects. Applications to infrastructure investments such as roads, electricity, and water will be discussed as well as investments in the social sectors such as education and health. In addition the course will cover the theory and measurement of the economic opportunity cost of public funds, the economic cost of foreign exchange, and the measurement of the economic opportunity cost of labour. Both the theoretical as well as the applied aspects of the field will be covered.

Prerequisites: EC1013 and EC3013, or Permission of the Professor

Education

The Bachelor of Education degree is designed to meet the needs of prospective teachers. Students who pursue a B.Ed. degree either through the concurrent or consecutive program will meet the requirements for New Brunswick Department of Education Teacher Certification. For information on the specific program requirements for the Bachelor of Education degree, see the Programs of Study section of the Academic Calendar.

Prerequisites are not required unless stated, but students must be admitted to the Bachelor of Education or Bachelor of Technical Education programs or involved as a professional in a school setting in order to register for these courses.

ED3033 Sociology of Education
Credit hours: 3

This course examines sociological theories and research methods as they apply to education, the school as a formal and informal organization, and effects of education on stratification, social control, race, class, and gender.

Crosslisting: SO3033

ED3113 Literacy Education
Credit hours: 3

This course will focus on literacy at the elementary and middle school levels. The emphasis will be on the development of literacy skills. Students will be exposed to topics such as language acquisition, reading and writing processes, and theoretical basis for instructional procedures. Listening, reading, speaking, writing, and responding skills, as well as lesson planning and varied group work will be emphasized. A variety of resources and procedures appropriate to the students' developmental levels will be emphasized as well.

ED3120 TESL Practicum
Credit hours: 0

TESL Practicum provides 25 hours of classroom experience where trainees observe and participate in the practical application of the theories, skills, and methodologies studied in ED3123 and ED3133. (Recommended for those who plan to teach ESL in Canada.)

Prerequisites: Completion of ED3123 and ED3133 with a final grade of "B-" or higher in each, and permission from the practicum supervisor. See also the entrance requirements for the Certificate in Teaching English as a Second Language.

ED3123 Teaching Language: Methods and Management
Credit hours: 3

This course includes an overview of various approaches to teaching language and introduces the relevant concepts, theory, and methodology, including needs analysis, course design, lesson planning, activity development, and class management.

Prerequisites: 2nd year status and 6 credit hours of English, or ED3133, or permission from the Registrar

ED3130 TEFL Practicum
Credit hours: 0

TEFL Practicum provides 25 hours of classroom experience where trainees observe and participate in the practical application of the theories, skills, and methodologies studied in ED3123 and ED3133. (Recommended for those who plan to teach English overseas.)

Prerequisites: ED3123 and ED3133 with a final grade of "B-" or higher in each, or permission from the practicum supervisor.

ED3133 Teaching Language Skills and Systems
Credit hours: 3

This course focuses on teaching speaking, listening, reading, writing, grammar, vocabulary, and pronunciation, and provides an overview of theory related to grammar systems, language sound systems, language acquisition, and intercultural communication.

Prerequisite: 2nd year status and 6 credit hours of English, or ED3123, or permission from the Registrar

ED3163 Writing in Different Genres
Credit hours: 3

In this writing course, students will create portfolios demonstrating the use of the writing process and the 6+1 Writing Traits to produce reflective, critical, and creative pieces in various genres. Students will also develop writing rubrics, and they will examine the process of teaching students how to write. The clear and correct use of language and diction is emphasized.

Corequisite: ED3113

ED3203 Mathematics Education
Credit hours: 3

This course will have a focus on the investigation of approaches to mathematics instruction at the elementary and middle school levels. Effective usage of varied materials such as manipulatives will be developed through class/group activities, unit and lesson plans, as well as through a variety of classroom discussions and investigations. A number of other areas will be explored including unit and lesson planning, integration of math with other subjects, classroom presentations, and current trends in mathematics education.

ED3213 Theory and Practice: Secondary
Credit hours: 3

This course looks at the application of current research to classroom issues. The major emphasis is on classroom management skills as outlined in the "Classroom Organization and Management Program," or COMP. Possible topics include organizing the classroom, planning and teaching rules and procedures, managing student work and improving student accountability, maintaining good student behaviour, planning and organizing instruction, and conducting and facilitating instruction to maintain momentum. This course is intended to serve as one of the key components of a student's first term in an Education program. It is normally taken in the first term of the consecutive degree program or in the second year of a five-year concurrent program.

ED3223 Theory and Practice: Elementary
Credit hours: 3

This course will continue to introduce students to issues in contemporary education. Some of the areas addressed will include legal considerations for teachers, educational policies, ethical considerations, communication challenges, teacher wellness, and constructivism.

Prerequisite: ED3213

ED3243 Developmental Disabilities
Credit hours: 3

After examining normal cognitive and social development of the child, this course will survey present research pertaining to various developmental disabilities in children, youth, and adults. Case studies in selected areas will be utilized.

Crosslisting: PS3243

ED3303 Science Education
Credit hours: 3

This course focuses on the teaching of science at the elementary and middle school levels. An exploration of science teaching and learning based on prior conceptions and experiences will be used to support and develop science literacy. Topics include theoretical perspectives, assessment, classroom procedures, and integration of science themes in other curriculum areas.

ED3313 Instructional and Learning Processes: Elementary
Credit hours: 3

This course examines classroom practices, strategies for instruction, organization for instruction, brain based research, assessment, and a teaching framework as these relate to the elementary grade levels. This course will help provide teachers to facilitate the learning of their students in the early years of school, K-5.

ED3323 Instructional and Learning Processes: Secondary
Credit hours: 3

This course examines classroom practices, strategies for instruction, organization for instruction, and further advancement of the matter of assessment as these relate to the secondary grade levels. The course will provide learning for teachers to facilitate the learning of their grade 6–12 students. This course will also address the matter of professional development and the creation of a showcase portfolio.

ED3343 Language Development
Credit hours: 3

This course examines the sequence of language development throughout the span of humans' lives. Emphasis will be placed on major theoretical approaches to language development and on related areas such as cognition and literacy.

Crosslisting: CO3213, PS3213

ED3373 Assessment, Feedback, and Reporting
Credit hours: 3

This course will address the current principles related to the facets of assessment with respect to the enhancement of student learning as well as the measuring of student learning for summative purposes. The course will include the development of assessment strategies and policies, the provision of appropriate/timely feedback, and reporting of the learning that has occurred.

Prerequisite/Corequisite: ED3313

ED3413 Social Studies Education
Credit hours: 3

This course is designed to acquaint students with an overview of social studies and to assist students in developing skills for effective social studies instruction. Students will focus on various strategies/ procedures and will develop activities and projects designed to illustrate curriculum components. In addition various perspectives on the teaching of social studies will be studied.

ED3423 Technology in Education
Credit hours: 3

This course explores technology in education from a variety of perspectives. Its purpose is to provide the student teacher with the requisite skills and knowledge effectively to utilize and integrate technology in teaching. It is also designed to take into account participants with a broad range of technical competences and incorporates theoretical and practical (hands-on) content. It will explore the role of technology in education, its pedagogical underpinnings, and its practical application. The course will cover topics that deal with the integration of technology in curriculum design and lesson planning; professional practice and ethical considerations with regards to technology in teaching; and technology integration into specific subject areas. Students will also be exposed to and taught how to utilize the technologies available to them. These would include, Smart Technologies, Microsoft Office, Wikispaces, and selected new media technologies.

ED3443 Early Childhood Development
Credit hours: 3

This course will apply developmental psychological findings to early childhood education and care, early experience and heredity, and learning and perception, to understand how such factors affect the cognitive and social development of the young child. Case studies pertaining to early infantile autism and child abuse will be examined in detail.

Crosslisting: PS2213

ED3453 Adolescent Development
Credit hours: 3

This course is a survey of the physical, intellectual, emotional, and social dimensions of adolescents as they mature and adjust during years of transition and change. This course pays special consideration to the work of noted psychologists specializing in the study of the adolescent years.

Crosslisting: PS2223

ED3463 Psychology of Attachment
Credit hours: 3

This course provides an overview of the current state of knowledge of attachment across the lifespan. Attachment theory offers a framework for describing and understanding close emotional bonds in relationships. Attachment issues to be investigated include normative processes, individual differences, measurement, and psychopathology.

Crosslisting: PS3463

ED3473 Small Group Communication
Credit hours: 3

This course provides an introduction to the principles of the small group process as it relates to decision making, problem solving, and negotiating.

Crosslisting: BU3763, CO3423

ED3513, 3523 Directed Studies in Education
Credit hours: 3

These courses are available for students when their interests and the professor's expertise allow for a more in-depth tutorial approach. Students must be highly capable and must have completed upper level prerequisite courses in the area of the directed study.

Prerequisite: Permission of the Registrar

ED3603 Pedagogy of Play
Credit hours: 3

This course introduces the pedagogy of play by exploring and discussing theoretical and empirical literature on play, engaging in playful learning activities, and viewing examples of play in classrooms.

ED3613 Children's Literature
Credit hours: 3

This course includes classic works of children's literature (such as Grimm's Fairy Tales and Alice in Wonderland), Canadian children's literature (such as Anne of Green Gables), and both Tolkien's The Hobbit and Lewis's Narnia series. Throughout, attention will be given both to understanding this rich literature and to considering how it might be taught to children.

Crosslisting: EN3613

ED3633 Theories of Learning
Credit hours: 3

This course will provide an overview of the ideas and research related to animal and human learning. Background on various issues that have shaped the understanding of this field over the years will also be included, as will more recent studies that address the intricacies of how learning occurs.

Crosslisting: PS3633
Prerequisites: PS1013, PS1023

ED3703 Jesus as Teacher
Credit hours: 3

This course is an exploration of the teaching methods of Jesus considering his aims, his cultural setting, his community's history, and his social location as a rabbi. Teaching is a task requiring contextualization. It involves authority, in contrast to the thought of some who wish a truly 'free' school. Jesus' employment of lecture methods, his use of memorable sayings and of parables, and his personal modelling demands the attention of educators schooled in active learning methods.

Crosslisting: RS3303
Prerequisite: Education student or permission of the Registrar

ED3723 Psychological Tests and Measurement
Credit hours: 3

This course will involve a survey of psychological tests used in both individual assessment and research areas. Principles of test construction and evaluation will be central concepts in the study of selected tests. In addition to class lecture, supervised laboratory experiences in test administration and interpretation will be undertaken.

Crosslisting: PS3723

ED3773 Communication Disorders
Credit hours: 3

This course surveys the field of human communication disorders. It will commence with a brief examination of the basics of the field, including the professions concerned with human communication disorders, definitions of the oral-verbal aspects of communication, and the anatomy and physiology of the human speech mechanism. This will be followed by an introduction to various speech and language disorders. Finally, the course will look specifically at communication differences and disorders of special populations.

Crosslisting: CO3773, PS3773

ED3823 Physical/Wellness Education
Credit hours: 3

This course involves an exploration of the materials and methods relevant to the teaching of physical education at the elementary and middle school levels. Over the course of the term students will be introduced to practical applications of the physical education curriculum including examinations of key concepts, skills, and program planning for this area of learning. Additionally, time will be made for education practices associated with interests and concerns relevant to health education.

ED3913 Fine Arts Education I: Music
Credit hours: 3

This Fine Arts methods course will place a strong emphasis on the music component taught within the K-8 context of New Brunswick schools.

ED3923 Fine Arts Education II: Art
Credit hours: 3

This Fine Arts methods course will place a strong emphasis on the art component taught within the K-8 context of New Brunswick schools.

ED3953 Teaching Shakespeare
Credit hours: 3

An introduction to teaching Shakespeare, particularly through performance, focusing on major plays such as Hamlet.

Crosslisting: EN3953
Prerequisite: EN1013 or equivalent first year English

ED4023 Educational Foundations
Credit hours: 3

From the scientific efficiency movement, to Rousseau's Romantic approach, back to traditional educators, Plato's academic education, and Jesus as countercultural teacher, any educational paradigm uses distinctive practices to realize its aims. This course traces taken-for-granted practices of education to their foundational beliefs. As we work through the paradigms, we identify live issues for your own teaching practice. You gain flexibility for life-long continuing education in a professional career. Christian students can see possibilities for Christian teaching by seeing how different paradigms of education impart different meanings. The formation done by a paradigm builds a person in its image.

ED4043 Literacy Education for Adolescent Learners
Credit hours: 3

This course will introduce students to the adolescent learner and to key components of adolescent literacy. The position is that all teachers are teachers of literacy. The course provides strategies to support literacy learning in grades 7 to 12.

Corequisite: ED3113

ED4103 Educational Psychology: Inclusionary Practices
Credit hours: 3

This course focuses on the application of psychological principles to teaching and learning that support the inclusion of children with exceptional needs into the regular classroom. Theory and practice will be considered together as information and ideas are drawn from research and applied to teaching while also providing service to students with diverse learning needs. Particular emphasis will be placed on the development of appropriate curriculum modifications, teacher competencies, and effective instructional procedures and strategies for addressing the needs of these specific learners and creating reflective, inclusive classrooms.

Corequisites: ED3213, ED3313

ED4143 Foundations of Second Language Acquisition
Credit hours: 3

This course will introduce students to the important foundational theories and assumptions that inform Second Language pedagogy and practice, with a focus on its application to French Immersion education. This course is a prerequisite for ED4153.

Prerequisite: French Language Proficiency: Level 'Intermediate Plus'

ED4153 French Immersion Pedagogy and Practice
Credit hours: 3

This course builds on ED4143 with a stronger emphasis on the implementation of language acquisition foundation theories into pedagogy and practice. Applications concern both French Language Arts and other French Immersion subjects.

Prerequisite: ED4143

ED4163 French Language and Intercultural Competencies
Credit hours: 3

This course employs a model of language learning that incorporates intercultural competence as its distinctive feature. Students will have an opportunity to both hone their own linguistic and intercultural skills, and develop pedagogical strategies in language and intercultural learning as it relates to French Immersion education.

Prerequisite: French Language Proficiency: Level 'Intermediate Plus'

ED4203 Developmental Literacy
Credit hours: 3

This course will focus on students at the elementary and middle school levels (grades k-8) and further develop those areas studied in ED3113. Various concerns related to students who may or may not have achieved success in becoming literate will be examined. The goal of this course is to assist each student in becoming "a well prepared teacher capable of assisting readers in the classroom, including those who are struggling." Techniques, research findings, and materials for motivating children and young adolescents will be emphasized, demonstrated, and utilized within this course.

Prerequisite: ED3113

ED4233 Behaviour Intervention
Credit hours: 3

This course introduces behaviour intervention techniques based on psychological science. It focuses on Tier 3 Skills (Tertiary Prevention), addressing the problems of individuals using behaviour analysis to create personalized intervention plans.

Crosslisting: PS4233
Prerequisites: PS1013, PS1023
Corequisites: Either PS 2213 or PS 2223

ED4413 Diversity and Multiculturalism in Education
Credit hours: 3

This course is designed to introduce participants to the concepts of global education by examining the concept of multicultural education itself in this interconnected world. Using a comparative framework, students will examine the policies and practices of multicultural education in other national contexts, unpack the social issues these policies seek to redress, and examine their links.

Prerequisite: 3rd year status, or permission from the Registrar

ED4713 Behaviour Disorders in Children and Adolescents
Credit hours: 3

This course will involve a survey of emotional, behavioural, and social disorders in children and adolescents. Specific topics in this area of study will include the history of the field, diagnostic classifications, theoretical approaches, and a survey of therapeutic interventions and service-delivery models.

Crosslisting: PS4713

ED5115 Internship
Credit hours: 15

The Internship is comprised of two parts. The first part is an observational component whereby each student must complete 60 contact hours in the public school setting. The second part is a 15-week full-time component in the public school setting.

Prerequisites: ED3213, ED3223, ED3313, ED3323, ED4023, ED4103

ED5118 Internship
Credit hours: 18

The Internship is comprised of two parts. The first part is an observational component whereby each student must complete 60 contact hours in the public school setting. The second part is a 18-week full-time component in the public school setting.

Prerequisites: ED3213, ED3223, ED3313, ED3323, ED4023, ED4103

English

English is every student's essential instrument of understanding and expression. Crandall University's B.A. in English begins with a strong two-year survey of major authors' works, and as students advance, they are able to choose from a wide range of courses, including period courses; survey courses in Canadian literature, American literature, and contemporary literary criticism; and specialized courses on classic authors such as Chaucer, Shakespeare, Austen, and Eliot. Crandall's English program also offers unique upper level courses that explore the ways in which a Christian worldview informs and enriches the work of twentieth-century authors such as C.S. Lewis and J.R.R. Tolkien. As graduates, students will have laid the foundation for many careers in which language, advanced reading, and communication are especially important, including journalism, law, public relations, counselling, Christian ministries, teaching English, creative writing, and graduate studies in English literature.

Minor in English Creative Writing is 18 credit hours earned as follows:
3 from EN1013
3 from EN1023
9 from EN3933, EN3973, EN3993, EN3983
3 from EN4983

Minor in English is 21 credit hours earned as follows:

3 from EN1013
3 from EN1023
9 from 3000/4000 English electives
6 from 4000 English electives

Major in English is 42 credit hours earned as follows:

3 from EN1013
3 from EN1023
3 from EN2013
3 from EN2023
3 from EN2313 or EN2323
3 from EN3013, EN3023, EN3033, EN3043
3 from EN3893
3 from EN3933
3 from pre-1800 English Literature: EN3003, EN3133, EN3183, EN3203, EN3213, EN3303, EN3753, EN3853, or EN3873
3 from post-1800 English Literature: EN3223, EN3413, EN3423, EN3713, EN3723, EN3733, EN3743, EN3763, or EN3823
3 from pre- or post-1800 English Literature
6 from 4000 English
3 from English Elective

Major in English with Concentration in Creative Writing is 42 credit hours earned as follows:

3 from EN1013
3 from EN1023
3 from EN2013
3 from EN2023
3 from EN2313 or 2323
3 from EN3013, EN3023, EN3033 or 3043
3 from EN3893
3 from EN3933
3 from pre-1800 English Literature: EN3003, EN3133, EN3203, EN3213, EN3303, EN3753, EN3853, or EN3873
3 from post-1800 English Literature: EN3223, EN3413, EN3423, EN3713, EN3723, EN3733, EN3743, EN3763, or EN3823
6 from EN3973, EN3983, EN3993
3 from EN4983
3 from 4000 English Elective

Honours in English is 57 credit hours earned as follows:

3 from EN1013
3 from EN1023
3 from EN2013
3 from EN2023
3 from EN2313 or 2323
3 from EN3013, EN3023, EN3033 or EN3043
3 from EN3893
3 from EN3933
3 from pre-1800 English Literature: EN3003, EN3133, EN3183, EN3203, EN3213, EN3303, EN3753, EN3853, EN3873, or EN3883
3 from post-1800 English Literature: EN3223, EN3413, EN3423, EN3713, EN3723, EN3733, EN3743, EN3763, or EN3823
3 from pre- or post-1800 English Literature
18 from English Electives, 9 credit hours of which must be at the 4000 level
6 from EN4996

Please see Programs of Study section for requirements for an English concentration in the Bachelor of Arts and Science degree.

EN1013 Literary Heritage I
Credit hours: 3

This course presents English literature through an historical survey of major authors. In this way, students are introduced to a wide variety of literary genres and themes. Instruction in grammar and the composition of formal academic essays is also given.

Prerequisite: Grade 12 English

EN1023 Literary Heritage II
Credit hours: 3

This course continues the historical survey of major authors and continues to provide extensive instruction and exercise in composition and the writing of formal academic essays.

Prerequisite: Grade 12 English

EN2013 Literary Heritage III
Credit hours: 3

A wider continuation of EN1013 and EN1023, this course provides a fuller survey of English literature in its historical context, particularly up to 1700. It also focuses on the critical, composition, and research skills necessary for students to become successful English majors.

EN2023 Literary Heritage IV
Credit hours: 3

A continuation of EN2013, this course includes a selection of classics in all genres from 1700 up to the present day. It assists students in developing the critical, composition, and research skills necessary to become successful English majors.

EN2313 Early Canadian Literature
Credit hours: 3

This course follows the development of Canadian Literature from the nineteenth century to the mid-twentieth century. It includes a wide range of literature including poetry, humour, folklore, novels, and drama.

EN2323 Modern Canadian Literature
Credit hours: 3

A survey of modern and contemporary Canadian literature, this course includes all genres and representative works from various regions of the country from the mid-twentieth century to the present. Through the discussion of selected themes, students will better understand their environment in Canadian society through its reflection in literature.

EN3003 Medieval Literature
Credit hours: 3

This course examines the major medieval epics and romances. Though texts are studied first in translation, the course will also serve to introduce Old English, Middle English, and the specialized poetic languages of courtly romance and medieval theology. The subsequent influence of these major texts on later literary and popular culture will also be considered.

Prerequisites: EN1013, EN1023, or Permission of the Registrar

EN3013 Shakespeare I
Credit hours: 3

This course is an examination of the earlier works of Shakespeare (prior to 1600), including his early tragedies, history plays, and comedies. It integrates his work within the cultural dynamics of the period and emphasizes both the literary and performance aspects of the plays.

Prerequisites: EN1013, EN1023, or Permission of the Registrar

EN3023 Shakespeare II
Credit hours: 3

This course explores the post-1600 plays of Shakespeare, particularly his "problem plays," later tragedies, and romance plays, emphasizing both their literary and performance aspects.

Prerequisites: EN1013, EN1023, or Permission of the Registrar

EN3033 Shakespeare at Oxford I
Credit hours: 3

A further examination of the earlier works of Shakespeare (prior to 1600), this course is delivered in England in conjunction with the Oxford Study Programme and includes visits to relevant sites in and around Oxford, London, and Stratford, as well as the opportunity to see a number of plays staged by professional theatre companies.

Prerequisites: EN1013, EN1023, or Permission of the Registrar

EN3043 Shakespeare at Oxford II
Credit hours: 3

A further examination of the post-1600 plays of Shakespeare, this course is delivered with the advantages of being in England in conjunction with the Oxford Study Programme.

Prerequisites: EN1013, EN1023, or Permission of the Registrar

EN3053 Narrative Theory
Credit hours: 3

This course provides a theoretical foundation for the major in Communication Arts – Theatre. It considers both historical and contemporary perspectives on both the philosophical themes and practical applications of narrative theory as they relate to the process of generating effective communicating.

Crosslisting: CO3053
Prerequisite: CO1203

EN3133 Renaissance Literature
Credit hours: 3

This course is a study of the major developments in all genres of English Renaissance literature, except Shakespearean drama.

Prerequisites: EN1013, EN1023, or Permission of the Registrar

EN3203 History of Drama
Credit hours: 3

An introduction to the history of drama, this course surveys a wide range of plays, considering both the external relationship of playwright, performers, and audience, and the internal aesthetic techniques found within each play.

Prerequisites: EN1013, EN1023, or Permission of the Registrar

EN3213 History of English Drama I
Credit hours: 3

This course explores drama from its inception in Ancient Greece to the stage in Restoration England, with emphasis on the relationship between drama and its cultural context, and the historical shifts in and practical considerations of theatrical practice. (This course is normally offered in England as part of the Oxford Study Programme.)

Crosslisting: HI3273
Prerequisites: EN1013, EN1023, or Permission of the Registrar

EN3223 History of English Drama II
Credit hours: 3

This course is a continuation of EN3213 and explores drama from the eighteenth century to the present day. (This course is normally offered in England as part of the Oxford Study Programme.)

Crosslisting: HI3283
Prerequisites: EN1013, EN1023, or Permission of the Registrar

EN3303 18th Century Literature
Credit hours: 3

This course is a survey of the major genres of 18th-century literature, including satire, comedy, journalistic and critical prose, comic opera, poetry, evangelical literature, and the beginnings of the novel.

Prerequisites: EN1013, EN1023, or Permission of the Registrar

EN3413 Romantic Literature
Credit hours: 3

This course covers Romantic literature in English with special emphasis upon the major poets: Wordsworth, Coleridge, Shelley, Byron, and Keats.

Prerequisites: EN1013, EN1023, or Permission of the Registrar

EN3423 Victorian Literature
Credit hours: 3

This course covers Victorian poetry and prose with special emphasis on the social contexts of the period as they are reflected in literature.

Prerequisites: EN1013, EN1023, or Permission of the Registrar

EN3513, 3523 Directed Studies in English
Credit hours: 3

These courses are available for students when their interests and the professor's expertise allow for a more in-depth tutorial approach. Students must be highly capable and must have completed upper level prerequisite courses in the area of the directed study.

Prerequisite: Permission of the Registrar

EN3613 Children's Literature
Credit hours: 3

This course includes classic works of children's literature (such as Grimm's Fairy Tales and Alice in Wonderland), Canadian children's literature (such as Anne of Green Gables), and both Tolkien's The Hobbit and Lewis's Narnia series. Throughout, attention will be given both to understanding this rich literature and to considering how it might be taught to children.

Crosslisting: ED3613
Prerequisites: EN1013, EN1023, or Permission of the Registrar

EN3623 Victorian Britain
Credit hours: 3

This course explores British life, culture, and literature in the nineteenth century. Emphasizing both the historical and literary aspects of Victorian Britain, it examines a wide range of topics, from the British Empire, gender, class, science, and religion, to Victorian life-writing and prose.

Crosslisting: HI3133
Prerequisites: HI 1413 (or HI1113) and HI1703 (or HI1713 or HI1723 or HI1123 or HI1423) or six credit hours in History at the 2000 level

EN3713 The Development of the Novel
Credit hours: 3

This course is a study of the novel through its formative years and its classic achievements until it becomes the dominant literary genre of the twentieth century.

Prerequisites: EN1013, EN1023, or Permission of the Registrar

EN3723 Twentieth Century Novel
Credit hours: 3

An examination of the development of the novel in the twentieth century, this course emphasizes both the aesthetic qualities and the social and intellectual contexts of selected novels.

Prerequisites: EN1013, EN1023, or Permission of the Registrar

EN3733 Twentieth Century Poetry
Credit hours: 3

This course examines major works in both modern British and modern American poetry from Yeats and Eliot to contemporary writers. It considers the history of twentieth century poetry with reference to the development of individual writers and in the context of important cultural and aesthetic features of modern times.

Prerequisites: EN1013, EN1023, or Permission of the Registrar

EN3743 Twentieth-Century Postcolonial Literature: Africa and Asia
Credit hours: 3

This course will explore a selection of important twentieth-century postcolonial works from Africa and Asia. Particular emphasis will be paid to their meaning and status as postcolonial texts.

Prerequisites: EN1013, EN1023, or Permission of the Registrar

EN3753 American Literature I
Credit hours: 3

A survey of major American authors from the colonial period to the mid nineteenth century, this course reflects a diversity of perspectives from a number of ethnic, religious, and intellectual contexts. It examines how these works begin to express value and a sense of cultural identity that is distinctively "American."

Prerequisites: EN1013, EN1023, or Permission of the Registrar

EN3763 American Literature II
Credit hours: 3

A survey of major American authors from the mid nineteenth century to the present day, this course is concerned with the profound changes in American society as reflected in its literature. Particularly, this course considers the rise of realism, naturalism, modernism, and post-modernism in the context of American culture.

Prerequisites: EN1013, EN1023, or Permission of the Registrar

EN3823 Writing by Women
Credit hours: 3

This course examines writing by women in a variety of genres from the medieval period to the twentieth century to provide an understanding of women's literary tradition and pertinent practical and theoretical concerns.

Prerequisites: EN1013, EN1023, or Permission of the Registrar

EN3853 Classical Background to English Literature
Credit hours: 3

This course examines the classical writers and texts most influential on the subsequent texts of English literature, exploring their literary forms, religious mythology, and literary or rhetorical theory.

Prerequisites: EN1013, EN1023, or Permission of the Registrar

EN3873 The Bible and English Literature I
Credit hours: 3

This course examines the influence of the Bible on English literature, showing how key biblical characters, themes, and images frequently reappear – either literally or as archetypes – in poetry, drama, and fiction. This course covers much of the Old Testament, from Genesis up to and including the Song of Songs. For English majors, this course may fulfill three credit hours of their Biblical or Christian Studies requirement.

Prerequisites: EN1013, EN1023, or Permission of the Registrar

EN3883 The Bible and English Literature II
Credit hours: 3

This course examines the influence of the Bible on English literature, showing how key biblical characters, themes, and images frequently reappear – either literally or as archetypes – in poetry, drama, and fiction. This course begins with the Hebrew prophets and then covers the entire New Testament, up to and including the Book of Revelation. For English majors, this course may fulfill three credit hours of their Biblical or Christian Studies requirement.

Prerequisites: EN1013, EN1023, or Permission of the Registrar

EN3893 Literary Criticism
Credit hours: 3

This course is designed to consolidate the reader's interpretive skills through a critical examination of the foundational assumptions or underlying worldview in various schools of contemporary literary theory; within this process, students will compare and contrast diverse understandings of the nature of language, literature, and literary criticism.

Prerequisites: EN1013, EN1023, or Permission of the Registrar

EN3933 Effective Writing
Credit hours: 3

This course explores the techniques necessary to produce good critical thought and focused, effective writing. Students will develop their skills by studying relevant theory, analyzing sample works, and writing original works of their own.

Crosslisting: CO3933
Prerequisites: EN1013, EN1023, or Permission of the Registrar

EN3953 Teaching Shakespeare
Credit hours: 3

An introduction to teaching Shakespeare, particularly through performance, focusing on major plays such as Hamlet.

Crosslisting: ED3953
Prerequisite: EN1013 or equivalent first year English

EN3973 Creative Writing: Poetry
Credit hours: 3

This course introduces the craft of writing poetry, offering instruction in a wide variety of aesthetic forms and genres in both traditional and free verse poetry.

Prerequisites: EN1013, EN1023, or Permission of the Registrar

EN3983 Creative Writing: Drama
Credit hours: 3

This course introduces the craft of writing drama, offering instruction in the development of dramatic plot, character, imagery, theme, and stagecraft, as well as in more specific dramatic forms such as soliloquies, dialogues, and meta-dramatic techniques.

Prerequisites: EN1013, EN1023, or Permission of the Registrar

EN3993 Creative Writing: Fiction
Credit hours: 3

This course introduces the craft of writing fiction, offering instruction in the use of prose to develop plot, character, imagery, and theme, with special attention given to the crucial role played by narrative point of view within short stories and novels.

Prerequisites: EN1013, EN1023, or Permission of the Registrar

EN4143 Chaucer
Credit hours: 3

This intensive study of Chaucer's major work, The Canterbury Tales, examines the text in Middle English, with supporting audio and translation aids, to appreciate the linguistic inventiveness, narrative artistry, and theological wisdom of Chaucer's work.

Prerequisites: EN1013; EN1023; and either EN2013, Upper Level Standing, or Permission of the Registrar

EN4253 Donne and Herbert
Credit hours: 3

An intensive study of the poetry and prose of John Donne and George Herbert, this course emphasizes the poets' common roots in English religious culture.

Prerequisites: EN1013; EN1023; and either EN2013, Upper Level Standing, or Permission of the Registrar

EN4413 Austen
Credit hours: 3

This course is an in-depth exploration of Jane Austen's major novels as texts that show Austen's development as a novelist and that engage with and reveal the social and intellectual influences of the period. Critical reception of her work, both now and in her own time, will be considered, along with revisions of her work through video.

Prerequisites: EN1013; EN1023; and either EN2013, Third-year University Standing, or Permission of the Registrar

EN4473 Barrett Browning and C. Rossetti
Credit hours: 3

This course examines two of the major Christian female poets of Victorian England, focusing on the interaction of their art, gender, and religion.

Prerequisites: EN1013; EN1023; and either EN2013, Upper Level Standing, or Permission of the Registrar

EN4483 Dickens
Credit hours: 3

This course examines the novels of Charles Dickens in detail to develop students' appreciation for his achievement as one of the world's most popular and important writers.

Prerequisites: EN1013; EN1023; and either EN2013, Upper Level Standing, or Permission of the Registrar

EN4513, 4523 Advanced Directed Studies in English
Credit hours: 3

These courses are available for students when their interests and the professor's expertise allow for a more in-depth tutorial approach. Students must be highly capable and must have completed upper level prerequisite courses in the area of the directed study.

Prerequisite: Permission of the Registrar

EN4803 J.R.R. Tolkien
Credit hours: 3

This course provides an in-depth look at the literary achievement of J.R.R. Tolkien, beginning with its mythological foundation in The Silmarillion, and then moving to the third age of The Hobbit and The Lord of the Rings. Attention will also be paid to Tolkien's philosophy of fantasy literature as expressed in his Tree and Leaf.

Prerequisites: EN1013; EN1023; and either EN2013, Upper Level Standing, or Permission of the Registrar

EN4813 T. S. Eliot
Credit hours: 3

This course examines the poetry, prose, and plays of T.S. Eliot, read against the cultural backdrop of early twentieth-century Europe. Themes explored include Eliot's engagement with religious writers from ancient to contemporary contexts, and the impact of his work as poet, essayist, lecturer, and editor upon the twentieth-century.

Prerequisites: EN1013; EN1023; and either EN2013, Upper Level Standing, or Permission of the Registrar

EN4823 Milton
Credit hours: 3

This course provides an intensive study of the major poetry and prose of John Milton (1608-74), with a particular emphasis on his theology.

Crosslisting: RS4823
Prerequisites: EN1013; EN1023; and either EN2013, Upper Level Standing, or Permission of the Registrar

EN4833 C.S. Lewis
Credit hours: 3

This course explores the literary and intellectual achievements of C.S. Lewis, noting especially the close relationship between his fiction and nonfiction, and showing how the ideas of the latter are expressed throughout the former's artistic symbols and stories. In addition to selected Tales of Narnia, and creative dialogues such as The Great Divorce and The Screwtape Letters, novels such as Perelandra and Till We Have Faces are also studied.

Prerequisites: EN1013; EN1023; and either EN2013, Upper Level Standing, or Permission of the Registrar

EN4863 Laurence and Avison
Credit hours: 3

This course is an intensive study of two major Canadian Christian female writers: the novelist Margaret Laurence and the poet Margaret Avison.

Prerequisites: EN1013; EN1023; and either EN2013, Upper Level Standing, or Permission of the Registrar

EN4923 20th Century Postcolonial Authors
Credit hours: 3

This course examines some of the major 20th century postcolonial authors from Africa, Asia, and South America.

Prerequisites: EN1013; EN1023; and either EN2013, Upper Level Standing, or Permission of the Registrar

EN4933 European World Authors
Credit hours: 3

This course will explore a selection of highly influential European authors, particularly the great Russian novelists, but also selected works by Italian, French, German, and Spanish authors.

Prerequisites: EN1013; EN1023; and either EN2013, Upper Level Standing, or Permission of the Registrar

EN4943 Southern U.S. Fiction
Credit hours: 3

This course examines a number of significant Southern U.S. writers who have used their setting to explore the conflict between the curse of history and the possibility of Christian faith.

Prerequisites: EN1013; EN1023; and either EN2013, Upper Level Standing, or Permission of the Registrar

EN4983 Senior Project in Creative Writing
Credit hours: 3

Students who have satisfactorily completed two of the 3000-level creative writing courses can complete their concentration in creative writing by writing an extended example in the genre of their choice.

EN4996 Honours Thesis
Credit hours: 6

Certain exceptional students, upon request prior to the completion of their third year, may be granted permission to write a thesis as an element of their Honours degree requirements.

Environmental Studies

The Environmental Studies Minor has been designed as a program for non-Science students to develop scientific literacy skills to engage critically with environmental issues. A unique feature of the Crandall campus is that it is part of a 200-acre property that includes stream, bog, and Acadian forest habitats. Students in the Environmental Studies minor will be part of the ongoing study of these natural environments in addition to off campus study of the diverse maritime ecosystems locally accessible to Crandall University. This firsthand access, alongside close interaction with a faculty of gifted scientists who model the integration of faith and science, will provide students with the tools to become critical-thinking stewards of creation.

Minor in Environmental Studies is 24 credit hours earned as follows:

3 from BI1013
3 from BI1023
3 from GG1013
3 from GG1023
3 from BI2013
3 from BI3013
6 from BI2113, BI2213, BI3613, BI3823, BI4703, Au Sable field course

Notes: At least 6 credit hours must be at the 3000 or higher level. A field course (BI2813, BI3813, or an Au Sable field course) is highly recommended. This minor is only available for non-B.Sc. students.

ES1013 Introduction to Environmental Science
Credit hours: 3

Explore the natural world, following multiple connections between life and its surroundings. At an introductory level, elucidate the links between e.g. natural cycles, biogeography, environmental crises and stewardship at local and global scales.

Fine Arts

FA1003 Fundamentals of Drawing I
Credit hours: 3

This is a studio-based course designed to develop students' abilities to see and draw with greater acuity. It will cover the basic theories of art as interpreted through the visual medium. Students will explore theories of seeing and drawing, light and shadow, the line as a descriptor of space and form, and the fundamental principles of seeing and drawing. The primary medium used will be pencil, charcoal, and conte. Subjects of exploration will include landscape, nature, and still-life. Life drawing will be introduced at a fundamental level, but life drawing will not be a component of this course.

French

FR1003 Introductory French
Credit hours: 3

This course is designed for students with a minimal background in French. Its goal is to enable the students to develop some proficiency in each of the four skill areas: listening, speaking, reading, and writing. (This course is offered only in special circumstances in lieu of FR1013.)

Prerequisite: Permission of the Registrar

FR1013 Fundamentals of French I
Credit hours: 3

The course is designed for beginners, or students with minimal French. It seeks to develop the basic speaking, reading, and writing skills through a variety of oral and written activities.

Prerequisite: French Placement Test

FR1023 Fundamentals of French II
Credit hours: 3

This course is a continuation of FR1013.

Prerequisite: FR1013

FR1513 Intermediate French I
Credit hours: 3

This course is designed for students with a background of high school French. It provides an intensive program of language practice through oral exercises in class as well as through the formal study of grammar.

Prerequisite: French Placement Test

FR1523 Intermediate French II
Credit hours: 3

This course is a continuation of FR1513.

FR2513 Advanced French I
Credit hours: 3

This course is designed for students with a background of French immersion or the equivalent. The main goal of the course is to improve the students' command of French grammatical structures in both oral and written form.

Prerequisite: French Placement Test

FR2523 Advanced French II
Credit hours: 3

This course is a continuation of FR2513.

Prerequisite: FR2513

FR3513, 3523 Directed Studies in French
Credit hours: 3

These courses are available for approved students only, and they are designed to improve oral and written expression through regular written assignments and the reading and discussion of a variety of materials.

Prerequisite: FR2523

Geography

GG1013 Introduction to Physical Geography I
Credit hours: 3

This course is an introduction to geomorphology, the scientific study of landscape. In the course, students will be introduced to earth materials, the nature and formation of major landform features on the earth's surface, and the processes that continue to shape the physical landscape.

GG1023 Introduction to Physical Geography II
Credit hours: 3

This course is an introduction to the earth's atmosphere and the biosphere. The course will introduce physical elements of weather and climate; causes, changes, and patterns of weather, as well as climatic conditions; and spatial and dynamic interrelations of climate, soils, and vegetation.

Greek

GR1013 Introduction to Koine Greek I
Credit hours: 3

This course is designed to teach the basic elements of Koiné Greek grammar with particular emphasis on noun formation, vocabulary acquisition, and elementary reading in the Greek New Testament.

GR1023 Introduction to Koine Greek II
Credit hours: 3

This course is a continuation of GR1013. It focuses on acquiring the basic elements of Koiné Greek grammar with particular emphasis on the verb system, vocabulary acquisition, and reading the Greek New Testament.

Prerequisite: GR1013

Hebrew

HB1013 Elementary Hebrew I
Credit hours: 3

This course is an introduction to the main elements of the Hebrew language of the Biblical period. In addition to the study of the basic grammar and vocabulary of the language; students are introduced as soon as possible to readings from the Hebrew Bible.

HB1023 Elementary Hebrew II
Credit hours: 3

This course is a continuation of HB1013 with emphasis placed on translating specific portions from the Old Testament.

Prerequisite: HB1013

HB3013 Intermediate Hebrew Grammar I
Credit hours: 3

Intermediate Hebrew is a course that is designed to enable students not only to become familiar with some of the detail of the grammatical structures of the language but also to be able to translate some of the main genres of the Hebrew Bible: narrative, legal, prophetic, wisdom, and the language of piety and prayer. Text criticism, philology, and exegesis will also be considered in this course.

Prerequisite: HB1023

HB3023 Intermediate Hebrew Grammar II
Credit hours: 3

This course is a continuation of HB3013.

Prerequisite: HB3013

History

History helps to put humanity's life and times into perspective. Understanding the past is crucial for a sense of identity. This discipline allows students the opportunity to explore the people, places, and ideas of the past. Students will learn specific life skills such as how to ask the right questions, how to find answers, how to think logically, and how to write and express oneself with precision and imagination. The overarching purpose of the History program is to introduce students to the rise of the West within the world context and to introduce students to the symbiotic relationship among world cultures. History graduates will be oriented toward careers in teaching, research, law, politics, heritage preservation, journalism, and ministry.

Minor in History is 21 credit hours earned as follows:

3 from HI1413
3 from HI1703, HI1713, HI1723, or HI1733
3 from HI3013
12 from History Electives; 9 of these must be at the 3000/4000 level.

Major in History is 39 credit hours earned as follows:

3 from HI1413
3 from HI1703, HI1713, HI1723, or HI1733
3 from HI3013
3 from HI3023
27 from History Electives, 15 of these must be at the 3000/4000 level and 6 of these must be at the 4000 level.

Honours in History is 54 credit hours earned as follows:

3 from HI1413
3 from HI1703, HI1713, HI1723, or HI1733
3 from HI3013
3 from HI3023
6 from HI4996
36 from History electives, including 6 credit hours at the 4000 level.

Please see Programs of Study section for requirements for a History concentration in the Bachelor of Arts and Science degree.

HI1413 Historical Thinking
Credit hours: 3

Everything has a history. Every news story, idea, movement, and career has a backstory. Taking a thematic approach, this course develops crucial "historical thinking" skills and a foundation of knowledge about the development of the modern world.

HI1703 Holy Women of the Middle Ages
Credit hours: 3

This course explores the experiences, writings, and depictions of devout and religious women over the duration of the Middle Ages. It introduces the skills and habits of mind of "historical thinking" in discussing the ways they engaged with social and religious expectations around holiness, gender, authority, sexuality, and the body.

Antirequisites: HI1713, HI1723 (and HI1423, HI1123)

HI1713 Lunatics, Fanatics, and Holy Fools
Credit hours: 3

This course explores the world of lunatics, eccentrics, visionaries, and fanatics, tracing developments in the perception and experience of insanity from the ancient world to the twentieth century. It introduces the skills and habits of mind of "historical thinking" through an examination of medical records, artwork, and autobiographical writings.

Antirequisites: HI1703, HI1723 (and HI1423, HI1123)

HI1723 Bittersweet Histories of Coffee, Tea, and Chocolate
Credit hours: 3

Starting with coffee, chocolate, tea, and sugar, this course explores the cultural history of the Atlantic World from 1400-1850, making connections to themes such as revolution, slavery, and environment. It introduces the skills and habits of mind of "historical thinking."

Antirequisites: HI1703, HI1713 (and HI1423, HI1123)

HI1733 Themes in History
Credit hours: 3

This course introduces the skills and habits of mind of "historical thinking" through an examination of the major themes, events, and issues related to a particular historical topic, chosen by the instructor from their areas of expertise.

Antirequisites: HI1703, HI1713, HI1723 (and HI1423, HI1123)

HI2113 Pre-Confederation Canada
Credit hours: 3

Beginning with the coming of the French in 1608, this study will trace the key social, political, and economic developments of colonial North America. The aim is to bring students to that point where there is a clear understanding of how and why the colonies became the country of Canada in 1867.

HI2123 Canada Since 1867
Credit hours: 3

Starting with the reality of Confederation in 1867, this study will examine the growing pains of diversity, and the progress of the young country of Canada. Through critical discussion, and historical examination of the various pivotal points of Canada's past, students will be led to an understanding of where present day Canada came from and where it is going, given the ongoing Constitutional debates within its geographical boundaries.

HI2213 British History To 1689
Credit hours: 3

This course traces British history from the Celts to the Glorious Revolution. Particular attention is paid to the development of influential institutions unique to Britain such as the monarch, the parliament, the church, and trade.

HI2223 British History From 1689 To 1990
Credit hours: 3

This course traces the social, economic, and political developments which made Britain the greatest empire in history and then brought about its decline.

HI3003 Rise of Early Christianity in the Roman World (100-600 AD)
Credit hours: 3

This course starts where the New Testament ends. It charts a path from the emergence of Christianity as a persecuted Jewish sect to the official religion of the Roman Empire, encountering martyrs, monks, emperors, and empresses along the way.

Crosslisting: RS3603
Prerequisites: HI1413 (or HI1113) and HI1703 (or HI1713 or HI1723 or HI1123 or HI1423) and RS1003 and RS2033; permission of the instructor

HI3013 Probing The Past: The Nature of History I
Credit hours: 3

This course will provide students with a thorough introduction to the discipline of History. Selected topics will examine the nature of historical knowledge and the process of studying and understanding the past. A variety of themes will be highlighted including the philosophical foundations of History; the writings of great historians; the intellectual and technical skills involved in researching, writing, and interpreting History; and the significance of a Christian perspective on the past.

Prerequisites: HI1413 (or HI1113) and HI1703 (or HI1713 or HI1723 or HI1123 or HI1423) or six credit hours at the 2000 level

HI3023 Probing The Past: The Nature of History II
Credit hours: 3

This course is a continuation of HI3013.

Prerequisite: HI3013

HI3033 Political Philosophy, Politics, and Public Leadership in Canada
Credit hours: 3

This course will examine the nature of the Canadian political system, its historical evolution and the political philosophy that has informed this evolution. It will also examine a selection of Canadian leaders in their historical context.

Prerequisites: HI1413 (or HI1113) and HI1703 (or HI1713 or HI1723 or HI1123 or HI1423), or Permission of the Instructor

HI3053 The Medieval World of Francis of Assisi
Credit hours: 3

Taking the remarkable Italian holy man, Francis of Assisi, as its guide, this course explores the heights and depths of medieval society. Topics include the literary works of visionary women, the rise of the earliest universities, and the first crusades.

Crosslisting: RS3653
Prerequisites: HI1413 and one of HI1703, HI1713, HI1723, or HI1733

HI3063 Intelligence and Espionage in the 20th Century
Credit hours: 3

Explores the history of intelligence and espionage, its use as a tool of warfare and foreign policy, and its growing importance in relation to the shift from total warfare to asymmetrical warfare.

Prerequisite: HI1413

HI3073 The Military History of World War II
Credit hours: 3

An examination of World War II from a military history perspective, with a focus on strategies, tactics, philosophies, and actions. This course will focus on how the individual soldier's experience dictated the conduct of the war.

Prerequisite: HI1413

HI3093 The History of the Cold War
Credit hours: 3

Examines the root causes, ideas, events, and personalities that shaped the defining geopolitical dispute of the second half of the 20th century with a focus on the international nature of the conflict.

Prerequisite: HI1413

HI3103 History of Here
Credit hours: 3

This course explores the overlapping histories that meet in this place where we live and study, paying critical attention to the sources that tell us about life along the banks of the Petitcodiac River and beyond. We examine the environmental, Wolastoqew and Mi'kmaw, colonial Acadian and British, and Atlantic Canadian layers of the history of New Brunswick.

Prerequisites: HI 1413 (or HI1113) and HI1703 (or HI1713 or HI1723 or HI1123 or HI1423)

HI3113 Medieval Europe
Credit hours: 3

This course traces the key elements of the Medieval world, including the church, monasticism, and feudalism, from their origins in a declining Roman Empire to the beginning of the Reformation.

Prerequisites: HI1413 (or HI1113) and HI1703 (or HI1713 or HI1723 or HI1123 or HI1423) or six credit hours in History at the 2000 level

HI3133 Victorian Britain
Credit hours: 3

This course explores British life, culture, and literature in the nineteenth century. Emphasizing both the historical and literary aspects of Victorian Britain, it examines a wide range of topics, from the British Empire, gender, class, science, and religion, to Victorian life-writing and prose.

Crosslisting: EN3623
Prerequisites: HI1413 (or HI1113) and HI1703 (or HI1713 or HI1723 or HI1123 or HI1423) or six credit hours in History at the 2000 level

HI3193 Religion in Early Canada
Credit hours: 3

Examines the root causes, ideas, events, and personalities that shaped the defining geopolitical dispute of the second half of the 20th century with a focus on the international nature of the conflict.

Prerequisite: HI1413

HI3213 The Ancient World
Credit hours: 3

This course is designed as an introduction to the history of the ancient world. Beginning with the Sumerians (3000 B.C.E.), the culture, social institutions, and achievements of the main civilizations of the Ancient Near East are surveyed up to and including the Persian Period (333 B.C.E.)

Corequisites: HI1413 (or HI1113) and HI1703 (or HI1713 or HI1723 or HI1123 or HI1423) and RS2003, RS2033

HI3223 The Greco-Roman World
Credit hours: 3

This course is designed to bring students to a basic understanding of the Greco-Roman world. This includes the political, military, social, religious, and intellectual histories of the period.

Corequisites: HI1413 (or HI1113) and HI1703 (or HI1713 or HI1723 or HI1123 or HI1423) and RS2003, RS2033

HI3273 History of English Drama I
Credit hours: 3

This course explores drama from its inception in Ancient Greece to the stage in Restoration England, with emphasis on the relationship between drama and its cultural context, and the historical shifts in and practical considerations of theatrical practice. (This course is normally offered in England as part of the Oxford Study Programme.)

Crosslisting: EN3213
Prerequisites: EN1013, EN1023, or Permission from the Registrar

HI3283 History of English Drama II
Credit hours: 3

This course is a continuation of HI3273 and explores drama from the eighteenth century to the present day. (This course is normally offered in England as part of the Oxford Study Programme.)

Crosslisting: EN3223
Prerequisites: EN1013, EN1023, or Permission of the Registrar

HI3413 Europe: From Renaissance to Reformation
Credit hours: 3

This course examines western Europe during the Renaissance and traces the beginning of modern ideals in the Western world. Topics include the beginning of modern science, global interaction, and the fragmentation of the Church.

Prerequisites: HI1413 (or HI1113) and HI1703 (or HI1713 or HI1723 or HI1123 or HI1423) or six credit hours in History at the 2000 level

HI3453 Modern European Art and Cultural History (1450-1980)
Credit hours: 3

This course covers the intellectual history of artistic content and expression as it reflects social and intellectual developments from the Renaissance and the rise of perspective and landscape in painting (with special attention to Claude, Gainsborough, and Monet) to the decline of representational perspective and landscape painting in abstract and post-modern art (with special attention to Picasso, Hepworth, and Francis Bacon II). Field trips to art galleries are included in this course. (This course is normally offered in conjunction with the Crandall-Oxford Study Programme.)

Prerequisites: HI1413 (or HI1113) and HI1703 (or HI1713 or HI1723 or HI1123 or HI1423) or six credit hours in History at the 2000 level

HI3463 European Intellectual History in the Modern Era
Credit hours: 3

This course is an intellectual history of Europe from the French Revolution to the present day. By examining important developments in the areas of science, philosophy, religion, and politics, students will become familiar with some of the key ideas that helped define the nature of this two hundred year period.

Prerequisites: HI1413 (or HI1113) and HI1703 (or HI1713 or HI1723 or HI1123 or HI1423) or six credit hours in History at the 2000 level

HI3513, 3523 Directed Studies in History
Credit hours: 3

These courses are available for students when their interests and professors' expertise allow for a more in-depth tutorial approach. Students must be highly capable and must have completed upper level prerequisite courses in the area of the directed study.

Prerequisite: Permission of the Registrar

HI3613 Nineteenth Century Europe
Credit hours: 3

Beginning with the background of the French Revolution, the course examines major developments of European History which see Europe reach the paramount position in the world.

Prerequisites: HI1413 (or HI1113) and HI1703 (or HI1713 or HI1723 or HI1123 or HI1423) or six credit hours in History at the 2000 level

HI3643 The Reformation in Europe
Credit hours: 3

This course examines the development of Protestantism as a social, economic, political, and religious reaction to the status quo of European society.

Crosslisting: RS3803
Prerequisites: HI1413 (or HI1113) and HI1703 (or HI1713 or HI1723 or HI1123 or HI1423) or six credit hours in History at the 2000 level

HI3663 Autobiography And Life Writing In 19th and 20th Century English Canada
Credit hours: 3

This course explores autobiography and other forms of "life writing" as important sources for understanding individual life experiences in 19th and 20th century English Canada.

Prerequisites: HI1413 (or HI1113) and HI1703 (or HI1713 or HI1723 or HI1123 or HI1423) or six credit hours in History at the 2000 level

HI3803 Special Topics in History
Credit hours: 3

Students will explore the major themes, events, and issues related to a particular historical topic, chosen by the instructor from his or her areas of expertise.

Prerequisites: HI1413 (or HI1113) and HI1703 (or HI1713 or HI1723 or HI1123 or HI1423)

HI3823 America: From The Revolution to the Civil War
Credit hours: 3

This course will explore the main themes in the history of the United States, from the causes and consequences of the American Revolution in the 1760's and 1770's to the crisis which caused the Civil War a century later.

Prerequisites: HI1413 (or HI1113) and HI1703 (or HI1713 or HI1723 or HI1123 or HI1423) or six credit hours in History at the 2000 level

HI3833 Modern Revolutions
Credit hours: 3

This course examines themes common to several modern revolutions including the American, French, and Russian revolutions.

Prerequisites: HI1413 (or HI1113) and HI1703 (or HI1713 or HI1723 or HI1123 or HI1423) or six credit hours in History at the 2000 level

HI3853 American Revolution
Credit hours: 3

This course will explore the headline events of the Revolutionary era, from the end of the Seven Years' War, through the Imperial Crisis and the War of Independence, the debates over the Constitution, to the early days of the new republic.

Prerequisites: HI1413 (or HI1113) and HI1703 (or HI1713 or HI1723 or HI1123 or HI1423)

HI3883 Intellectual History of Science and Religion (1600-1980)
Credit hours: 3

From theory to paradigm, from the telescope to the atom and beyond (with selected study of Copernicus, Newton, Darwin, biblical archaeology, Einstein, and Hawking), this course examines the Proofs Scientific, in their historical contexts, as marshalled for and against religion. Field trips to museums are included. (This course is normally offered in conjunction with the Crandall-Oxford Study Programme.)

Crosslisting: RS3883
Prerequisites: HI1413 (or HI1113) and HI1703 (or HI1713 or HI1723 or HI1123 or HI1423) or six credit hours in History at the 2000 level

HI3893 History in Film
Credit hours: 3

HI3893 is not a course about the history of film, but rather a course examining how history is portrayed through the popular medium of film. The early classes will be spent establishing the theoretical parameters of the use of film in the study of history. Various perspectives of historians and filmmakers will be examined in this section. Then throughout the remainder of the course, students will examine several different 'historical' films from several different historical periods and contexts. Each film will be analysed by looking at the period which the film seeks to portray, as well as the period during which the film was made. Then the class will seek to evaluate exactly what the film has contributed to the study of history. Due to the thematic nature of the course, as well as the heavy emphasis on participation, it is vital that all students do the assigned readings and come to class prepared to participate and contribute.

Prerequisites: HI1413 (or HI1113) and HI1703 (or HI1713 or HI1723 or HI1123 or HI1423) or six credit hours in History at the 2000 level

HI3903 History of Psychology
Credit hours: 3

This course provides an examination of the historical and philosophical foundations of modern Psychology. This course will trace the development of Psychology from its early philosophical roots to its present status as a behavioural science.

Crosslisting: PS3913
Prerequisites: HI1413 (or HI1113) and HI1703 (or HI1713 or HI1723 or HI1123 or HI1423) or six credit hours in History at the 2000 level

HI3923 Maritime Provinces Since 1800
Credit hours: 3

This course will explore the development of New Brunswick, Nova Scotia, and Prince Edward Island in the post-Confederation period. Maritime adjustment to political union and its role within Confederation will be examined. Special emphasis will be placed on social, religious, economic, and political trends in the context of regional disparity.

Prerequisites: HI1413 (or HI1113) and HI1703 (or HI1713 or HI1723 or HI1123 or HI1423) or six credit hours in History at the 2000 level

HI3943 Indigenous Peoples
Credit hours: 3

Examines Settler-Indigenous relations in Canada with an emphasis on colonialism, racism, Christian responsibility, Indigeneity, and resiliency.

Crosslisting: SO3943
Prerequisites: HI1413 (or HI1113) and HI1703 (or HI1713 or HI1723 or HI1123 or HI1423)

HI4033 Loyalists in the Atlantic World
Credit hours: 3

This seminar examines Loyalist experiences during and after the American Revolution, their migrations as refugees to Atlantic Canada and throughout the Atlantic world, and debates about the meaning of loyalism.

Prerequisites: HI1413 (or HI1113) and HI1703 (or HI1713 or HI1723 or HI1123 or HI1423) and at least an additional six credit hours in History

HI4043 The Scientific Revolution
Credit hours: 3

Investigates transformations in scientific thought from the Middle Ages to c. 1700. Tracing the emergence of modern science out of the vibrant world of astrology, alchemy, and natural magic, the course explores deeper questions about the nature and uses of scientific knowledge.

Prerequisites: HI1413 and one of HI1703, HI1713, HI1723, or HI1733 and six additional credit hours in History; or permission of the instructor

HI4213 Stuart England
Credit hours: 3

This seminar-style course will focus upon selected topics and themes in late-Tudor and early-Stuart England. Topics may vary from year to year and will focus on the political, social, and religious context and various interpretations of the period. Important topics such as the civil war and revolution, the protectorate, and the restoration of the monarchy will be included. Students will be encouraged to identify themes of personal interest for their major research project.

Prerequisites: Twelve credit hours in History or permission of the Registrar

HI4233 Women In Early Modern Britain
Credit hours: 3

This seminar course explores the place and role of women in early-modern England (1500-1714). It focuses on economic, political, social, and religious themes.

Prerequisites: Twelve credit hours in History or permission of the Professor

HI4253 Madness in British Society
Credit hours: 3

Investigates perceptions of madness in British society from c. 1500 to the present, with a focus on analysis of artwork, medical publications, and life writing, and on the distinct ways in which historians have written about and interpreted madness as a social phenomenon.

Prerequisites: HI1413 and one of HI1703, HI1713, HI1723, or HI1733 and six additional credit hours in History; or permission of the instructor

HI4513, 4523 Advanced Directed Studies in History
Credit hours: 3

These courses are available for students when their interests and professors' expertise allow for a more in-depth tutorial or project approach. Students must be highly capable and must have completed upper level prerequisite courses in the area of the directed study.

Prerequisites: Twelve credit hours in History or permission of the Professor

HI4853 Internship in History
Credit hours: 3

This course is a supervised research practicum in a media, archival, legal, publishing, or museum setting involving eighty hours of monitored work. Acceptance into this course is contingent upon the availability of placements and the permission of the Professor.

HI4913 Special Topics in History
Credit hours: 3

Students will explore the major themes, events, and issues related to – and the changing interpretation of – a particular historical topic, chosen by the instructor from his or her areas of expertise.

Prerequisites: HI1413 (or HI1113) and HI1703 (or HI1713 or HI1723 or HI1123 or HI1423) or six credit hours in History; or permission of the Registrar

HI4996 Thesis
Credit hours: 6

Certain exceptional students, upon request prior to the completion of their third year, may be granted permission to write a thesis as an element to their Honours degree requirement.

Interdisciplinary Studies

ID1000 Introduction to University
Credit hours: 0

This is a noncredit, required course for all first-time students at Crandall University in traditional undergraduate programs. It is designed to introduce students to the distinctives of university life including study habits and research skill protocols. (Transfer students with at least 15 credit hours completed need not enroll.)

ID1203 Seminar in Experiential Discipleship
Credit hours: 3

This seminar will relate material presented in individual ClayStone courses to the experiences of the program's co-curricular activities, ultimately developing a more comprehensive appreciation for a Christian worldview.

Prerequisite: Enrollment in Claystone Program

ID3753 Leadership
Credit hours: 3

This course explores classic and contemporary issues in leadership theory and practice. Topics covered include leadership behaviours and substitutes, the role of the follower in the leadership process, and transformational leadership.

Crosslisting: BU3753
Prerequisites: Youth Leadership Certificate students with Upper Level Standing and other Upper Level Standing students upon permission of the Registrar.

ID4763 Ethical Reasoning
Credit hours: 3

This course introduces students to the principles of Christian decision-making. It furnishes students with a comprehensive and integrated understanding of the basic epistemology and values of Christian ethics and then offers illustrations and exercises in applying these principles to key zones of adult life.

Prerequisites: RS1003, RS1403 with a minimum of 84 credit hours completed
Corequisite: RS2003 or RS2033

ID4773 Church Management
Credit hours: 3

This course explore the fundamentals of church administration, working from an historical context to an examination of contemporary governance structures, with particular attention to advancing a biblical perspective of Christian management, mission, vision, goals and objectives, strategic planning, policy development, budgeting, structure, management of staff and volunteer resources, and the measurement of church effectiveness.

Crosslisting: BU4773
Prerequisites: Twelve credit hours in Business Administration, or 12 credit hours in Religious Studies, or Permission of the Professor.

ID4863 Cross-Cultural Internship
Credit hours: 3

This internship involves intensive interaction with another cultural/ethnic group, normally overseas. It requires significant interaction with people from a different culture or subcultures. It also requires keeping thorough field notes, writing a literature review, writing a major paper, and a satisfactory completion of the requirements of the sponsoring group, as determined through consultation between the professor and the field supervisor. Students can apply to go with a non-profit mission or relief organization, with a government agency, or with a for-profit company, usually in the summer.

Crosslisting: SO4863
Prerequisites: SO2133 and any two of SO2143, ID/RS2873, CO/LI2023

ID4903 Senior Seminar
Credit hours: 3

This reading and research course is a culminating experience for the senior student. It is designed to have the student integrate knowledge and skills from at least three disciplines and apply that learning to a major research project.

Kinesiology

Kinesiology courses at Crandall University provide students with a solid foundation of understanding about the intersection of physical activity, health, and performance. This discipline serves students who are interested in athletic performance and coaching and/or pursuing a career in a health profession with relationships either to restorative or to preventative health care.

Minor in Kinesiology is 24 credit hours earned as follows:

Required Courses (18 credit hours)
3 from BI1013
3 from BI2703
3 from KN2003
3 from KN2513
3 from KN3603 or must take an elective if PS3603 or SO3603 has already been taken.
3 from KN/PS3803 or PS3203

Elective Courses (6 credit hours)
6 from BI2413, BI3703, KN3003, KN3103, KN3203, KN3303, KN3803, PS3203, PS3333

Activity Courses (A maximum of three credit hours of activity courses can be taken to fulfill electives.)
KN1001, KN1011, KN1021, KN1101, KN1111, KN1121, KN1201, KN1211, KN1221, KN1301, KN1311, KN1321, KN1401, KN1411, KN1421, KN1501, KN1511, KN1521, KN1901, KN1911, and KN1921

Major in Kinesiology is 39 credit hours earned as follows:
3 from KN2003
3 from KN2513
3 from KN3603
3 from KN3803
3 from KN1001-1521 Activity Courses (three 1 credit hour courses)
3 from KN3003
3 from KN3103
3 from KN3203
3 from KN4103
3 from KN4003
3 from KN4203
3 from KN4403
3 from KN4803

Those majoring in Kinesiology also need the following area and cognate requirements:
6 from Language and Linguistics Electives
6 from MT1203 and MT1233 or MT1253 and MT2253
3 from BI1013
3 from BI2703
3 from BI3703
3 from PS1013 or PS1023
3 from SO1013 or SO1023
6 from Biblical or Christian Studies Electives

KN1001 Cross Country I
Credit hours: 1

This activity course emphasizes physical activity, recreation, and sport skills associated with cross country that are necessary to participate in the activity and to maintain an active and healthy lifestyle.

Prerequisite: Enrollment in the Kinesiology Major or Minor

KN1011 Cross Country II
Credit hours: 1

This activity course emphasizes physical activity, recreation, and sport skills associated with cross country that are necessary to participate in the activity and to maintain an active and healthy lifestyle.

Prerequisites: Enrollment in the Kinesiology Major or Minor, KN1001

KN1021 Cross Country III
Credit hours: 1

This activity course emphasizes physical activity, recreation, and sport skills associated with cross country that are necessary to participate in the activity and to maintain an active and healthy lifestyle.

Prerequisites: Enrollment in the Kinesiology Major or Minor, KN1011

KN1101 Basketball I
Credit hours: 1

This activity course emphasizes physical activity, recreation, and sport skills associated with basketball that are necessary to participate in the activity and to maintain an active and healthy lifestyle.

Prerequisite: Enrollment in the Kinesiology Major or Minor

KN1111 Basketball II
Credit hours: 1

This activity course emphasizes physical activity, recreation, and sport skills associated with basketball that are necessary to participate in the activity and to maintain an active and healthy lifestyle.

Prerequisite: Enrollment in the Kinesiology Major or Minor, KN1101

KN1121 Basketball III
Credit hours: 1

This activity course emphasizes physical activity, recreation, and sport skills associated with basketball that are necessary to participate in the activity and to maintain an active and healthy lifestyle.

Prerequisite: Enrollment in the Kinesiology Major or Minor, KN1111

KN1201 Baseball I
Credit hours: 1

This activity course emphasizes physical activity, recreation, and sport skills associated with baseball that are necessary to participate in the activity and to maintain an active and healthy lifestyle.

Prerequisite: Enrollment in the Kinesiology Major or Minor

KN1211 Baseball II
Credit hours: 1

This activity course emphasizes physical activity, recreation, and sport skills associated with baseball that are necessary to participate in the activity and to maintain an active and healthy lifestyle.

Prerequisite: Enrollment in the Kinesiology Major or Minor, KN1201

KN1221 Baseball III
Credit hours: 1

This activity course emphasizes physical activity, recreation, and sport skills associated with baseball that are necessary to participate in the activity and to maintain an active and healthy lifestyle.

Prerequisite: Enrollment in the Kinesiology Major or Minor, KN1211

KN1301 Soccer I
Credit hours: 1

This activity course emphasizes physical activity, recreation, and sport skills associated with soccer that are necessary to participate in the activity and to maintain an active and healthy lifestyle.

Prerequisite: Enrollment in the Kinesiology Major or Minor

KN1311 Soccer II
Credit hours: 1

This activity course emphasizes physical activity, recreation, and sport skills associated with soccer that are necessary to participate in the activity and to maintain an active and healthy lifestyle.

Prerequisite: Enrollment in the Kinesiology Major or Minor, KN1301

KN1321 Soccer III
Credit hours: 1

This activity course emphasizes physical activity, recreation, and sport skills associated with soccer that are necessary to participate in the activity and to maintain an active and healthy lifestyle.

Prerequisite: Enrollment in the Kinesiology Major or Minor, KN1311

KN1401 Boxing I
Credit hours: 1

This activity course emphasizes physical activity, recreation, and sport skills associated with boxing that are necessary to participate in the activity and to maintain an active and healthy lifestyle.

Prerequisite: Enrollment in the Kinesiology Major or Minor

KN1411 Boxing II
Credit hours: 1

This activity course emphasizes physical activity, recreation, and sport skills associated with boxing that are necessary to participate in the activity and to maintain an active and healthy lifestyle.

Prerequisite: Enrollment in the Kinesiology Major or Minor, KN1401

KN1421 Boxing III
Credit hours: 1

This activity course emphasizes physical activity, recreation, and sport skills associated with boxing that are necessary to participate in the activity and to maintain an active and healthy lifestyle.

Prerequisite: Enrollment in the Kinesiology Major or Minor, KN1411

KN1501 Physical Conditioning I
Credit hours: 1

This activity course emphasizes physical activity, recreation, and sport skills associated with physical conditioning that are necessary to participate in the activity and to maintain an active and healthy lifestyle.

Prerequisite: Enrollment in the Kinesiology Major or Minor

KN1511 Physical Conditioning II
Credit hours: 1

This activity course emphasizes physical activity, recreation, and sport skills associated with physical conditioning that are necessary to participate in the activity and to maintain an active and healthy lifestyle.

Prerequisite: Enrollment in the Kinesiology Major or Minor, KN1501

KN1521 Physical Conditioning III
Credit hours: 1

This activity course emphasizes physical activity, recreation, and sport skills associated with physical conditioning that are necessary to participate in the activity and to maintain an active and healthy lifestyle.

Prerequisite: Enrollment in the Kinesiology Major or Minor, KN1511

KN1601 Canoeing
Credit hours: 1

This activity course emphasizes physical activity, recreation, and sport skills associated with canoeing that are necessary to participate in the activity and to maintain an active and healthy lifestyle.

Prerequisite: Enrollment in the ClayStone Certificate program

KN1701 – Sea Kayaking
Credit hours: 1

This activity course emphasizes physical activity, recreation, and sport skills associated with sea kayaking that are necessary to participate in the activity and to maintain an active and healthy lifestyle.

Prerequisite: Enrollment in the ClayStone Certificate program

KN1711 Hiking and Wilderness Survival
Credit hours: 1

Through class instruction and guided experiential learning, this activity course teaches a wide variety of the necessary skills associated with expedition hiking and wilderness survival.

KN1801 Rock and Ice Climbing
Credit hours: 1

This activity course emphasizes physical activity, recreation, and sport skills associated with rock and ice climbing that are necessary to participate in the activity and to maintain an active and healthy lifestyle.

Prerequisite: Enrollment in the ClayStone Certificate program

KN1901 Volleyball I
Credit hours: 1

This activity course emphasizes physical activity, recreation, and sport skills associated with volleyball that are necessary to participate in the activity and to maintain an active and healthy lifestyle.

Prerequisite: Enrollment in the Kinesiology Major or Minor

KN1911 Volleyball II
Credit hours: 1

This activity course emphasizes physical activity, recreation, and sport skills associated with volleyball that are necessary to participate in the activity and to maintain an active and healthy lifestyle.

Prerequisites: Enrollment in the Kinesiology Major or Minor, KN1901

KN1921 Volleyball III
Credit hours: 1

This activity course emphasizes physical activity, recreation, and sport skills associated with volleyball that are necessary to participate in the activity and to maintain an active and healthy lifestyle.

Prerequisites: Enrollment in the Kinesology Major or Minor, KN1911

KN2003 Introduction to Health and Performance Aspects of Physical Activity
Credit hours: 3

This course considers how exercise promotes both healthy living and enhanced athletic performance. Students participate in laboratory sessions that orient them to personal fitness assignments and to applications of course principles.

KN2513 Healthcare in Canada
Credit hours: 3

This course introduces students to the Canadian healthcare system by exploring the nation's approach to health, wellness, and illness. Students will learn about the role of federal agencies and provincial governments, healthcare funding, and current issues and future trends in healthcare.

Prerequisite: Enrollment in the Kinesiology Major or Minor

KN3003 Introduction to Exercise Physiology
Credit hours: 3

This course explores metabolic, neural, muscular, and cardiorespiratory function in the body's response to physical activity. Regulation of acid-base balance and temperature during exercise and adaptations to different types of training will be considered. (1-hour lab)

Prerequisites: BI1013, KN2003

KN3103 Introduction to the Biomechanics of Human Movement
Credit hours: 3

This course introduces the mechanical properties of musculoskeletal structures and the effects of forces associated with different forms of motion on muscles, bones, and various joint designs. The principles of biomechanics will be used to analyze basic motor skills qualitatively and quantitatively. (2-hour lab)

Prerequisites: BI1013, KN2003

KN3203 Motor Control and Learning
Credit hours: 3

This course covers how the neuromuscular system functions to control and coordinate the performance of human movement and addresses how motor skills are learned, retained, transferred, and enhanced with practice or reacquired following injury or disease. (2-hour lab)

Prerequisites: BI1013, KN2003

KN3303 Nutrition for Enhancing Health and Exercise Performance
Credit hours: 3

This course explores the role of nutrition in supporting wellness, preventing and managing disease, and optimizing physical activity and performance. The impact of nutritional strategies, hydration, supplements and ergogenic aids in various exercise states will be considered.

Prerequisites: BI1013, KN2003

KN3603 Research Methods in Kinesiology
Credit hours: 3

In this course students will learn about the basic steps that are followed in designing and conducting research, the study approaches that are common in health science research and the questions that are important for interpreting published research reports in health science literature.

Prerequisites: BI1013, KN2003, and either MT1203, MT1253, or BU1243
Corequisite: BI2703

KN3803 Health Psychology
Credit hours: 3

This course focuses on the scientific ad professional contributions of Psychology to the promotion and maintenance of health. Practical emphasis is placed upon the psychological care of people in institutional hospital care.

Crosslisting: PS3803
Prerequisites: PS1013, PS1023

KN4003 Advanced Exercise Physiology
Credit hours: 3

This course explores assessment of exercise capacity and prescription of exercise to improve health and manage chronic diseases. Impact of physical limitations, environmental factors and ergogenic aids on performance and homeostasis during physical activity will be considered. (3-hour lab)

Prerequisite: KN3003

KN4103 Advanced Biomechanics of Human Movement
Credit hours: 3

This course applies biomechanical principles to analyze movement kinematics and kinetics in various sport, occupational and pathological contexts. The biomechanics and rehabilitation of common injuries to bone, joint, muscle, spine, and the upper and lower extremity will be considered. (2-hour lab)

Prerequisite: KN3103

KN4203 Motor Development Across the Lifespan
Credit hours: 3

This course explores motor development over the lifespan and the processes and factors affecting typical and atypical motor skill acquisition and performance. Interventions and rehabilitative strategies to optimize motor development will be considered. (2-hour lab)

Corequisite: BI3703

KN4403 Fitness Assessment and Exercise Prescription
Credit hours: 3

This course applies techniques used to assess cardiorespiratory and muscular fitness, mobility and flexibility and body composition to the development, evaluation and modification of individualized exercise prescriptions in apparently healthy individuals. (3-hour lab)

Prerequisite: KN3003

KN4803 Exercise as Medicine: Advanced Exercise Prescription
Credit hours: 3

This course considers how fitness assessments and exercise prescriptions are adapted to develop a treatment plans for individuals with disease, injury or disability. (3-hour lab)

Prerequisite: KN3003
Corequisite: KN4403

KN4853 Internship in Kinesiology
Credit hours: 3

The internship is designed to give practical experience applying knowledge, skills, and judgment within the Kinesiologist's scope of practice. It includes a minimum of 96 hours, within a single semester, in a field placement approved by the Kinesiology Program Coordinator.

Prerequisite: The internship is open to 3rd and 4th year Kinesiology students who are in good standing.

Linguistics

LI2013 Linguistics I
Credit hours: 3

This is a general survey course of linguistic concepts, and an introduction to the study of word and sentence structure, as well as grammatical and semantic relations.

Crosslisting: CO2013

LI2023 Linguistics II
Credit hours: 3

This course focuses on articulatory phonetics and phonology. It includes practice in the perception, production, and transcription of speech sounds.

Crosslisting: CO2023

Mathematics

MT1203 Introduction to Statistics
Credit hours: 3

The purpose of this course is to introduce students to the use and interpretation of the basic techniques of descriptive data analysis. Students will learn how to organize and describe a set of scores using tables and graphs, average values, and measures of variability. The course will cover the concepts and quantitative relationships between samples and populations that form the foundation for inferential statistics. Students will be introduced to the hypothesis testing procedure used by researchers to make conclusions about the significance of their research results. Data analysis with the computer software package SPSS will be included within the course.

MT1233 Statistics for the Social Sciences
Credit hours: 3

This course is a continuation of MT1203 with primary attention paid to the inferential statistics used in the social sciences. Particular procedures covered will include t tests, confidence intervals, analysis of variance, correlation, regression and chi-square tests. Data analysis with the computer software package SPSS will be included throughout the course.

Prerequisite: MT1203

MT1253 Statistics for the Life Sciences I
Credit hours: 3

This course provides an introduction to statistics for students in the biological, life and health sciences. Both descriptive and inferential statistical methods are covered. In addition, students will be introduced to data analysis using the statistical software SPSS.

Corequisite: BI1013, or permission of the Registrar

MT2013 Introduction to Statistics and Research Methods
Credit hours: 3

This course provides the student with an introduction to descriptive statistics and statistical inference. The student will discover the principles and practice of research design and methodology. Data analysis with the computer software package SPSS will be included within the course.

MT2253 Statistics for the Life Sciences II
Credit hours: 3

This course builds on material covered in MT1253 Statistics for the Life Sciences I. Topics covered in this course include discrete probability distributions, confidence intervals, multivariate analyses, and nonparametric tests. Students will analyze data sets using methods covered in class and the statistical software SPSS. Students will also interpret statistics reported in published papers.

Prerequisite: MT1253

Music

MU1233 Introduction to Music Theory
Credit hours: 3

This course gives students a foundation of the basics of music theory. It is designed with the goal of preparing students for Pop Music Theory and to increase their ability to read music on their instrument. Elements included are note reading, major and minor scales, intervals, triads, key signatures, simple time, and basic rhythms. The class is interactive and hands-on with practice on the board, on the piano, and with the use of music games.

Prerequisite: Entrance Exam

MU1243 Popular Music Theory
Credit hours: 3

This course will draw on the concepts of classical theory, but it will be presented in a manner that is specifically relevant to the modern rhythm section ensemble. Whereas the majority of worship bands today operate on the principles of ear training, this course will give the necessary background to understand how music is made at its basic level. It will also create an understanding of how to communicate musical ideas and instructions using industry standard terminology.

Prerequisite: Entrance Exam and Completion of Royal Conservatory of Music Rudiments I or equivalent

MU1403 Keyboard and Aural Skills
Credit hours: 3

The keyboard remains the basis of music theory and notation, regardless of the musician's primary instrument. In this course, students will learn to transpose melodies and accompaniment into new keys aurally and in writing. With the ubiquity of worship music being recorded in keys that are not accessible to average congregations, it is necessary that the skill of transposing be acquired. This course will focus on ear training, and students will learn quickly to discern spontaneous chord patterns and to transpose spontaneously. Further, students will gain a grasp of keyboard chord structures, inversions, and functions. They will learn to provide modest chordal accompaniment with the keyboard. They will also learn the skills of finding and replicating harmony parts on the keyboard.

Prerequisite: MU1243

Organizational Management

Crandall University's undergraduate Degree Completion programs offer a non-traditional learning environment for the mature adult who is employed, has some post-secondary education, and wants to complete their undergraduate degree. Students may choose to enroll in a Bachelor of Organizational Management or a Bachelor of Arts with a major in Organizational Management.

For information on the specific program requirements for the Bachelor of Arts in Organizational Management degree, see the Programs of Study section of the Academic Calendar.

OM1003 Biblical Themes
Credit hours: 3

The Bible is foundational to Western literature, religion, law, history, and general culture. Basic biblical literacy is, therefore, a fundamental element of a liberal arts education. This course introduces students to the Bible by means of an overview of its basic content and major themes. Special attention is given to the themes of covenant, redemption, justice, righteousness, reconciliation, eschatology, and hope. Students are guided in an examination of biblical faith and teachings in relation to daily life and individual purpose.

OM1033 Basic Christian Thought
Credit hours: 3

This course introduces students to the basic beliefs of Christianity, to their basis in the Bible, and to their historical development. It also considers their relevance to contemporary worldviews.

OM1043 Western Ideas in History and Literature
Credit hours: 3

This course introduces students to western literature that has influenced society, and it includes an overview of those aspects of human experience and endeavour that enable one to speak of Western Civilization, as well as the characteristic traits of culture which enable one to distinguish the various eras from each other. Asian, African and pre-Columbian American cultures are given summary treatment.

OM1323 Financial Statement Analysis
Credit hours: 3

This course is offered as a foundational component for students in the Organizational Management major who do not have financial background to do Managerial Accounting and Managerial Finance, which are two central courses within the program. A primary focus of the course will be on understanding financial statements and the key role they play within business in making important management decisions for the future.

OM1343 Algebra and Trigonometry in Business
Credit hours: 3

The course reviews only those high school mathematical concepts involving concepts of basic algebra, graphing, and trigonometry which are necessary to gain skills in setting up mathematical models that mirror real-life situations. Future projections can then be extrapolated from the model. The skill of learning to interpret answers is stressed. Business-related math models are pursued where possible.

OM2103 A History of Early Christianity (AD c.90-c.500)
Credit hours: 3

This course investigates the historical development of Christianity and its subsequent rise from a small Messianic sect in Judea to the official religion of the Roman Empire. Content includes a discussion of Hellenism and Judaism as the primary backdrop for the earliest church and the theological debates of the early centuries of the common era. Investigation will focus on the Church Fathers of the Eastern and Western Roman Empire, the ecumenical councils, various controversies which divided the church, and the eventual development of an orthodox Christian doctrine. All of the events studied in this course will be considered within their cultural and political contexts. A major component of this class will be reading primary sources and understanding them in terms of their historical context.

OM2203 The Life of Jesus
Credit hours: 3

This course explores the life and teaching of Jesus of Nazareth. The primary sources will be Synoptic Gospels Matthew, Mark, and Luke. John's Gospel will also be consulted; however, it will not have significant focus in this course. Various critical issues surrounding the Synoptic Gospels (source criticism, redaction criticism, etc.), and some of the cultural and historical background of 1st century Palestine and 2nd Temple Judaism will be investigated. It is against this religious, political, and cultural backdrop that the life of Jesus will be considered. Modern application of Jesus' principles will be discussed as appropriate.

OM2303 Prejudicial Communication
Credit hours: 3

The purpose of this course is to provide students with an awareness and background of the many forms of prejudiced communication, including derogatory group labels, condescending verbal and nonverbal behaviour, hostile humour, and skewed portrayals of groups and entire cultures in the news and entertainment media. This will include discussion on how these behaviours lead to the perpetuation of stereotypes, discrimination, and status differences. Underpinning these understandings will also include input on the historical background to the birth of stereotypes, social cognitive principles that underlie the formation and maintenance of prejudice and stereotyping, measuring prejudicial attitudes, and steps to take to reduce prejudice and discrimination. The course is designed to stimulate critical thinking and discussions about the issues surrounding attempts to understand and reduce prejudice, as it relates to the workplace, and about the strength and limitations of various approaches to reducing prejudiced communication.

OM2313 Cultural Diversity in the Workplace
Credit hours: 3

The purpose of this course is to increase awareness of how to manage successfully in a diverse workplace environment through the development of cultural competence. The material in the course offers opportunities to examine the manner in which personal biases in the workplace can impact performance, retention, and worker morale. Further, this course will deal with the topic of diversity management as transformative within the organization, based on the view that an increasingly diverse workforce enhances an organization in multiple ways. It elaborates on the success of a global economy being at the root of innovation, enhancing positive relationships with customers and stakeholders, empowering employees by building a culture that values different perspectives. Essential to this discussion is the development of cultural competence: the ability to interact effectively with people from different cultures. Communication strategies, team building, conflict management strategies, and concepts of time are just some of the specific components of cross cultural competence that will be addressed in this course.

OM2403 Introduction to Human Nutrition
Credit hours: 3

This course introduces students to the science of human nutrition by providing an overview of the nutrients that are determinants of health. The requirements and functions of the organic nutrients (carbohydrates, lipids, proteins, and vitamins) and the inorganic nutrients (minerals and water) are presented. Other topics covered in this course include disorders related to intake or metabolism, various methods used to assess nutrient intakes, and interpretation of current research in the field of human nutrition.

Prerequisite: Thirty credit hours completed or permission of the Registrar

OM3003 Adult Development and Life Assessment
Credit hours: 3

This course introduces students to adult development theory and links these concepts to life through a process of individual reflection. Both classical and contemporary adult development theories are examined. These theories then provide the paradigm for self-analysis and life assessment, the basis for understanding individuals within organizations.

OM3013 Positive Psychology
Credit hours: 3

This course examines a burgeoning field within psychology, where a more positive view of the human condition is adapted. This is done by focusing on various human strengths (love, empathy, self-control, wisdom, commitment, happiness, self-respect, hope, and friendship). This positive outlook uses the scientific method in its efforts to assess, understand, and then build upon these strengths. This course aims to measure, understand, and foster the characteristics that arguably make life more worthy of living.

OM3023 Consumer Behaviour
Credit hours: 3

This course examines the reasons people make purchases and how products, services, and consumption activities shape people's social experiences. Understanding consumer behaviour will help managers plan, organize, and lead more effectively.

Prerequisite: 9 cr. hrs. in Organizational Management, or the equivalent

OM3103 Group and Organizational Dynamics
Credit hours: 3

This course is a study of group behaviour and how group functioning affects organizational effectiveness. Emphasis is placed on decision-making and resolving conflict in groups. Students develop strategies for efficient and productive group management and determine which tasks are handled by groups or individuals.

OM3113 Issues in Management
Credit hours: 3

Students examine motivational theory and its application to individual and group functioning in work and home situations. Leadership styles related to particular circumstances are analysed. Negotiation is covered through readings and class practice, with an analysis of the effect on productivity.

OM3213 Managerial Accounting
Credit hours: 3

This course will focus on three levels of analysis and the effect of analysis upon the cost centres and profit centres. These areas will be addressed as they relate to cost accounting, cost-volume-profit analysis, budgeting, variance analysis, and relevant costs for decision-making. Students will be expected to apply concepts covered in earlier courses in accounting.

OM3313 Managerial Finance
Credit hours: 3

Principles of economics necessary to equip managers and supervisors for effective decision-making and leadership are presented. Special consideration will be given to the financial markets, the investment decision by the firm, the efficient market theory, and the financing decision. Specific economic concepts will be applied to problem solving in the manager's workplace.

OM3333 Personal Values and Organizational Ethics
Credit hours: 3

Several major ethical theories are reviewed in this course. Students are asked to examine personal values through readings and workplace analysis. This examination of personal values will help the student to formulate a management philosophy that incorporates business ethics, government accountability, human rights, and a responsible lifestyle in the contemporary world.

OM3343 Strategic Planning
Credit hours: 3

This course introduces students to various management planning models and techniques and applies these to business cases. It stresses the concepts of strategic planning and strategic management.

OM3413 Social Problems and Their Impact on the Workplace
Credit hours: 3

This course presents an analysis of major contemporary social problems. Particular attention is given to the problems of poverty, racism, sexism, drug and alcohol abuse, and illiteracy, and their impact on the contemporary workplace. Consideration is given to diverse sociological perspectives regarding the cause, consequences, and solutions to these problems.

OM3503 Corporate Social Responsibility
Credit hours: 3

This course is an introduction to Corporate Social Responsibility. Topics covered include the definitions and history of CSR, how CSR is managed and implemented, and the impact, criticisms, and future of CSR.

OM3623 Human Resource Management
Credit hours: 3

Students explore the values and perceptions of selected groups affecting social and economic life through an analysis of policies and practices of recruitment, selection, training, development, and compensation of employees. Special attention is given to Equal Opportunity and Health and Safety legislation through a series of case studies and simulations.

OM3663 Organizational Communication
Credit hours: 3

This course investigates communication and relationships in creating a productive work environment. Effectiveness in personal and social relationships is also covered through readings and exercises involving non-verbal communication, constructive feedback, anger management, and conflict resolution.

OM3713 Systems Approach to Organizational Change
Credit hours: 3

Students examine the formal and informal functions of organizations and analyse agencies or organizations based on a systems model. Students will also analyse and solve organizational problems using a step-by-step method. This analysis will be applied to student work-related independent study projects.

OM3763 Research Methods for Management
Credit hours: 3

This course will provide students with an understanding of the research process that is used in dealing with the practical problems and opportunities that exist in the world of organizational management. The two priorities for this course will be first, the emphasis placed on understanding the value of research and evidence to problem-solving, and second, the focus placed on designing and conducting of research projects. This course will substantiate that research is the process of obtaining and enhancing knowledge and the utilization of such for a specific purpose rather than the pursuit of knowledge for its own sake.

Prerequisite: OM3713 or permission of the Registrar

OM3813 Managerial Marketing
Credit hours: 3

Principles of marketing that need to be understood by managers in all areas in order to develop and utilize effective marketing practices are examined. Concepts of global economy, including major social, psychological, and political influences, will be explored and their marketing implications considered from a manager's perspective.

OM3913 Business Law
Credit hours: 3

Business law studies the history, background, sources, and influences of modern day law as it pertains to the business activities of individuals, corporations, and other legal entities. As a part of this course particular emphasis will be placed upon laws governing contracts, creditors' rights, secured transactions, bankruptcy, agency, partnerships, and corporations. Today's managers need to understand the basic legal concepts to avoid costly courtroom problems and other legal issues.

OM4013 Worldview Perspectives
Credit hours: 3

This course is designed to challenge students to consider the process of integrating their knowledge and abilities within the world in which they live. The course is team-taught and will deal with the question of worldview while examining ways in which different knowledge bases and "cultural realities" influence understanding. An integral part of the course will seek to consider the role of religion, and specifically Christianity, in influencing and shaping people's view of the world.

OM4603 Project Management
Credit hours: 3

This course will describe the discipline of project management. It will explore the foundations of management and how they are applied to project management. The project management life cycle and processes will be examined including initiating, planning, executing, closing, and controlling a project. The project management knowledge areas will be outlined including scope, time, cost, risk, quality, human resources, and communication. This course will investigate the project management concepts of the triple constraint, earned value management, and scheduling.

OM4906 Applied Research Project Presentations
Credit hours: 6

The Applied Research Project is a major research effort designed to enhance knowledge in areas related to students' work or community and to provide research skills to assist in effective decision-making. Students complete research projects related to their employment environment. Statistical analysis concepts and methods assist students in identifying a topic, collecting data, and measuring results. University faculty members monitor the progress of the independent studies, and on-site contacts make certain that the students devote at least 200 hours to the project. An oral report of project findings is given by each student.

OM4973 Research Project
Credit hours: 3

This course allows students to consolidate their learning by conducting applied or market research. Through examination of relevant literature and data collection, students will produce a comprehensive document and oral report on their findings.

Philosophy

PH1003 Introduction to Philosophy
Credit hours: 3

This course introduces students to the nature, history, practice, and value of philosophy. Key questions in metaphysics, epistemology, and ethics will be discussed to illustrate each of these aspects of philosophy.

PH3043 God and Evil
Credit hours: 3

This course introduces the main elements of the problem of evil as conceived in Western philosophy and theology. The course will locate the problem in terms of the world's major religions and philosophical traditions, and then concentrate on the answers provided by Abrahamic monotheism in general and Christianity in particular – and their secular counterparts.

Crosslisting: RS3633
Prerequisites: RS1003, RS1403

PH3513, 3523 Directed Studies in Philosophy
Credit hours: 3

These courses are available for students when their interests and professors' expertise allow for a more in-depth tutorial approach. Students must be highly capable and must have completed upper level prerequisite courses in the area of the directed study.

Prerequisite: Permission of the Registrar

Physics

PY1113 Physics For the Life Sciences
Credit hours: 3

This course is intended to introduce students in the biological sciences to the basic concepts of physics with applications to the life sciences where possible. Subjects covered will include motion, force, momentum, energy, and radiation. (Each week, students attend 3 hours of lectures, 1 hour of tutorial, and 3 hours of labs.)

Psychology

Psychology provides students with an understanding of individual development and behaviour in a social context. Theory and the critical evaluation of research are stressed. Psychology is a discipline that opens a wide variety of career options including graduate study in psychology, law, business, ministry, and various human services professions.

Minor in Psychology is 18 credit hours earned as follows:
3 from PS1013
3 from PS1023
3 from PS3603 or must take an elective if KN3603 or SO3603 has already been taken.
3 from PS3913
6 from 2000/3000/4000 Psychology Electives

Major in Psychology is 39 credit hours earned as follows:
3 from PS1013
3 from PS1023
3 from PS2033
3 from PS3333
3 from PS3603
3 from PS3913
3 from PS4613
3 from Developmental Psychology Elective: PS2213, PS2223, PS2233
3 from 4000 Psychology Elective
12 from Psychology Electives, 9 credit hours must be at the 3000-4000 level.

In addition, students majoring in Psychology must take the following cognate courses: MT1203, MT1233.

Those with a double major in Psychology and in Sociology take either PS3603 Research Methods in Psychology or SO3603 Research Methods in Sociology. For the Research Methods course that is not taken, an elective in that same discipline will replace it. Students who are double majors in Psychology and Sociology are required to take both PS4613 Advanced Research Methods in Psychology and SO4613 Advanced Research Methods in Sociology.

Honours in Psychology is 54 credit hours earned as follows:

3 from PS1013
3 from PS1023
3 from PS2033
3 from PS3333
3 from PS3603
3 from PS3913
3 from PS4613
3 from Developmental Psychology Elective: PS2213, PS2223, PS2233
6 from PS4996
24 from Psychology Electives, including at least 9 at the 4000 level.

Those doing Honours in Psychology must take MT1203 and MT1233 as cognate requirements.

Please see Programs of Study section for requirements for a Psychology concentration in the Bachelor of Arts and Science degree.

PS1013 Introduction to Psychology I
Credit hours: 3

This introductory course acquaints students with the fundamental elements needed to understand ways of explaining human behaviour. It includes the study of topics such as theories of human development, perception, motivation, learning, and personality.

PS1023 Introduction to Psychology II
Credit hours: 3

This course is a continuation of PS1013.

PS2033 Theories of Personality
Credit hours: 3

This course provides an examination and evaluation of the early outstanding theories of personality within the field of Psychology.

Prerequisites: PS1013, PS1023.

PS2213 Early Childhood Development
Credit hours: 3

This course will apply developmental psychological findings to early childhood education and care, early experience and heredity, and learning and perception, to understand how such factors affect the cognitive and social development of the young child. Case studies pertaining to early infantile autism and child abuse will be examined in detail.

Crosslisting: ED3443
Prerequisites: PS1013, PS1023

PS2223 Adolescent Development
Credit hours: 3

This course is a survey of the physical, intellectual, emotional, and social dimensions of adolescents as they mature and adjust during years of transition and change, with special consideration of the work of noted psychologists specializing in the study of the adolescent years.

Crosslisting: ED3453
Prerequisites: PS1013, PS1023

PS2233 Adult Development
Credit hours: 3

This course provides an overview of biopsychosocial theories of aging. Normative changes and individual differences that occur from early adulthood to late adulthood will be discussed. The concept of successful aging will also be considered.

Prerequisites: PS1013, PS1023

PS3053 Principles of Learning and Behaviour Modification
Credit hours: 3

This course will explore principles of conditioning and behaviour modification as well as the experimental studies associated with them. Practical application of these principles in specialized settings (e.g. clinical and educational) will be addressed.

Prerequisites: PS1013, PS1023

PS3063 Psychological Perspectives on Education
Credit hours: 3

This course explores the nature and purpose of education from a psychological perspective and helps students learn to distinguish between and evaluate common educational approaches. Also discussed are contemporary topics (e.g. increasing use of testing).

Prerequisites: PS1013, PS1023

PS3073 Cultural Psychology
Credit hours: 3

This course examines cultural variations in social psychological functioning. We will examine how individuals apply cultural knowledge, how cultures interact and reproduce, and how individuals negotiate cultural identities in multicultural contexts.

Prerequisites: PS1013, PS1023.

PS3093 Positive Psychology
Credit hours: 3

Explores how one can use psychological science to live a more satisfying life. By examining and applying key concepts, and findings from published research, students will learn to live happier lives, to feel less stressed, and to flourish.

Prerequisites: PS1013, PS1023

PS3103 Social Psychology
Credit hours: 3

This course investigates how individual characteristics associated with feelings, thoughts, and actions are influenced by the social setting. The content of this course includes topics such as aggression, prejudice, attraction, persuasion, and conformity.

Prerequisites: PS1013, PS1023

PS3133 Psychology of Emotion
Credit hours: 3

This course introduces the scientific study of emotion, and it will include topics such as the functions of emotion, emotion recognition, emotion regulation, and empathy. The course includes both lectures and seminars to encourage both knowledge and application.

Prerequisites: PS1013, PS1023

PS3143 Anxiety and Wellbeing
Credit hours: 3

This course will explore the concept of anxiety, including the basic theories of anxiety, how it is measured, and the physiology of anxiety. We will also explore the different types of anxiety disorders, the etiology of anxiety, and evidence-based treatment options.

Prerequisites: PS1013, PS1023

PS3203 Sport Psychology
Credit hours: 3

This course examines some of the ways that Psychology has been applied to the world of sports. Areas examined will be methods of training and coaching, teamwork and leadership, motivation and stress, and social issues in sport. Current theoretical perspectives of personality factors in sports and the psychological effects of sports will be investigated.

Prerequisites: PS1013, PS1023

PS3213 Language Development
Credit hours: 3

This course examines the sequence of language development spanning the entire life span. Emphasis will be placed on major theoretical approaches to language development and on related areas such as cognition and literacy.

Crosslisting: ED3343
Prerequisites: PS1013, PS1023

PS3233 The Psychology of Close Relationships
Credit hours: 3

An introduction to current theories and research in the field of close relationships, including an examination of how relationships are formed and maintained. Topics include attraction, communication, friendship, love, and relationship stress.

Prerequisites: PS1013, PS1023

PS3243 Developmental Disabilities
Credit hours: 3

After examining normal cognitive and social development of the child, this course will survey present research pertaining to various developmental disabilities in children, youth, and adults. Case studies in selected areas will be utilized.

Crosslisting: ED3243
Prerequisites: PS1013, PS1023, PS2213

PS3253 Modern Life and Personal Identity
Credit hours: 3

This course attempts to discover how personal family history and modern Canadian culture shape an understanding of personal identity. This course will familiarize students with larger social trends in the last century in the West and will help them to discover how these trends have influenced family history and them personally.

Crosslisting: SO3213
Prerequisites: PS1013, PS1023

PS3313 Cognition
Credit hours: 3

This course examines principles, theories, and research as they relate to learning, cognition, and affective processes. Models of cognitive functioning and the interaction of memory, cognition, and affect are explored. Emphasis on the specific content may vary from year to year.

Prerequisites: PS1013, PS1023

PS3323 Sensation and Perception
Credit hours: 3

This course provides an introduction to the study of sensation and perception. The course will include an examination of the process by which humans receive, select, analyze, and process sensory information and how this information is perceived. Students will participate in class demonstrations of perceptual phenomena and will develop their individual research skills. (A lab component is included with this course.)

Prerequisites: PS1013, PS1023; Corequisite: PS3603.

PS3333 Introduction to Neuropsychology
Credit hours: 3

This course will examine what has been revealed about brain function through the use of specialized tests and measures. Particular emphasis will be placed on studies that provide insight into behaviourally observable phenomena and corresponding brain functions.

Prerequisites: PS1013, PS1023

PS3343 Motivation
Credit hours: 3

This course will increase students' understanding of motivation including where it comes from, how one person can help motivate another, how to enhance the quality of motivation, and how and why motivation changes over time.

Prerequisites: PS1013, PS1023

PS3413 Behaviour Modification
Credit hours: 3

This course will survey a comprehensive overview of the concepts and rules of behaviour modification and their relevance for today's application in everyday life. Major ethical and social issues will be examined and discussed. This course will provide students with rudimentary skills that they can put into practice in their own lives. Students will also acquire an understanding of how behaviours are developed in themselves and in others.

Prerequisites: PS1013, PS1023

PS3463 Psychology of Attachment
Credit hours: 3

This course provides an overview of the current state of knowledge of attachment across the lifespan. Attachment theory offers a framework for describing and understanding close emotional bonds in relationships. Attachment issues to be investigated include normative processes, individual differences, measurement, and psychopathology.

Crosslisting: ED3463
Prerequisites: PS1013, PS1023

PS3513, 3523 Directed Studies in Psychology
Credit hours: 3

These courses are available for approved students in situations where their interests and professors' expertise allow for a more in-depth tutorial approach. Students must be highly capable and must have completed upper level prerequisite courses in the area of the directed study.

Prerequisite: Permission of the Registrar

PS3603 Research Methods in Psychology
Credit hours: 3

This is an introductory methods and procedures course designed to acquaint students with the quantitative and qualitative strategies and approaches used in doing psychological research.

Prerequisites: PS1013, PS1023

PS3613 Memory
Credit hours: 3

This course examines the literature and research on the physical basis, development, functions, and disabilities of human memory. The emphasis will be on the contemporary understanding of memory.

Prerequisites: PS1013, PS1023

PS3623 Forensic Psychology
Credit hours: 3

This course is a survey of psychology's contributions and interventions to the civil and criminal justice systems, the correctional and parole services, and public safety.

Prerequisites: PS1013, PS1023

PS3633 Theories of Learning
Credit hours: 3

This course will provide an overview of the ideas and research related to animal and human learning. Background on various issues that have shaped the understanding of this field over the years will also be included, as will more recent studies that address the intricacies of how learning occurs.

Crosslisting: ED3633
Prerequisites: PS1013, PS1023

PS3643 Gender Studies
Credit hours: 3

This course examines gender and gender relations in Canada through a broad range of gender-related topics. The student is introduced to the idea of gender as a social construction and as it thus affects behaviour, beliefs, attitudes, and interpersonal relations.

Crosslisting: SO3643
Prerequisites: PS1013, PS1023

PS3703 Psychopathology
Credit hours: 3

This course is an examination of theoretical and clinical explanations and treatment of disordered behaviour. Topics studied include disorders of anxiety, mood, personality, and developmental problems.

Prerequisites: PS1013, PS1023

PS3723 Psychological Tests and Measurement
Credit hours: 3

This course will include a survey of psychological tests used in both individual assessment and research areas. Principles of test construction and evaluation will be central concepts in the study of selected tests.

Crosslisting: ED3723
Prerequisites: PS1013, PS1023. Recommended: PS3603 and MT1233.

PS3773 Communication Disorders
Credit hours: 3

This course surveys the field of human communication disorders. It will commence with a brief examination of the basics of the field, including the professions concerned with human communication disorders, definitions of the oral-verbal aspects of communication, and the anatomy and physiology of the human speech mechanism. This will be followed by an introduction to various speech and language disorders. Finally, the course will specifically look at communication differences and disorders of special populations.

Crosslisting: CO3773, ED3773
Prerequisites: PS1013, PS1023. Recommended: PS3213.

PS3803 Health Psychology
Credit hours: 3

This course focuses on the scientific and professional contributions of Psychology to the promotion and maintenance of health. Practical emphasis is placed upon the psychological care of people in institutional hospital care.

Crosslisting: KN3803
Prerequisites: PS1013, PS1023

PS3813 Theories of Counselling Psychology
Credit hours: 3

This course presents the concept of counselling as a process and introduces students to the various views, theories, models, and techniques that have been used to enhance this process.

Prerequisites: PS1013, PS1023

PS3823 Environmental Psychology
Credit hours: 3

This course will update students about transactions between individuals and their physical settings. In these transactions, individuals change the environment, and, in turn, the environment changes their behaviour and experiences. Environmental Psychology includes theory, research, and practice aimed at making buildings more humane and improving our relationships with the natural environment. Some issues that students will be informed about are environmental perception and cognition, environmental attitudes, personality and environment, personal space, territoriality, and crowding.

Prerequisites: PS1013, PS1023

PS3853 Professional Practice and Ethics of Psychology
Credit hours: 3

This course introduces students to basic helping and clinical skills, the ethics of professional practice in Psychology, and various areas of specialization within the practice of Psychology.

Prerequisites: PS1013, PS1023, PS3603

PS3863 Psychology of Religion and Spirituality
Credit hours: 3

This course acquaints students with the psychological processes related to religion and spirituality (R/S). Topics will include foundational and developmental aspects of R/S. Assessment and research methods in R/S will also be discussed.

Crosslisting: RS3863
Prerequisites: PS1013, PS1023

PS3913 History of Psychology
Credit hours: 3

This course provides an examination of the historical and philosophical foundations of modern Psychology. This course will trace the development of Psychology from its early philosophical roots to its present status as a behavioural science.

Crosslisting: HI3903
Prerequisites: PS1013, PS1023; Upper Level Standing Recommended.

PS3953 Organizational Psychology
Credit hours: 3

This course provides an examination of the branch of Psychology that applies the principles of Psychology to the workplace. It will look at what affects behaviour within organizations, and it will examine the impact of individuals, groups, and structure on how organizations perform. This course is concerned with issues of leadership, job satisfaction, employee motivation, organizational communication, conflict management, organizational change, and group processes within an organization.

Crosslisting: BU3733
Prerequisites: PS1013, PS1023 (Students cannot receive credit for both PS3953 and BU3733.)

PS4123 Foundations of Marriage & Family Counselling
Credit hours: 3

An introduction to marriage and family theory, for the sake of better understanding, assessing, and designing interventions for marriages and families. Students will explore their family of origin, and a marital case study through the lens of marriage and family theory.

Prerequisites: PS1013, PS1023. Recommended: PS3233.

PS4133 Crisis Counselling
Credit hours: 3

This course will equip students with an awareness of the complex nature of crisis and give the skills needed by professional helpers/counsellors, to provide competent care for those in crisis. The intervention model presented will suffice across many situations. The model of crisis intervention will be introduced, investigated, defined, practiced, and demonstrated. Various crisis scenarios will be studied.

Prerequisites: PS1013, PS1023, plus six additional credit hours in Psychology

PS4203 Psychology of Prejudice
Credit hours: 3

This course concentrates on the scientific study about what causes, maintains, and lessens prejudice. Topics covered include origin and maintenance of stereotypes and prejudice, racism and sexism, values and prejudice, cognitive components of prejudice, individual differences in prejudice, intergroup relations, stigma and identity, and the process of combating prejudice.

Prerequisites: PS1013, PS1023, plus six additional credit hours in Psychology

PS4213 Feminist Psychology
Credit hours: 3

This unique course focuses on the psychology of women by integrating explanations from social, interpersonal, feminist, and behavioural perspectives. Its spotlight will be on the research that expands current psychological theory concerning the lives of women, including such topics as women's personality development, psychological factors affecting women's achievement and career choices, work and family experiences, and mental health status.

Prerequisites: PS1013, PS1023, plus six additional credit hours in Psychology

PS4233 Behaviour Intervention
Credit hours: 3

This course introduces behaviour intervention techniques based on psychological science. It focuses on Tier 3 Skills (Tertiary Prevention), addressing the problems of individuals using behaviour analysis to create personalized intervention plans.

Crosslisting: ED4233
Prerequisites: PS1013, PS1023
Corequisites: Either PS 2213 or PS 2223

PS4303 Criminology
Credit hours: 3

Criminological theory and criminal justice policy are examined as unique contexts for psychological practice and research.

Prerequisites: PS1013, PS1023 plus six additional credit hours in Psychology

PS4513, 4523 Advanced Directed Studies in Psychology
Credit hours: 3

These courses are available for students when students' interests and the professors' expertise allow for a more in-depth tutorial approach. Students must be highly capable and must have completed upper level prerequisite courses in the area of the directed study.

Prerequisite: Permission of the Registrar

PS4613 Advanced Research Methods in Psychology
Credit hours: 3

An addition to the previous research course providing students with awareness and involvement in accepted forms of experimental design, quantitative strategies, and data analysis.

Prerequisites: PS3603 and MT1233

PS4653 Family Violence
Credit hours: 3

This seminar examines intimate partner violence, child abuse, and elder abuse through a sociological lens. Investigates the types and causes of, as well as solutions to, family violence with a special focus on its relationship to religious institutions.

Crosslisting: SO4653
Prerequisites: PS1013, PS1023

PS4703 Death and Grieving
Credit hours: 3

This course examines the human response of grief when faced with the loss of a loved one. Issues regarding attachment theory, normal grief, complicated grief, as well as means for alleviating the pain associated with the loss are considered.

Crosslisting: SO4703
Prerequisites: PS1013, PS1023 plus six additional credit hours in Psychology. Recommended: PS2233.

PS4713 Behaviour Disorders in Children and Adolescents
Credit hours: 3

This course will involve a survey of emotional, behavioural, and social disorders in children and adolescents. Specific topics in this area of study will include the history of the field, diagnostic classifications, theoretical approaches, and a survey of therapeutic interventions and service-delivery models.

Crosslisting: ED4713
Prerequisites: PS1013, PS1023 plus six additional credit hours in Psychology are required; PS2213 or PS2223 and PS3703 are preferred.

PS4733 Gerontology
Credit hours: 3

This course examines older adulthood from the perspective of developmental psychology. It includes a survey of the scientific information on the psychosocial, physical, and cognitive status of individuals at this time in their development.

Prerequisites: PS1013, PS1023 plus six additional credit hours in Psychology are required

PS4743 Drugs and Behaviour
Credit hours: 3

This course will enable students to understand the effects of drugs on behaviour and to compare the major characteristics of psychoactive drugs, their physiological, psychological, and societal effects to compare the patterns and causes of their use and abuse, and to compare the systems of drug education. The perspective taken will be to provide accurate unbiased information about the use and effects of drugs on individuals and society.

Prerequisites: PS1013, PS1023, plus six additional credit hours in Psychology

PS4753 Human Sexuality
Credit hours: 3

This course will focus on the scientific and professional contributions of the understanding of human sexuality in psychological development and the maintenance of healthy, intimate relationships. Professional emphasis will be placed upon the role of sex therapy in marriage counselling.

Prerequisites: PS1013, PS1023, plus six additional credit hours in Psychology

PS4843 Research Practicum in Psychology
Credit hours: 3

This course is designed to provide students with practical, directed research experience in psychology. Students will learn about and become involved in a variety of activities such as the collection of secondary and primary data, data entry, statistical analyses, poster/ presentation development, grant applications, and/or conference presentation applications. It is hoped that research conducted in this practicum would lead either to co-authorship on published articles and/or presentations at conferences. This course is useful for those students wishing to further their education. This course is also useful for those who wish to enter the work force directly as it provides practical experience for their resumes.

Corequisites: PS3603, PS4613, MT1203, MT1233.

PS4853 Applied Practicum in Psychology
Credit hours: 3

This class is a supervised practicum in a clinical, mental health, industrial, educational, or general health care setting involving a minimum of eight hours of work per week, plus a weekly class or individual meeting with the professor. Opportunities will be given to develop case presentation skills necessary for most multi-disciplinary team settings. Acceptance into this course is by the permission of the Registrar and is contingent on the availability of practicum placements.

Prerequisite: PS3813 or PS3853

PS4996 Thesis
Credit hours: 6

Certain exceptional students, upon request prior to the completion of their third year, may be granted permission to write a thesis as an element to their Honours degree requirements.

Religious Studies

Two majors are available in the department of Religious Studies: Biblical Studies and Religious Studies. Biblical Studies is designed to give students the opportunity to study the Christian Bible literarily, historically, and theologically. Study of biblical languages is a requirement of the Biblical Studies major. The second-temple period will also be a subject of study for this major, since knowledge of this period is important for understanding the New Testament.

Religious Studies covers the phenomenon of Christianity from various perspectives including its origins, its historical manifestations, and its philosophical assertions. Students of Religious Studies will

also be able to compare and contrast the Christian faith to other religions and to explore the various social scientific connections to acting religiously.

Through lively classroom discussions and in-depth personal study, religious studies students gain a fresh perspective on their faith that will serve them well throughout life and may lead to additional study in seminary or graduate school.

The second digit in the Religious Studies courses indicates the general content of the course. Courses with second digits at or below three indicate a course with biblical focus or orientation. Those courses with second digits at or above 8 reflect a broader religious focus. Those courses with second digits between 4 and 7 have a focus on Christian studies.

Bachelor of Arts Minor in Christian Studies is 18 credit hours earned as follows:

3 from RS1003
3 from RS1403
3 from RS2003
3 from RS2033
6 from Biblical or Christian Studies Electives (Religious Studies course number with second digit equal to or lower than 7)

Bachelor of Business Administration Minor in Christian Studies is 18 credit hours earned as follows:

3 from RS1003
3 from RS1403
3 from RS2003
3 from RS2033
3 from BU4053
3 from Biblical or Christian Studies Electives (Religious Studies course number with second digit equal to or lower than 7)

Bachelor of Science Minor in Christian Studies is 18 credit hours earned as follows:

3 from RS1003
3 from RS1403
3 from RS2003
3 from RS2033
3 from RS3713
3 from Biblical or Christian Studies Electives (Religious Studies course number with second digit equal to or lower than 7)

Minor in Religious Studies is 18 credit hours earned as follows:

3 from RS1003
3 from RS1403
3 from RS2003
3 from RS2033
6 from 2000/3000/4000 Religious Studies non-Bible electives (Religious Studies course number with second digit of 8 or 9)

Major in Religious Studies is 42 credit hours earned as follows:

3 from RS1003
3 from RS1403
3 from RS2003
3 from RS2033
3 from RS2613
3 from RS2823
9 from Religious Studies Perspective Electives: No more than three credit hours may be completed from each of these Religious Studies perspective elective categories: historical, philosophical, comparative, and social scientific.
9 from Christian Studies Electives (Religious Studies course number with a second digit between 4 and 7)
6 from 4000 Religious Studies or Christian Studies Electives (Religious Studies course number with a second digit between 4 and 9)

In addition, Religious Studies majors must take PH1003.

Honours in Religious Studies is 54 credit hours earned as follows:

3 from RS1003
3 from RS1403
3 from RS2003
3 from RS2033
3 from RS2613
3 from RS2823
6 from RS4996
9 from Religious Studies Perspective Electives: No more than three credit hours may be completed from each of these Religious Studies perspective elective categories: historical, philosophical, comparative, and social scientific.
12 from Christian Studies Electives (Religious Studies course number with a second digit between 4 and 7)
6 from 4000 Religious Studies or Christian Studies Electives (Religious Studies course number with a second digit between 4 and 9)

In addition, Religious Studies majors must take PH1003.

Major in Biblical Studies is 42 credit hours earned as follows:

3 from RS1003
3 from RS1403
3 from RS2003
3 from RS2033
3 from RS2613
15 from 3000/4000 Biblical Studies Electives (Religious Studies course number with a second digit of 3 or below)
6 from 4000 Biblical Studies Electives (Religious Studies course number with a second digit of 3 or below)
6 from Biblical Studies Electives (Religious Studies course number with a second digit of 3 or below)

In addition, Biblical Studies majors must take these cognate courses: 6 credit hours in upper level Biblical or Christian Studies electives, and 6 credit hours in a Biblical language.

Honours in Biblical Studies is 54 credit hours earned as follows:

3 from RS1003
3 from RS1403
3 from RS2003
3 from RS2033
3 from RS2613
6 from RS4996
27 from Biblical Studies Electives (Religious Studies course number with a second digit of 3 or below)
6 from 4000 Biblical Studies Electives (Religious Studies course number with a second digit of 3 or below)

In addition, Biblical Studies majors must take these cognate courses: 6 credit hours in upper level Biblical or Christian Studies, and 6 credit hours in a Biblical language.

Please see Programs of Study section for requirements for a Christian Studies or Religious Studies concentration in the Bachelor of Arts and Science degree.

RS1003 The Themes of the Bible
Credit hours: 3

The Bible is foundational to Western literature, religion, law, history, and general culture. Basic biblical literacy is, therefore, a fundamental element of a liberal arts education. This course introduces students to the Bible by means of an overview of its basic content and major themes.

RS1403 The Christian Way
Credit hours: 3

This course introduces students to the Christian way of life. It furnishes students with a comprehensive and integrated understanding of the basic beliefs, practices, concerns, heritage, epistemology, and mission of Christianity.

RS2003 The Old Testament and Its Context
Credit hours: 3

A comprehensive introduction to the Old Testament in its cultural and historical context, this course is designed to provide a survey of each of the books in the Old Testament. Topics such as canon, text, languages, and translations of the Old Testament will also be treated. A major focus of the course will be understanding the overall message (the big picture) of the Old Testament.

Prerequisites: RS1003, 1403 or permission of the Registrar.

RS2033 The New Testament and Its Context
Credit hours: 3

This course aims to introduce students first to the political and religious history of the second-temple period and secondly to the literature of the New Testament. It seeks to answer for each New Testament book the following questions: Who wrote it? For whom was it written? When was it written? Where was it written? What was written? Why was it written?

Prerequisites: RS1003, RS1403 or permission of the Registrar

RS2103 The Pentateuch
Credit hours: 3

This course is an introduction to the main contents of the first five books of the Bible. Although questions of authorship, text, and history of interpretation are considered, the main emphasis is with the themes of the Pentateuch and the understanding of the biblical material in its ancient near eastern context.

Prerequisite: RS1003 or permission of the Registrar

RS2123 Psalms
Credit hours: 3

This course is designed to examine in some detail the literature that has been named the hymnbook of ancient Israel and the early Church. There will be an examination of such topics as the origin and authorship of the Psalms in Israelite worship, generic categories of the psalms, and theological themes. The course will also consider the history of interpretation of the Psalter.

Prerequisite: RS1003 or permission of the Registrar

RS2203 Life of Jesus
Credit hours: 3

This course is intended as a historical reconstruction of the life and teaching of Jesus of Nazareth. Necessarily, Jesus will be understood against the background of the religious thought and practices of his time.

RS2223 The Early Church
Credit hours: 3

In this course students will learn about the social history of the early Church. With reference to Acts of the Apostles and Paul's letters, students will explore the political, geographic, economic, and social realities of the earliest Christians in their Jewish and ancient Roman contexts.

Prerequisites: RS1003, RS1403, RS2003, RS2033

RS2403 The Spiritual Disciplines of Christianity
Credit hours: 3

This course examines the spiritual disciplines of the Christian faith. Students will discover how variations of these disciplines have been exercised and emphasized over the span of Christian history.

RS2406 Mission Praxis
Credit hours: 6

Through guided participation before, during and after at least eight weeks of intensive cross-cultural learning and mission experiences (international, First Nations, and inner-city), students learn through experience and guided reflection.

Corequisite: Enrollment in either the ClayStone Certificate or the Cross-Cultural Certificate program

RS2423 Theology and Practice for Missional Living
Credit hours: 3

Students are prepared for lifelong missional living and develop a theology of mission. Topics: theoretical foundations of cross-cultural mission, benefits and risks for mission team and sending and receiving partners, team prep and leadership, debriefing.

RS2523 A Survey of Judaism, Christianity, and Islam
Credit hours: 3

This course offers a survey of the major western religions of Judaism, Christianity, and Islam, three faiths that account for approximately half of the world's population. In this course attention is devoted to the historical background and development of each tradition, to the sacred texts and important traditions, and to the study of a number of contemporary expressions of these faiths.

RS2613 Introduction to Christian Thought
Credit hours: 3

This course introduces students to the basic beliefs of Christianity, the basis of these beliefs in the Bible, and their historical development. It also considers their relevance to contemporary worldviews.

RS2823 World Religions
Credit hours: 3

This course surveys the history, beliefs, and practices of the world's major religious traditions beyond Christianity. It introduces students to the heritage and discipline of the academic study of religion.

Prerequisites: RS1003, RS1403

RS2873 Introduction of Global Missions
Credit hours: 3

This course will explore global missions, serving as an introduction for students who may be considering a cross-cultural mission experience. It will introduce the theology of missions and provide an overview of the history of global missions from 1850 to today. It will examine contemporary issues facing the mission movement including the following: the AIDS epidemic, the indigenous church and contextualization of the gospel, and how these issues affect the strategies used in modern missions.

Crosslisting: ID2873

RS3003 Revelation
Credit hours: 3

This course will examine the historical context, theological themes, literary genre, and various schools of interpretation of the Book of Revelation.

Prerequisites: RS1003, RS1403, RS2033

RS3053 Themes and Theology of the Old Testament
Credit hours: 3

This course is designed to be part two for RS2003, The Old Testament and its Context. Students will be introduced to the broad themes and theology of the Old Testament within the historical, political, and religious contexts of the Ancient Near East.

Prerequisite: RS2003

RS3063 Themes and Theology of the New Testament
Credit hours: 3

This course is designed to be part two for RS2033, The New Testament and Its Context. In the course, students will be introduced to the broad themes and theology of the New Testament within the historical, political, and religious contexts of the time period. They will be exposed to the academic, literary, and theological study of the New Testament.

Prerequisite: RS2033

RS3073 The Intertestamental Period
Credit hours: 3

This course is designed to examine the period spanning the Old and New Testaments. Both political and religious history will be foci of this course.

Prerequisites: RS1003, RS1403, RS2003, RS2033

RS3083 Death in the New Testament
Credit hours: 3

This course explores and analyzes the theme of death in New Testament, with a focus on the significance of Jesus's death, the nature of death for Christ-followers, and the effect of death on the life and ministry of Paul.

Prerequisite: RS2033

RS3103 The Art of Biblical Narrative
Credit hours: 3

This course will introduce and develop a literary approach to biblical narrative, highlighting and drawing attention to a wealth of examples in the process. We will focus on general literary features such as plot, character, point of view, creation of suspense and intrigue, and irony.

Prerequisites: Any two courses of RS1003, RS2003, or RS2033

RS3113 Israelite Prophecy
Credit hours: 3

This course examines the phenomenon of Old Testament prophecy. It explores the meaning of prophecy, characteristics and function of prophecy, and the emergence and development of prophecy in ancient Israel in its historical context. In addition, one prophetic book will be examined exhaustively.

Prerequisites: RS1003, RS1403. Recommended: RS2003.

RS3123 Wisdom Literature
Credit hours: 3

This course provides a comprehensive introduction to the Wisdom Literature of the Bible, with specific focus on Proverbs, Job, and Ecclesiastes. The course will not only provide a detailed survey of the contents of these books, it will examine the meaning of "wisdom," the social location of the wisdom movement in Israel, and wisdom literature in Mesopotamia and Egypt in order to understand more clearly the significance and role of Israelite wisdom literature.

Prerequisites: RS1003, RS1403. Recommended: RS2003.

RS3163 Israel's History: I Kings
Credit hours: 3

This course will carefully study the material in I Kings, systematically working through each portion of text on a chapter-by-chapter basis. Moreover, passages from the books of Samuel and Chronicles will also be considered, where applicable.

Prerequisites: RS1003, RS1403

RS3243 The Letter to the Hebrews
Credit hours: 3

This course is designed as an exegetical study of the New Testament text known as the Letter to the Hebrews. The Jewish religious-historical background of the contents of the letter will be explored as a means of understanding it more fully.

Prerequisites: RS1003, RS1403. Recommended: RS2033.

RS3303 Jesus as Teacher
Credit hours: 3

This course is an exploration of the teaching methods of Jesus considering his aims, his cultural setting, his community's history, and his social location as a rabbi. Teaching is a task requiring contextualization. It involves authority, in contrast to the thought of some who wish a truly 'free' school. Jesus' employment of lecture methods, his use of memorable sayings and of parables, and his personal modelling demands the attention of educators schooled in active learning methods.

Crosslisting: ED3703
Prerequisite: Education student or permission of the Registrar

RS3323 Eschatology
Credit hours: 3

This course surveys the history of Christian thought in the light of Scripture to explore the doctrine of the "last things," including heaven, hell, the new heavens and new earth, the intermediate state, and other topics.

RS3363 New Testament Women in the Ancient World
Credit hours: 3

This course introduces students to the lives of women in the New Testament. Students will analyze women in the NT in their ancient Graeco-Roman context to understand the everyday life, impact, and influence of women in their different social and religious contexts.

Prerequisites: RS1003, RS1403, RS2003, RS2033

RS3383, 3393 Directed Studies in Biblical Studies
Credit hours: 3

These courses are available for students when their interests and the professors' expertise allow for a more in-depth tutorial approach. Students must be highly capable and must have completed upper level prerequisite courses in the area of the directed study.

Prerequisite: Permission of the Registrar

RS3403 Christian Spirituality
Credit hours: 3

This course will explore the biblical, theological, and historical dimensions of Christian spirituality from the writings of selected thinkers from the early church until the present. Students will be encouraged to reflect academically and personally in order to enhance their own spiritual practice.

Prerequisites: RS1003, RS1403

RS3463 Introduction to Biblical Archaeology
Credit hours: 3

This course will introduce basic archaeological method and explore how archaeological findings can clarify and illustrate the meaning and historical background of Biblical texts.

Prerequisites: Any two courses of RS1003, RS2003, or RS2033

RS3483 Perspectives on the World Christian Movement
Credit hours: 3

This course offers an introduction to world mission in four essential principles: the biblical imperative for evangelization, issues in communicating the gospel across cultures, the Christian movement's expansion from the apostles to the present, and components for strategic planning in the movement's global mission.

Prerequisites: Any four 2000-level courses

RS3493 Biblical Perspective on Social Justice
Credit hours: 3

This course will focus on the idea of social justice. The course will begin with an examination of the Bible and its references to social justice. Using this biblical foundation, the course will explore and critique different Christian perspectives of social justice through the centuries. Students will be asked to integrate course information into a personal statement/philosophy of social justice.

Prerequisite: Education student or six credit hours of Religious Studies

RS3533 The Church In Scripture and Society
Credit hours: 3

This course provides an understanding of the Church as revealed in the New Testament. It focuses on passages which delineate the formation, nature, and purpose of the Church. Consideration will be given to the Church as both organism and organization, and it will challenge students to explore the form and role of the Church in contemporary society.

Prerequisites: RS1003, RS1403

RS3583, 3593 Directed Studies in Christian Studies
Credit hours: 3

These courses are available for students when their interests and the professors' expertise allow for a more in-depth tutorial approach. Students must be highly capable and must have completed upper level prerequisite courses in the area of the directed study.

Prerequisite: Permission of the Registrar

RS3603 Rise of Early Christianity in the Roman World (100-600 AD)
Credit hours: 3

This course starts where the New Testament ends. It charts a path from the emergence of Christianity as a persecuted Jewish sect to the official religion of the Roman Empire, encountering martyrs, monks, emperors, and empresses along the way.

Crosslisting: HI3003
Prerequisites: HI1413 (or HI1113) and HI1703 (or HI1713 or HI1723 or HI1123 or HI1423) and RS1003 and RS2033; or permission of the instructor

RS3633 God and Evil
Credit hours: 3

This course introduces the main elements of the problem of evil as conceived in Western philosophy and theology. The course will locate the problem in terms of the world's major religions and philosophical traditions, and then concentrate on the answers provided by Abrahamic monotheism in general and Christianity in particular – and their secular counterparts.

Crosslisting: PH3043
Prerequisites: RS1003, RS1403

RS3653 The Medieval World of Francis of Assisi
Credit hours: 3

Taking the remarkable Italian holy man, Francis of Assisi, as its guide, this course explores the heights and depths of medieval society. Topics include the literary works of visionary women, the rise of the earliest universities, and the first crusades.

Crosslisting: HI3053
Prerequisites: HI1413 and one of HI1703, HI1713, HI1723, or HI1733

RS3703 Apologetics
Credit hours: 3

This course will offer instruction on the contemporary task of defending and commending the faith: the cultural context of apologetics today; the nature and objective of apologetics; and advice on engaging in apologetics faithfully and effectively.

Prerequisites: RS1003, RS1403, RS2003, RS2033

RS3713 Christianity and Natural Science
Credit hours: 3

This course involves a study of the historical development of natural sciences and the relationship of science to the Bible, Christian theology, and the institutional church.

Prerequisites: HI1413 (or HI1113) and HI1703 (or HI1713 or HI1723 or HI1123 or HI1423), RS1003, RS1403

RS3803 The Reformation in Europe
Credit hours: 3

This course examines the development of Protestantism as a social, economic, political, and religious reaction to the status quo of European society.

Crosslisting: HI3643
Prerequisites: RS1003, RS1403

RS3823 Sociology of Religion
Credit hours: 3

Examines the major issues and trends in contemporary religion from the perspective of the social sciences. Particular emphasis is placed on the analysis of religion in Canada.

Crosslisting: SO3823
Prerequisites: Six credit hours in Religious Studies

RS3863 Psychology of Religion and Spirituality
Credit hours: 3

This course acquaints students with the fundamental elements needed to understand the role of religion in normal psychological functioning. It includes the study of topics such as the construction of personal narratives; worldviews; moral, ethical, and spiritual development; the formation of "god concepts"; and even the psychology of witness testimony and scriptural formation.

Crosslisting: PS3863
Prerequisites: PS1013, PS1023

RS3883 Intellectual History of Science and Religion (1600-1980)
Credit hours: 3

From theory to paradigm, from the telescope to the atom and beyond (with selected study of Copernicus, Newton, Darwin, biblical archaeology, Einstein, and Hawking), this course examines the Proofs Scientific, in their historical contexts, as marshalled for and against religion. Field trips to museums are included. (This course is normally offered in conjunction with the Crandall Oxford Study Programme.)

Crosslisting: HI3883
Prerequisites: HI1113, HI1123

RS3903, 3923 Directed Studies in Religious Studies
Credit hours: 3

These courses are available for students when their interests and the professors' expertise allow for a more in-depth tutorial approach. Students must be highly capable and must have completed upper level prerequisite courses in the area of the directed study.

Prerequisite: Permission of the Registrar

RS4003 Post-Exilic Writings
Credit hours: 3

The post-exilic period witnessed the production of new kinds of literary and theological works. The largest of these works is I and II Chronicles, and they will provide the primary text readings for this advanced seminar course which will center around close analysis of the biblical text and relevant secondary material.

Prerequisites: RS1003, RS1403, RS2003

RS4013 The Making of the Old Testament
Credit hours: 3

This course will look at the journey of ancient writings of the Old Testament from their first forms in various writings and records to their final form in the manuscripts of the Middle Ages.

Prerequisites: RS1003, RS1403, RS2003

RS4033 The Gospel of Mark
Credit hours: 3

This course introduces students to the Gospel of Mark and will analyze major historical, literary, and theological issues related to Mark, with an emphasis on the role of bodies, women, disability, and ancient cosmic forces in the text.

Prerequisites: RS1003, RS1403, RS2003, RS2033

RS4043 The Book of Genesis
Credit hours: 3

Genesis is not only the chronological beginning of Scripture but the foundational beginning as well. This course is intended as an intensive introduction to the text. Major issues of interpretation will be considered as students work through the text.

Prerequisites: RS2003, 2033

RS4053 I Samuel
Credit hours: 3

This course will feature a close reading of the book of I Samuel, and an exploration of various literary and theological issues which the text intends to raise for its audiences. Points of study will include the role of the monarchy in Israel, the office of the prophet, and the contours of leadership for God's people. Other questions will include: Why is Saul rejected? Is Samuel an unbiased prophet? What are the qualities in the young David that set him apart as a king? What dynamics of human relationships are emphasized in the text? This course provides ample opportunity for reflection on the nature of biblical narrative, the portraits of key personalities, and the profound level of artistic and theological sophistication in this stretch of material.

Prerequisites: RS1003, RS1403, RS2003.

RS4063 II Samuel
Credit hours: 3

This course will feature a close reading of the book of II Samuel, and an exploration of various literary and theological issues which the text intends to raise for its audiences. The book of II Samuel unfolds complex issues of monarchy and leadership, and also confronts readers with a number of transitions in David's life. David's life presents readers with a tapestry of interpretative and theological possibilities. This course provides ample opportunity for reflection on the nature of biblical narrative, the portraits of key personalities, and the profound level of artistic and theological sophistication in this stretch of material.

Prerequisites: RS1003, RS1403, RS2003

RS4073 Romans
Credit hours: 3

This course analyzes historical, literary, theological, and interpretive issues relating to Paul's letter to the Romans in its Second-Temple Jewish context with an eye to the letter's importance for contemporary Christian communities.

Prerequisites: RS1003, RS1403, RS2003, RS2033

RS4083 Disabilities in the New Testament
Credit hours: 3

This course introduces you to the study of disability and health in second-temple Judaism and the New Testament. It will focus on the methods and sources for studying disability in the ancient world and examine the impact of disabled peoples on ancient culture.

Prerequisites: RS1003, RS1403, RS2003, RS2033

RS4093 The Prison Epistles
Credit hours: 3

In this course students will study Paul's prison epistles (Philippians, Ephesians, Colossians, Philemon) in their historical, literary, and theological contexts. Focus will be given to the key interpretive issues involved in the study of these epistles (e.g. authorship, provenance, exegetical problems, reception in the history of interpretation), especially their contribution to our understanding of Jesus in the first centuries of the Jesus movement.

Prerequisite: RS2033

RS4113 Biblical Theology of Old and New Testaments
Credit hours: 3

This course covers the concept of biblical theology not just historically as it has developed into a discipline of biblical studies but practically as well. During the course a specific theme or a cluster of themes will be traced throughout the Old and New Testaments. Frequently alongside a major theme which is explored, major biblical theologies written by scholars will also be studied.

Prerequisites: RS1003, RS1403

RS4133 The Drama of I Kings
Credit hours: 3

This course undertakes a close reading of I Kings, with attention to historical context, literary design, and theological importance for the Hebrew Bible. It will explore a range of issues raised in key works of historiography in the Hebrew Bible.

Prerequisites: RS1003, RS2003

RS4373, 4383 Advanced Directed Studies in Biblical Studies
Credit hours: 3

These courses are available for students when their interests and the professors' expertise allow for a more in-depth tutorial approach. Students must be highly capable and must have completed upper level prerequisite courses in the area of the directed study.

Prerequisite: Permission of the Registrar

RS4583, 4593 Advanced Directed Studies in Christian Studies
Credit hours: 3

These courses are available for students when their interests and the professors' expertise allow for a more in-depth tutorial approach. Students must be highly capable and must have completed upper level prerequisite courses in the area of the directed study.

Prerequisite: Permission of the Registrar

RS4603 Advanced Seminar: Christian Thought
Credit hours: 3

This course offers students the opportunity to engage a sharply focused subject, whether a theological theme, author, school of thought, or work. Emphasis will be placed on reading, conversation, research, and writing and may also involve presentation.

Prerequisites: RS1003, RS1403, RS2003, RS2033, RS2613

RS4803 Religion and Violence
Credit hours: 3

This course offers an examination of religion and violence in modern society, and it focuses on the following: religious militancy, apocalypticism, cults, mutilation, sacrifice, torture, martyrdom, self-mortification, genocide, terrorism, land disputes, hate crimes, and clergy sexual abuse.

Crosslisting: SO4003
Prerequisites: SO1013, SO1023

RS4823 Milton
Credit hours: 3

This course provides an intensive study of the major poetry and prose of John Milton (1608-74) with a particular emphasis on his theology.

Crosslisting: EN4823
Prerequisites: RS1003, RS1403; EN2013, EN2023

RS4833 Evangelicalism in Canada
Credit hours: 3

This course begins with the necessary task of defining evangelicalism. It then examines evangelicalism in contemporary Canada primarily through the use of social theory and survey research. The beliefs, practices, attitudes, and demographics of evangelicals and the organizations that support the evangelical subculture are discussed.

Prerequisite: RS3823

RS4913, 4923 Advanced Directed Studies in Religious Studies
Credit hours: 3

These courses are available for students when students' interests and the professors' expertise allow for a more in-depth tutorial approach. Students must be highly capable and must have completed upper level prerequisite courses in the area of the directed study.

Prerequisite: Permission of the Registrar

RS4996 Thesis
Credit hours: 6

Certain exceptional students, upon request prior to the completion of their third year, may be granted permission to write a thesis as an element to their Honours degree requirements.

Sociology

The B.A. in Sociology is designed to give students a solid understanding of the social human experience. The major will provide opportunities for study in the major areas of Sociology with a strong theoretical and methodological component. Graduates from this major could continue on in Sociology or enter other fields of study such as law, education, ministry, politics, criminology, international development, or social work.

Minor in Sociology is 18 credit hours earned as follows:

3 from SO1013
3 from SO1023
3 from SO3603 or must take an elective if KN3603 or PS3603 has already been taken
9 from 2000/3000/4000 Sociology Electives

Major in Sociology is 39 credit hours earned as follows:

3 from SO1013
3 from SO1023
3 from SO3013
3 from SO3023
3 from SO3603
3 from SO4613
3 from 4000 Sociology Elective
6 from 3000/4000 Sociology Electives
12 from Sociology Electives

In addition, students majoring in Sociology must take the following cognate courses: MT1203, MT1233.

Those with a double major in Psychology and in Sociology take either PS3603 Research Methods in Psychology or SO3603 Research Methods in Sociology. For the Research Methods course that is not taken, an elective in that same discipline will replace it. Students who are double majors in Psychology and Sociology are required to take both PS4613 Advanced Research Methods in Psychology and SO4613 Advanced Research Methods in Sociology.

Major in Sociology with Concentration in Social Justice is 48 credit hours earned as follows:

3 from SO1013
3 from SO1023
3 from SO3013
3 from SO3023
3 from SO3603
3 from SO4613
3 from 4000 Sociology Elective
18 from SO2313, SO3003, SO3043, SO3143, SO3153, SO3223, SO3413, SO3643, SO3833, SO4653
9 from Sociology Electives

In addition, students majoring in Sociology must take the following cognate courses: MT1203, MT1233.

Honours in Sociology is 54 credit hours earned as follows:

3 from SO1013
3 from SO1023
3 from SO3013
3 from SO3023
3 from SO3603
3 from SO4613
6 from SO4996
6 from 4000 Sociology Electives
24 from Sociology Electives

In addition, students majoring in Sociology must take the following cognate courses: MT1203, MT1233.

Please see Programs of Study section for requirements for a Sociology concentration in the Bachelor of Arts and Science degree.

SO1013 Introduction to Sociology I
Credit hours: 3

This course provides a general survey into the terminology, principles, and human experience in social life, as well as an examination of such aspects as the sociological imagination, culture, socialization, social inequality, social institutions, deviance and crime, and other areas related to the structure of contemporary society.

SO1023 Introduction to Sociology II
Credit hours: 3

This course is a continuation of SO1013.

SO2133 Cultural Anthropology
Credit hours: 3

This course looks at similarities and differences among cultures; their social and economic characteristics; their customs, traditions, and beliefs.

SO2053 Urban Social Issues
Credit hours: 3

This course will present a framework for discovering major social issues (immigration, housing, employment, education, etc.) facing inner city neighbourhoods through contextual research and engagement with local initiatives that are addressing these issues.

SO2143 Life Cycle and Kinship
Credit hours: 3

This course is a continuation of the study of cultural anthropology with a focus on the study of kinship systems, marriage customs, gender roles, and life cycle stages in various cultures around the world.

SO2213 Marriage and Family
Credit hours: 3

This course involves an examination of marriage and family patterns, and family structures, and functions, within North America and elsewhere, in an attempt to understand how these patterns are maintained, adapted, and changed.

SO2313 Population and World Hunger
Credit hours: 3

This course is a social demography course with particular attention to global poverty. Besides learning the basics of population research, the student will wrestle with key global issues of our time.

SO3003 Race and Ethnicity in Canada
Credit hours: 3

This course examines the construction of – and differences between – concepts of race and ethnicity, focusing on the social forces that shape discourses of race and ethnicity in Canada, and ethnic relations between Indigenous, settler, and racialized immigrant Canadians.

Prerequisites: SO1013, SO1023

SO3013 Sociological Theory I
Credit hours: 3

This course provides an overview of the classical theorists central to the development of sociology. It examines major sociological concepts, as well as the social milieu from which they originated.

Prerequisites: SO1013, SO1023.

SO3023 Sociological Theory II
Credit hours: 3

This course explores the major paradigms of contemporary sociological theory and the prominent theorists contributing to the development of each.

Prerequisite: SO3013

SO3033 Sociology of Education
Credit hours: 3

This course examines theories and research in the sociology of education, the school as a formal and informal organization, and the effects of education on stratification, social control, race, class, and gender.

Crosslisting: ED3033
Prerequisites: SO1013, SO1023

SO3043 Perspectives on Poverty
Credit hours: 3

This course introduces students to current research and theory on poverty, the interplay between structural and personal causes of poverty, and the personal experience of poverty in Canada. The multiple systems that intersect with poverty, including family, school, health care, and criminal justice, are examined. Previous and current assumptions about this social problem are challenged. While the primary focus will be on Canadian poverty, there is a cursory study of global perspectives.

Prerequisites: SO1013, SO1023

SO3063 Environmental Sociology
Credit hours: 3

In this course, students will analyze environmental problems and their solutions from the sociological perspective. Problems to be examined include climate change, resource sustainability, and pollution. Solutions discussed will include individual action, production, marketing and consumption, technological, and societal/global-level efforts.

Prerequisites: SO1013, SO1023

SO3103 Socialization
Credit hours: 3

This course examines how people learn to conform to human society. The human development process is studied, noting the major theoretical perspectives which attempt to explain the process and the major agents which accomplish human socialization.

Prerequisites: SO1013, SO1023

SO3143 Social Movements
Credit hours: 3

Social movements are integral to societal change and this course provides students with the theoretical insights for analyzing their origins, consequences, decline or renewal, and the connection that they have to such issues as race, gender, and class.

Prerequisite: SO1013, 1023

SO3153 Globalization and Current Social Issues
Credit hours: 3

Students will examine the growth of – and resistance towards – a global cultural system through increasing transnational information systems, media, consumption, sport, tourism, cosmopolitanism, labour, migration, religion, social movements, politics, and warfare.

Prerequisites: SO1013, SO1023

SO3213 Modern Life and Personal Identity
Credit hours: 3

This course attempts to discover how personal family history and modern Canadian culture shape an understanding of personal identity. This course will familiarize students with larger social trends in the last century in the West and will help them to discover how these trends have influenced family history and them personally.

Crosslisting: PS3253
Prerequisites: SO1013, SO1023

SO3223 Deviant Behaviour
Credit hours: 3

This course looks at various forms of behaviour that are considered deviant in society. A particular emphasis is on how Sociology attempts to explain and understand these behaviours.

Prerequisites: SO1013, SO1023

SO3413 Social Problems
Credit hours: 3

This course seeks to acquaint students with the social problems and issues prevalent within the institutions and societal groupings of the contemporary world, as well as their implications. Students are also acquainted with some proposed solutions.

Prerequisites: SO1013, SO1023

SO3513, 3523 Directed Studies in Sociology
Credit hours: 3

These courses are available for students when their interests and the professors' expertise allow for a more in-depth tutorial approach. Students must be highly capable and must have completed upper level prerequisite courses in the area of the directed study.

Prerequisite: Permission of the Registrar and of the Instructor

SO3603 Research Methods in the Social Sciences
Credit hours: 3

In this course, students become acquainted with the methods and procedures used in identifying research problems, forming hypotheses, and gathering and analyzing data. Emphasis is placed on students' abilities to interpret and critically analyze research reports that appear in professional journals and other publications.

Prerequisites: SO1013, SO1023

SO3643 Gender Studies
Credit hours: 3

This course examines gender and gender relations in Canada through a broad range of gender-related topics. The student is introduced to the idea of gender as a social construction and as it thus affects behaviour, beliefs, attitudes, and interpersonal relations.

Crosslisting: PS3643
Prerequisites: SO1013, SO1023

SO3753 Sociology of Sport
Credit hours: 3

Sport has made an enduring impact on the world in which we all live and interact. As a result, it can often be a taken for granted component within our everyday lives. At the same time there is more to sport than just what we see on field, court, or arena. The intent of this course is to apply a sociological lens to the world of sport and athletics through the utilization of academic writing, popular media, as well as with personal experiences and strategic observations. In essence, this course is the study of the structural and cultural relationship of sport to society and vice versa.

Prerequisites: SO1013, SO1023

SO3823 Sociology of Religion
Credit hours: 3

This course examines the major issues and trends in contemporary religion from the perspective of the social sciences. Particular emphasis is placed on the analysis of religion in Canada.

Crosslisting: RS3823
Prerequisites: SO1013, SO1023

SO3833 Sociology of Work
Credit hours: 3

This course examines work in the modern society. While some consideration is given to an historical evolution of work and to its impact on the individual, more emphasis is placed on the social organization of work, work settings, problems in the workplace, and the meaning of work in the lives of individuals.

Prerequisites: SO1013, SO1023

SO3943 Indigenous Peoples
Credit hours: 3

Examines Settler-Indigenous relations in Canada with an emphasis on colonialism, racism, Christian responsibility, Indigeneity, and resiliency.

Crosslisting: HI3943
Prerequisites: SO1013, SO1023

SO4003 Religion and Violence
Credit hours: 3

This course offers an examination of religion and violence in modern society, and it focuses on the following: religious militancy, apocalypticism, cults, mutilation, sacrifice, torture, martyrdom, self-mortification, genocide, terrorism, land disputes, hate crimes, and clergy sexual abuse.

Crosslisting: RS4803
Prerequisites: SO1013, SO1023

SO4123 The Good Society
Credit hours: 3

This course examines some of the best ideas of what constitutes a good society, predominately from Western sociologists and philosophers. Students will grapple with diverse views and ultimately come to their own understanding of the good society.

Prerequisites: SO1013, SO1023

SO4513, 4523 Advanced Directed Studies in Sociology
Credit hours: 3

These courses are available for students when their interests and the professors' expertise allow for a more in-depth tutorial approach. Students must be highly capable and must have completed upper level prerequisite courses in the area of the directed study.

Prerequisites: Permission of the Registrar and of the Instructor

SO4613 Advanced Research Methods in Sociology
Credit hours: 3

This course provides a brief review of methodology and statistical technique and then synthesizes these areas by applying them to research design. Students learn to design and implement research projects in both quantitative and qualitative methodologies and to develop computer skills necessary for research.

Prerequisites: MT1233, SO3603

SO4653 Family Violence
Credit hours: 3

This seminar examines intimate partner violence, child abuse, and elder abuse through a sociological lens. Investigates the types and causes of, as well as solutions to, family violence with a special focus on its relationship to religious institutions.

Crosslisting: PS4653
Prerequisite: SO1013, SO1023

SO4703 Death and Grieving
Credit hours: 3

This course examines the human response of grief when faced with the loss of a loved one. Issues regarding attachment theory, normal grief, complicated grief, as well as the means for alleviating pain associated with loss are considered.

Crosslisting: PS4703
Prerequisites: SO1013, SO1023 plus six additional credit hours in Sociology

SO4833 Evangelicalism in Canada
Credit hours: 3

This course begins with the necessary task of defining evangelicalism. It then examines evangelicalism in contemporary Canada, primarily through the use of social theory and survey research. The beliefs, practices, attitudes, and demographics of evangelicals are discussed, as well as the organizations that support the evangelical subculture.

Crosslisting: RS4833
Prerequisite: SO3823

SO4853 Internship in Sociology
Credit hours: 3

The Sociology Internship involves at least eight hours of on-site/hands-on work per week over a semester, and in a placement area related to social services, demographics, education, corrections, polling, or research, for instance. In addition, students are required to review the literature in their area of placement, to take thorough field notes of their experience, to write a research paper, to fulfill the professional requirements of the placement role, and to meet regularly with the professor. This internship is open to third or fourth year Sociology students in good standing by permission of the Registrar and of the instructor. Admission is contingent on availability of placements.

Prerequisites: SO3013, SO3023, SO3603

SO4863 Cross-Cultural Internship
Credit hours: 3

This internship involves intensive interaction with another cultural/ethnic group, normally overseas. It requires the keeping of thorough field notes, writing a literature review, writing a major paper, and a satisfactory completion of the requirements of the sponsoring group, as determined through consultation between the professor and the field supervisor. Students can apply to go with a non-profit mission or relief organization, with a government agency, or a for-profit company, usually in the summer.

Crosslisting: ID4863
Prerequisites: SO2133, and any two of SO2143, ID/RS2873, or CO/LI2023

SO4996 Thesis
Credit hours: 6

Certain exceptional students, upon request prior to the completion of their third year, may be granted permission to write a thesis as a part of their Honours degree requirements.

Spanish

SP1013 Introduction to Spanish I
Credit hours: 3

This course is designed for students who have no knowledge of Spanish. It presents a comprehensive overview of the essentials of Spanish grammar, syntax, and the vocabulary needed for effective communication in everyday situations. Learning opportunities are created inside and outside the classroom to help students to develop sufficient skills to communicate both orally and in writing. Students are introduced to the diverse and rich cultural heritage of the Spanish-speaking world through engaging thematic lessons.

SP1023 Introduction to Spanish II
Credit hours: 3

This course is designed for students who have successfully completed SP1013. It presents a continuation of the overview they began which deals with the essentials of Spanish grammar, syntax, and the vocabulary needed for effective communication in everyday situations. Students will continue to be introduced to the diverse and rich cultural heritage of the Spanish-speaking world through engaging new thematic lessons.

Worship Arts

Worship Arts provides students who have a talent and a heart for worship the opportunity to fine-tune their passion and gifts through practical involvement and traditional in-class instruction. Much of the practical training and experience will be fulfilled through participation within different teams on campus as well as local churches.

Minor in Worship Arts is 21 credit hours earned as follows:

3 from WM3063
3 from WM3173 or RS3403
3 from WM3363
1 from WM1001
1 from WM2001
1 from WM3001
1 from WM3002
1 from WM4001
1 from WM4002

Choose one combination list, either music or drama:

Music
3 from MU1243
3 from MU1403

Drama
3 from CO2113
3 from CO3113

WM1001, 2001, 3001, 4001 Worship Ministry Lab I, II, III, IV
Credit hours: 1

Labs are private piano/voice lessons in the Worship Arts – Music minor that give worship leaders foundational skills in rhythm section instruments. Lessons will combine the area of general musicianship, application of theory basics, repertoire, technique, chord charts, and ear training.

WM3002 Worship Practicum I
Credit hours: 1

The Worship Minor Practicum gives students ongoing experience in various aspects of worship ministry, according to giftings. This can be accomplished through A) Chapel participation, B) Luminos extensions, C) Local church involvement, and D) other on or off campus worship ministry.

WM3063 Theology of Worship
Credit hours: 3

This course lays a biblical foundation for worship that encompasses all of life and that provides training for planning, leading, and engaging in corporate worship. It features an intensive study of major biblical themes regarding worship. It traces the progressive and developing character of God's self-revelation, purposes, and actions throughout Scripture. Particular emphasis is placed on the activity of the Trinity in worship, the centrality of the Word, and the importance of the congregation's engagement in worship as the primary motivation for global evangelism. The course also offers a framework that allows students to evaluate personal assumptions and practices of worship in light of the teaching of Scripture.

Prerequisites: RS1003, RS1403

WM3173 Spiritual Formation and Worship
Credit hours: 3

This course focuses directly on the individual's cultivation of a life of worship, and it considers such things as the imperative of surrender, the spiritual disciplines, the hearing of God's voice, and the posture of one's heart toward God. The primary purpose of this course is to teach the student the significance of living a life filled by God's Spirit.

Prerequisites: RS1003, RS1403

WM3363 Contemporary Issues in Worship Ministry
Credit hours: 3

This course is designed to equip students to deal with changing methods, leadership paradigms, musical styles, technologies, and a host of other variables that are part of today's diverse and rapidly changing church environment. This course will present a balance of time-honoured methods and tools, and it will give students exposure to new music and to the digital tools of the A/V world. It will also cover issues of leadership and the implementation of new ideas in established churches where resistance to new methods is common. Among the issues dealt with will be bridging the established church sub-culture with post-modern and post-Christian realities.

Prerequisites: RS1003, RS1403

WM4002 Worship Practicum II
Credit hours: 1

The Worship Minor Practicum gives students ongoing experience in various aspects of worship ministry, according to giftings. This can be accomplished through A) Chapel participation, B) Luminos extensions, C) Local church involvement, and D) other on or off campus worship ministry.

Youth Leadership

For information on the specific program requirements for the Youth Leadership Certificate, see the "Undergraduate Certificate Programs" section of the Academic Calendar.

YL2610 Sophomore Internship I
Credit hours: 0

This is a noncredit internship experience involving approximately five hours per week of helping with a youth group in a ministry setting. Students also meet weekly as a group for the purposes of classroom instruction, support, and accountability. This is open only to second year students in the Youth Leadership Certificate.

YL2620 Sophomore Internship II
Credit hours: 0

This is a continuation of YL2610 and is open only to students in the Youth Leadership Certificate.

YL3013 Youth and Family Ministry
Credit hours: 3

This course is an introduction to ministry to families and youth in the local church. The first half of this course will examine the state and influence of families. It will also examine the importance of ministering to families and the importance of partnering with and empowering parents to nurture their children spiritually. It will also examine the use of milestones and rites of passage in ministry. The second half of this course will examine the history of youth ministry. It will cover how to develop a theology and philosophy of youth ministry. Other topics covered include youth culture, the importance and role of short term mission, evangelism and discipleship, relational youth ministry, choosing and developing curriculum, as well as promotion and recruitment.

Prerequisites: RS1003, 1403, or Permission of the Registrar

YL3213 Evangelism and Discipleship in Youth Ministry
Credit hours: 3

This course explores the biblical teachings regarding evangelism and discipleship and examines some practical methods for applying them to ministry. Other topics covered include youth culture, the importance and role of short term mission, evangelism and discipleship, relational youth ministry, choosing and developing curriculum, promotion, recruitment, and influence of families. It will also examine the importance of ministering to families and the importance of partnering with and empowering parents to nurture their children spiritually. It will also examine the use of milestones and rites of passage in ministry. The second half of this course will examine the history of youth ministry. It will cover how to develop a theology and philosophy of youth.

Prerequisites: RS1003, 1403, or Permission of the Registrar

YL3223 Ministering to Young Adults
Credit hours: 3

Young adulthood is an area of sociological research that sets out to understand this age group's cultural and social patterns. This course provides a demographic, social scientific, and developmental overview, as well as ministry implications for local churches.

Prerequisites: RS1003, 1403, or Permission of the Registrar

YL3303 Camping Ministry
Credit hours: 3

This course examines camping ministry models and the theological rationale undergirding them. Students are introduced to camp leadership topics including: stages of development, faith formation, staffing, programming, and business leadership.

YL3413 Youth Ministry and Leadership
Credit hours: 3

This course focuses on the link and connection between working with youth and developing leadership skills and abilities in students as well as the adolescents students may minister to.

Prerequisites: RS1003, RS1403, or Permission of the Registrar

YL3610 Junior Internship I
Credit hours: 0

This is a noncredit internship experience involving at least eight hours per week of working directly with adolescents under the supervision of an experienced youth worker. Students also meet weekly as a group with an experienced youth minister for both classroom instruction on the application of theory to practice as well as for mutual support and accountability. This internship is open only to third year students in the Youth Leadership Certificate.

Prerequisites: YL2610, YL2620

YL3620 Junior Internship II
Credit hours: 0

This is a continuation of YL3610 and is open only to students in the Youth Leadership Certificate.

Prerequisite: YL3610

YL4610 Senior Internship I
Credit hours: 0

This is a noncredit internship experience involving 10 hours per week giving direction to a youth group. Students meet weekly as a group with an experienced youth minister for both classroom instruction on the application of theory to practice as well as for mutual support and accountability. This internship is open only to fourth year students in the Youth Leadership Certificate.

Prerequisite: YL3620

YL4620 Senior Internship II
Credit hours: 0

This is a continuation of YL4610 and is open only to students in the Youth Leadership Certificate.

Prerequisite: YL4610

2024-2025 Graduate Academic Schedule – Moncton Campus

Spring Term

April

20 Graduate Education Courses Begin for Spring Term
23-25 International Graduate Student Spring Orientation

May

1 Master of Management Spring Internships Begin
4 Spring Convocation. All Programs
5 Spring Term begins for Full-time Master of Management Remote Learning Classes
6 Spring Term begins for Full-time Master of Management On-Campus Classes
6 Spring Term begins for Master of Organizational Management Classes
12 May Class begins for Part-time Master of Management Remote Learning Students
20 Victoria Day. No classes

June

28 Deadline to Apply to Graduate for Fall Convocation. All Programs

July

1 Canada Day. No classes
6 May Class ends for Part-time Master of Management Remote Learning Students

August

4 August Class begins for Part-time Master of Management Remote Learning Students
5 New Brunswick Day. No classes
11 August Applied Research Project begins for Part-time Master of Management Remote Learning Students
15 Last Day of Classes for Spring Term for Full-time Master of Management On-Campus Classes
19 Last Day of Classes for Spring Term for Master of Organizational Management Program
23 Last Day of Classes for Spring Term for Graduate Education Courses
24 Last Day of classes for Spring Term Full-time Master of Management Remote Learning Classes

All spring term grades are due two weeks after each block ends

Fall Term

August

25 Master of Management Fall Internships Begin
25 Fall Term begins for Full-time Master of Management Remote Learning Classes
26-28 International Graduate Student Fall Orientation

September

2 Labour Day. No classes
4 Fall Term begins for Master of Organizational Management Classes
6 Fall Term begins for Full-time Master of Management On-Campus Classes
11 Academic Chapel
14 Graduate Education Classes Begin for Fall Term
29 August Class ends for Part-time Master of Management Remote Learning Students
30 National Day for Truth and Reconciliation. No Classes

October

6 October Class begins for Part-time Master of Management Remote Learning Students
14 Thanksgiving Day. No classes
31 Deadline to Apply to Graduate for Spring Convocation. All Programs

November

2 Fall Convocation. All Programs
11 Remembrance Day. No classes
28 Last Day of Classes for Fall Term for Graduate Education Courses
30 October Class and Applied Research Project ends for Part-time Master of Management Remote Learning Students

December

13 Last Day of Classes for Fall Term for Full-time Master of Management On-Campus Classes
14 Last Day of classes for Fall Term Full-time Master of Management Remote Learning Classes
16 Last Day of Classes for Fall Term for Master of Organizational Management Program

Winter Term

January

1 New Year's Day. No classes
2 Master of Management Winter Internships Begin
3, 6, 7 International Graduate Student Winter Orientation
4 Graduate Education Classes Begin for Winter Term
5 Winter Term begins for Full-time Master of Management Remote Learning Classes
5 January Class begins for Part-time Master of Management Remote Learning Students
10 Winter Term begins for Full-time Master of Management On-Campus Classes
13 Winter Term begins for Master of Organizational Management Classes
15 Academic Chapel

February

17 Family Day. No classes

March

1 January Class ends for Part-time Master of Management Remote Learning Students
2 March Applied Research Project begins for Part-time Master of Management Remote Learning Students
9 March Class begins for Part-time Master of Management Remote Learning Students
29 Last Day of Classes for Winter Term for Graduate Education Courses

April

17 Last Day of Classes for Winter Term for Master of Organizational Management Program
18 Good Friday. No classes
25 Last Day of Classes for Winter Term for Full-time Master of Management On-Campus Classes
26 Last Day of classes for Winter Term Full-time Master of Management Remote Learning Classes

May

3 March Class ends for Part-time Master of Management Remote Learning Students
9 & 10 Spring Convocation. All Programs

2024-2025 Graduate Academic Schedule – Sussex Campus

Spring Term

May

8-9 Spring Orientation for International Master of Management
15 Spring Term begins for International Master of Management
20 Victoria Day. No Classes

July

1 Canada Day. No classes

August

5 New Brunswick Day. No classes
21 Last Day of Classes for Spring Term for International Master of Management

All spring term grades are due two weeks after the last class ends

Fall Term

August

28-29 Fall Orientation for International Master of Management

September

2 Labour Day. No classes
4 Fall Term begins for International Master of Management
30 National Day for Truth and Reconciliation. No Classes

October

14 Thanksgiving Day. No classes

November

11 Remembrance Day. No classes

December

11 Last Day of Classes for Fall Term for International Master of Management

All fall term grades are due two weeks after the last class ends

Winter Term

January

1 New Year's Day. No classes
13-14 Winter Orientation for International Master of Management
15 Winter Term begins for International Master of Management

February

17 Family Day. No classes

April

16 Last Day of Classes for Fall Term for International Master of Management
18 Good Friday. No Classes

All winter term grades are due two weeks after the last class ends

Graduate Admissions

Master of Education

The Master of Education is a degree that is designed for educators who want to enhance their abilities to respond to student needs. With a concentration in Inclusionary Practices, this Master of Education degree is an applications-based program that equips educators with the tools needed to apply their knowledge. Graduates of the program may go on to serve as teachers, administrators, literacy coaches, reading specialists, resource educators, or researchers.

Admission Requirements
Applicants looking to complete graduate studies in Education are required to hold a Bachelor of Education degree, or its equivalent, with a minimum grade point average of 3.00 (B).

In addition to this requirement, applicants to the Master of Education degree are also expected to have the equivalent of at least one year of teaching experience.

In addition, students completing the Master of Education in Inclusionary Practices degree can choose to take three courses that may be applied toward a Principal's Certificate. These courses include:

- ED6403 – Administrative Theory*
- ED6413 – Supervision and Instructional Leadership*
- ED6616 – Individual Student Assessment

*Note: There is a pre-requisite for applicants to have completed 3-years of full-time teaching experience (or equivalent as determined by the Education Admissions Committee) prior to enrolling in these two courses.

Application Process

All applicants to graduate studies in Education must submit an application form, official transcripts from all post-secondary institutions previously attended, and a $100 application fee.

In addition to the above requirements, applicants to the Master of Education degree must submit the following:

- A resume and an application letter, in which you present your professional goals and how the M.Ed. degree will help you achieve those goals;
- Two professional reference letters from individuals who can provide input on your strengths as an educator and explain why they support your decision to complete the Master of Education degree;
- A confirmation of employment letter for those currently employed in a school district, OR a criminal record check for those not currently employed in a school district.

Application documents should be emailed to education.admissions@crandallu.ca or mailed to:

Graduate Education Admissions Office
Crandall University
Box 6004
Moncton, NB E1C 9L7
Canada

English Language Proficiency Requirements for entrance to graduate programs:

Applicants whose first language is not English must provide any one of the following as evidence of proficiency in both oral and written English:

- IELTS: minimum 6.5 overall, with no band below a 6.0;
- TOEFL-IBT: minimum 90 overall, minimum 21 in each area.

Crandall University may consider an applicant's results from other language proficiency tests or academic preparation programs but reserves the right, in all cases, to require official proof of English language proficiency from one of the above before granting permission to register in academic courses.

Exemptions to the English Language Proficiency Requirements apply to the following:

1. The applicant may not be required to provide an English testing result when applying from one of the following countries:
   American Samoa, Anguilla, Antigua and Barbuda, Australia, Bahamas, Barbados, Belize, Bermuda, Botswana, Brunei, British Virgin Islands, Cameroon (with proof of instruction in English), Canada, Cayman Islands, Dominica, England, Falkland Island, Fiji, Gambia, Ghana, Gibraltar, Grenada, Guam, Guyana, Ireland, Jamaica, Kenya, Liberia, Lesotho, Malta, Mauritius, Montserrat, New Zealand, Nigeria, Northern Ireland, Pacific Island Trust Territory, Puerto Rico, Rwanda, Ryukyu Island, Scotland, Seychelles, Singapore, South Africa, St. Helena, St. Kitts and Nevis, St. Lucia, St. Vincent and the Grenadines, Tanzania, Trinidad and Tobago, Turks and Caicos Islands, Uganda, United States, Virgin Islands, Wales, Zambia, Zimbabwe.
2. Successful completion of 24 credit hours of post-secondary education in Canada or approved country above. (Note: Credit hour equivalencies are based on Crandall's standards and guidelines.)

Enrolment Criteria for Master of Education Courses for Non-Degree Graduate Education Students

1. A non-degree student can take a maximum of 9 credit hours in Crandall M.Ed. courses without being admitted into the Crandall M.Ed. degree program.
2. A non-degree applicant must have completed a bachelor's degree and a B.Ed. (or equivalent as approved by the Registrar) to be able to enroll in an M.Ed. course, with a minimum grade point average of 3.00.
3. Priority for enrolment in all M.Ed. courses will be given to those admitted into the M.Ed. degree program. Those non-degree students wishing to enroll in a M.Ed. course may have to wait two weeks before the class starts to have their enrolment confirmed.
4. Non-degree student enrolment is not permitted in the following courses:

    a. ED6013 Advanced Foundations
    b. ED6023 Research Methods

5. Before a student is enrolled in a course within the Master of Education degree program, that student must demonstrate completion of any prerequisites listed for that course. Alternatively, that student must have the permission of the instructor.
6. All Non-Degree Graduate Education course applicants must submit an application form and official transcripts from all post-secondary institutions previously attended.

Note as well that completion of any of the 9 credit hours does not guarantee admission to the M.Ed. program. In addition, while not part of the criteria for admission into an M.Ed., the following policies would still apply:

7. In line with the current policy on transfer credits, and in line with M.Ed. degree requirements, the student must earn a minimum B- in the M.Ed. course for it to be considered for transfer into the M.Ed. degree program.
8. In line with the current policy on transfer credits and M.Ed. degree requirements, if the student wishes to transfer the course(s) into the M.Ed. degree program, the course must be taken within five years of the program start date.

Deadline for Completion

The expectation is that students in the Master of Education complete the program within five years. If a student is unable to complete the program within this time frame, a written request for an extension must be submitted to the Vice President for Academic Affairs for approval.

Transfer Students

A maximum of six credit hours may be accepted for transfer toward the Master of Education degree program as long as the following criteria are met:

- A minimum grade of "B-" must be achieved for transfer of credit into the Master of Education program.
- The credit hours for transfer must have been completed no more than five years prior to the commencement of the current Master of Education program.
- The credit hours for transfer may not be used to fulfill the requirements of another program. Proof of withdrawal from the previous degree or certificate program may be required.

Master of Management

The Master of Management (M.M.) degree program offers students a solid foundation of business training and leadership development to prepare for a career in the business world. This program is offered both on-campus and in an online format.

Full-time students normally complete the 36 credit-hour program in two years and part-time students often complete the program in three years. It is open to students from a variety of educational backgrounds; apply with a bachelor's degree from nearly any discipline. Students build on the knowledge and expertise that they developed in their undergraduate studies and develop the management skills necessary to succeed.

Students also have the opportunity to build relationships and expand their networks through collaborative classes with students from a variety of backgrounds. The on-campus program also includes the option of a paid internship, where students can gain valuable experience that will count toward their degree.

Admission Requirements

The Master of Management program is available for full-time study to international visa students who already have an undergraduate degree; however, any student taking the program part time can access the program through an online delivery model. Neither domestic nor international part-time online students need a study visa.

Applicants to the Master of Management degree program should hold an undergraduate Bachelor's degree (from any discipline) from an accredited university, with a minimum cumulative grade point average of at least 3.00 (B) (or equivalent) at the end of their Bachelor's degree program. If after the completion of fifty-percent of the Master of Management degree program a student's cumulative GPA is below 3.00, they will be placed on Academic Probation.

As part of the application process, applicants would be required to arrange for official transcripts from each previous post-secondary institution they attended to be sent directly to Crandall University from the issuing institution(s).

Students admitted into the M.M. will be required to maintain an average grade of B- (GPA of 2.70) per enrolled semester, to continue in the program.

English Language Proficiency Requirements for entrance to graduate programs:

Applicants whose first language is not English must provide any one of the following as evidence of proficiency in both oral and written English:

- IELTS: minimum 6.5 overall, with no band below a 6.0;
- TOEFL-IBT: minimum 90 overall, minimum 21 in each area.

Crandall University may consider an applicant's results from other language proficiency tests or academic preparation programs but reserves the right, in all cases, to require official proof of English language proficiency from one of the above before granting permission to register in academic courses.

Exemptions to the English Language Proficiency Requirements apply to the following:

1. The applicant may not be required to provide an English testing result when applying from one of the following countries:
   American Samoa, Anguilla, Antigua and Barbuda, Australia, Bahamas, Barbados, Belize, Bermuda, Botswana, Brunei, British Virgin Islands, Cameroon (with proof of instruction in English), Canada, Cayman Islands, Dominica, England, Falkland Island, Fiji, Gambia, Ghana, Gibraltar, Grenada, Guam, Guyana, Ireland, Jamaica, Kenya, Liberia, Lesotho, Malta, Mauritius, Montserrat, New Zealand, Nigeria, Northern Ireland, Pacific Island Trust Territory, Puerto Rico, Rwanda, Ryukyu Island, Scotland, Seychelles, Singapore, South Africa, St. Helena, St. Kitts and Nevis, St. Lucia, St. Vincent and the Grenadines, Tanzania, Trinidad and Tobago, Turks and Caicos Islands, Uganda, United States, Virgin Islands, Wales, Zambia, Zimbabwe.
2. Successful completion of 24 credit hours of post-secondary education in Canada or approved country above. (Note: Credit hour equivalencies are based on Crandall's standards and guidelines.)

Master of Organizational Management

The Master of Organizational Management is offered as an alternative to the Master of Business Administration degree in that it focuses more on working with and through people than on the technical aspects of business administration.

The Master of Organizational Management is intended for passionate, dedicated, team-oriented working professionals looking to maximize their potential in managing people and leading organizations. Unlike an M.B.A., which usually focuses specially on the basic business disciplines of accounting, marketing, and operations, the Master of Organizational Management is about developing big-picture strategies and understandings and especially the knowledge necessary to lead and motivate people. The value of obtaining the Master of Organizational Management is that all organizations require effective management. The program entails an interdisciplinary approach that allows Crandall to utilize its academic strengths by drawing on Ph.D. prepared faculty from several of Crandall's faculties including Organizational Management, Sociology, Psychology, Religious Studies, Business, and Education.

This program can be completed part time in 20 months in a five-semester format to enable those fully employed (working professionals) the classroom opportunity to complete their graduate degrees during evening hours. Classes are held just one night per week. Students hold a wide range of life, educational, cultural, and employment experiences essential for producing a rich classroom environment.

This program may also be completed through full-time study, with students completing the degree in 12 months.

The Master of Organizational Management degree is a thirty (30) credit hour program. Up to nine (9) credit hours may be fulfilled by transfer credits, at the 6000 graduate level, with a focus in Organizational Management. All 30 credit hours, including transfer credits, are expected to be completed within a five (5) year period.

Admission Requirements

Applicants to the Master of Organizational Management degree program should hold an undergraduate Bachelor's degree (from any discipline), with a minimum grade point average of 3.00 (B) over the last two years of their program. Applicants should also have the equivalent of two years of full-time employment experience in any field and generally within the private, not-for-profit, and public service sectors. As part of the application process, applicants would be required to arrange for official transcripts from each previous post-secondary institution they attended to be sent directly to Crandall University from the issuing institution(s).

All applicants to the Master of Organizational Management degree program should submit, along with their application, a resumé and a cover letter. The letter should present their professional development goals and how the completing the Master of Organization Management would help to meet and achieve their career ambitions. Given this information, each application will then be assessed on its merit but also in context with other applicants since enrollment will be limited each year. Applicants may also be interviewed. Successful completion of the minimum requirements guarantees that applications will be considered but does not guarantee admission.

International applicants must have a valid study visa to enroll.

English Language Proficiency Requirements for entrance to graduate programs

Applicants whose first language is not English must provide any one of the following as evidence of proficiency in both oral and written English:

- IELTS: minimum 6.5 overall, with no band below a 6.0;
- TOEFL-IBT: minimum 100 overall, minimum 24 in each area.

Crandall University may consider an applicant's results from other language proficiency tests or academic preparation programs but reserves the right, in all cases, to require official proof of English language proficiency from one of the above before granting permission to register in academic courses. Exemptions to the English Language Proficiency Requirements apply to the following:

1. The applicant may not be required to provide an English testing result when applying from one of the following countries:
   American Samoa, Anguilla, Antigua and Barbuda, Australia, Bahamas, Barbados, Belize, Bermuda, Botswana, Brunei, British Virgin Islands, Cameroon (with proof of instruction in English), Canada, Cayman Islands, Dominica, England, Falkland Island, Fiji, Gambia, Ghana, Gibraltar, Grenada, Guam, Guyana, Ireland, Jamaica, Kenya, Liberia, Lesotho, Malta, Mauritius, Montserrat, New Zealand, Nigeria, Northern Ireland, Pacific Island Trust Territory, Puerto Rico, Rwanda, Ryukyu Island, Scotland, Seychelles, Singapore, South Africa, St. Helena, St. Kitts and Nevis, St. Lucia, St. Vincent and the Grenadines, Tanzania, Trinidad and Tobago, Turks and Caicos Islands, Uganda, United States, Virgin Islands, Wales, Zambia, Zimbabwe.
2. Successful completion of 24 credit hours of post-secondary education in Canada or approved country above. (Note: Credit hour equivalencies are based on Crandall's standards and guidelines.)

Graduate Studies Financial Information

Tuition and Fees

For the most up to date information on tuition and fees, please visit our website.

Payment Policies of University Tuition and Fees

Payment Deadline: Tuition and fees are due on or before the first day of classes.

Payment Methods: Tuition and fees can be paid using cash, cheque, debit, student loan, or online banking. If using debit card, please ensure that the bank is contacted to increase the daily transaction limit on the card.

Online banking services are available with RBC, BMO, Scotiabank, CIBC, TD Bank, PC Banking, Tangerine Bank, and select Credit Unions. Select Crandall University as the payee, and use the student's ID number as the account number.

Credit Card: Crandall University does not directly accept credit card for the payment of tuition and fees. If the student would like to pay with credit card, this may be done through our partner Plastiq at www.plastiq.com for a service fee of 2.9%.

International Payments: For international payments, Crandall University has partnered with PayMyTuition.com. PayMyTuition is an easy-to-use, safe and seamless solution that allows international

students to pay their tuition and fees in their local currency from any bank, in any country, in any currency at better than bank exchange rates.

Cancellations of IT Services and Courses: Registration is not complete until all fees have been paid or satisfactory arrangements have been made with the Finance Office. Any student who fails to pay the required fees or to make satisfactory arrangements by the payment due dates will have his/her IT access suspended and course selections cancelled. Such students will be required to register again once fees have been paid. A re-registration fee of $50 will apply.

Late Payment: Accounts outstanding at the payment deadline date each semester will be charged an additional $200 in late payment fees.

Interest on Student Accounts: Interest is calculated at a rate of 1% per month (approximately 12.7% per year). Interest is calculated at the end of each month on any balance outstanding.

Delinquent Accounts: Degrees, grades, transcripts, and any official University documentation will be withheld for students and former students who have failed to meet their financial obligations. Such students will not be permitted to register again until all overdue accounts have been paid.

Students with an unpaid balance will not be permitted to secure a place in Colburne House or Mitton Court with a deposit until sufficient payment arrangements are made with the Finance Office.

Delinquent student accounts may be forwarded to a collection agency at the discretion of the Finance Office.

Tax Receipts: For tax purposes, the University will provide T2202 tax receipts by the end of February as per Canada Revenue Agency regulations. Receipts will be mailed to the home address on file.

To the extent that Crandall University is unable to fulfill, or is delayed or restricted in fulfilling obligations pursuant to this Agreement due to any cause beyond its control, Crandall University shall be relieved from the fulfillment of the obligations during the period and the Student shall not be entitled to any reduction of tuition costs or residence fees. The Student shall not be entitled to any compensation from Crandall University as the result thereof. Without restricting the generality of the foregoing, Crandall University shall not be responsible for failing to meet its obligations pursuant to this Agreement because of the result of municipal, provincial, national or global crisis, weather events, pandemic, labour unrest, or any occurrence that renders fulfillment of this Agreement impossible. Crandall University reserves the right to require Students to immediately vacate their Residence Room if a situation occurs in which safety measures are compromised.

Graduate Studies Refund Policy

Students who wish to withdraw from a course(s) must follow formal withdrawal procedures with the Registrar's Office and sign an official notice of withdrawal. Ceasing to attend classes or notifying the professor does not constitute official withdrawal. The date of withdrawal provided by the Registrar's Office will be the date used for calculations of potential tuition refunds.

Following the add/drop date and payment deadline date, tuition will be refunded using the following proration schedule (note: fees are non-refundable):

Master of Education

90%	3 hours of class
70%	4-6 hours of class
60%	9-12 hours of class
40%	12-15 hours of class
0%	After 15 hours of class

Master of Organizational Management – Domestic Program

100%	Weeks 1-2
70%	Week 3
60%	Week 4
40%	Week 5
20%	Week 6
0%	After Week 6

Students who are funded by government student loans should be aware that dropping courses may impact loan funding. Students are advised to check with the Provincial Student Aid Office or Crandall University's Finance Office for more information.

Refunds are processed by request only. To receive a refund, please visit the Finance and Registrar's Office desk or connect with the Finance Office.

Requests for financial adjustments or refunds for a previous term, including those which may result from academic regulatory appeals, will not be considered after June 30th of the academic year in question.

Refunds are issued in the student's name regardless of who made the original payment except where Government Student Loans are involved. Funds must be returned to the Government Student Loan Office.

Payment Policies for Graduate Studies Tuition and Fees from International Students

Graduate students who have received a letter of offer from Crandall University must:

- Accept the offer of Admission by paying their first year tuition & fees (hereafter known as "tuition deposit"). Upon payment of the tuition deposit, they will receive a receipt to be used in their application for their study visa. All payments from International Students are required to be paid through paymytuition.com.

Refund Policy

- **International graduate student who has arrived in Canada on a study permit to study at Crandall University:** A non-refundable deposit equivalent to the first semester's tuition, graduate student society fee, and insurances will be retained by Crandall University if a registered international student has arrived in Canada and chooses to withdraw or transfer. All international students who choose to withdraw from Crandall University must complete a withdrawal form and request a partial refund of their tuition deposit. Processing may take four to six weeks.
- **International graduate student who has enrolled but has decided not to study in Canada, or defers their enrollment, and informs the Admissions Office at least 30 days prior to the start of the semester:** A non-refundable deposit of $1,500 will be retained by Crandall University if a registered international student, who has not yet arrived in Canada, chooses to withdraw at least 30 days prior to the start of the semester. All international students who choose to withdraw from Crandall University must complete a withdrawal form and request a partial refund of their tuition deposit. Processing may take four to six weeks.
- **International graduate student who has enrolled but has decided not to study in Canada, or defers their enrollment, and informs the Admissions Office less than 30 days prior to the start of the semester:** A non-refundable deposit equivalent to the first semester's tuition will be retained by Crandall University if a registered international student, who has not yet arrived in Canada, chooses to withdraw less than 30 days prior to the start of the semester. All international students who choose to withdraw from Crandall University must complete a withdrawal form and request a partial refund of their tuition deposit. Processing may take four to six weeks.
- **International graduate student who has not received a study permit:** Crandall will issue a 100% refund of the tuition deposit in the case of an international graduate student not receiving his/her study visa. Appropriate documentation must be received by the Admissions Office providing proof the visa was not granted prior to the refund being granted. All international students must complete a refund request with proof of rejected study permit. Processing may take four to six weeks.

Please note: In the above noted cases, Crandall University does not assume any financial responsibility on any fees charged by intermediary banks during the refund process. Additionally, Crandall University refunds the funds in Canadian dollars and does not assume responsibility of any loss on exchange incurred when fees are converted to local currency.

Any refunds will be returned through paymytuition.com or by transfer to another post-secondary institution in Canada.

There will be no exceptions to the above stated financial policies.

Graduate Student Life and Transformation

Co-curricular Activities

Much of a student's growth and learning takes place outside the classroom and removed from books. At Crandall University, numerous activities, organizations, or opportunities exist for students to grow in all aspects of life. Drama and music teams offer students an opportunity to develop talents and abilities and to use such in ministry to others. The athletic program is a growing area with varsity and club sports teams as well as intramurals. Student Government provides opportunity to learn more about the structure of the University and to develop student leadership potential. Social activities abound, and include coffee houses, movie nights, and banquets. Through the CU Serves program students are encouraged to volunteer in organizations and ministries both local and global. Choosing to participate in these opportunities will enhance a student's experience at Crandall University.

Writing and Student Success Services

Writing and Student Success Services, which is located in Stultz Hall, exists to enhance the learning of the Crandall University community. Free seminars and one-to-one appointments are offered to help students develop strong academic habits and life skills. Writing assistance is emphasized, and students may meet with a trained writing consultant at any stage of the writing process.

Chargers Athletics

It is the University's desire that students develop in all areas of life while at Crandall; therefore, it provides opportunities for health and fitness. The fitness room is available to students during regular building hours. Students are encouraged to try out and/or sign up for the teams coordinated each year.

Crandall University offers three levels of competitive athletics: Varsity, Club, and Intramural. Varsity athletics consist of intercollegiate teams belonging to the Atlantic Colleges Athletics Association such as cross-country, men's soccer, women's soccer, men's basketball, women's basketball, and women's volleyball. The Crandall University boxing team competes in the US-based National Collegiate Boxing Association. Club athletics may include baseball, boxing, hockey, softball, and volleyball. Intramural opportunities arranged through the Crandall Student Association may include football, volleyball, softball, badminton, and ping pong as the University strives to involve all students in maintaining physical health and well-being during the academic year.

Spiritual Life

The signature Bible verse of the University is taken from the book of Colossians, chapter one: "that Christ might come to have first place in everything." Therefore, we provide many opportunities for spiritual life development. The historic Christian faith upon which this University was founded is evident in classes, in residence, on the sports field, in our social activities, but above all in the lives of those faculty, staff, and many students who form our community.

One of the ways the University community celebrates the Christian faith is through the teaching from the Bible and through praise and worship within our regular chapel gatherings. The academic activities of the University cease so that as many as possible may come together to focus and regain perspective on the ways God has blessed us and challenges us to develop and grow in biblical knowledge, spiritual disciplines, and service.

Students are also encouraged to find a local church where they can grow spiritually and have opportunities to exercise their gifts and talents. A listing of local churches and worship times is posted on campus. Some of these local churches will also provide transportation from the University for Sunday services.

Chapel

From September to April, chapel is a focal point in campus life at Crandall. Chapel provides an opportunity for students and employees to consider major life questions in a Christian context, and, if desired, experience spiritual rejuvenation and encouragement in one's relationship with God through Christian worship. All students are welcome to attend.

Student Handbook

After arriving at the University each student should read the Student Handbook that is posted on Moodle. The Handbook contains important information on all aspects of university life. This book will

highlight certain procedures and policies regarding such things as mail delivery, gym usage, as well as a summary of the privileges and responsibilities which accompany student status at Crandall University. Familiarity and cooperation with all that is outlined in this handbook is expected of all students.

Student Identification Card

The Student Identification Card is issued by Information Technology Services to all students registered in programs at the University. This card is required to gain access to campus buildings, for meal plans, to borrow resources from the Rawlyk Library, and to access various academic and administrative services. The card remains the property of the University; accordingly, card privileges may be deactivated or suspended at the University's discretion, and it must be surrendered upon request.

Graduate Studies Academic Regulations

Orientation

Any questions regarding programs, courses, and timetables should be directed to the Registrar's Office. The Student Life and Transformation Office should be contacted regarding residence life or general orientation options for undergraduate and graduate students.

During the first few days at Crandall University, students may be filled with excitement and some anxiety. An orientation program has been designed by a number of campus departments to lessen the anxiety and to increase the excitement. At the same time, it provides students with a sense of belonging. Staff and student volunteers keep new and returning students informed. Faculty as well as representatives from the Registrar's Office are available for consultation and advising. Some course placement and assessment tests are done at this time in preparation for registration. All first-time students to Crandall University should schedule their arrival on campus so as to participate completely in orientation events.

Registration

Students must register each year according to procedures and time frames supplied by the Registrar's Office. Failure to do so may result in financial penalty and possible denial of registration in certain courses.

Attendance

Students are responsible to attend all classes in which they are registered. Instructors may bar students from submitting final assessments in any course when they have missed more than one quarter of the classes without permission or legitimate cause.

Students should notify the Registrar's Office if they have to leave campus for serious medical or compassionate reasons. Students are also responsible to notify their instructors of absences, and they must be prepared to submit a doctor's note that includes the specific dates of the classes that were missed.

The University has the right automatically to withdraw students from the University in cases when they show no evidence of regular attendance within classes in which they registered. Students may be responsible for all fees associated with their semester(s). Letters of intent to withdraw students must be initiated by professors and notice of such will be sent from the Registrar's Office.

Registration is not complete until all fees have been paid or satisfactory arrangements have been made with the Finance Office. Any student who fails to pay the required fees or to make satisfactory arrangements by the payment due dates will have his/her course selections cancelled. Such students will be required to register again once fees have been paid. A re-registration fee of $50 will apply.

Email Communication

All official electronic correspondence from Crandall University's administration will be conducted through the student email system. The email address assigned to students by the University is the only email address that will be used for communication to students regarding personal information related to academic and administrative purposes. Students are responsible to check frequently their University email account to receive such notifications.

Class Cancellation

Scheduled changes or cancellations that affect the university as a whole will be noted on the Crandall Information Line at 506-863-6440. Individual classes may be cancelled by the faculty member upon consultation with the Academic Office. Notification will normally be posted at the classroom.

Business Days

For the purposes of the Academic Calendar, business days are defined as weekdays (Monday through Friday). They do not include holidays during which the University is closed.

Course Changes and Withdrawals

Graduate students are responsible for contacting the Registrar's Office to finalize all course changes and withdrawals. Changes to course registration for master's level courses, including adding or dropping

a class, can be made prior to the completion of 20% of the course contact hours. Students asking to withdraw from a class after 20% of the course has been completed, but before 70% of the course contact hours have been completed, can withdraw from the course with a grade of "W" (withdrew). Students should contact the Finance Office for questions about tuition refund deadlines.

Illness and Academic Accommodation

From time to time students become ill or have ongoing medical conditions that prevent them from meeting academic obligations. The University is committed to assisting students who are ill to achieve the best possible academic outcome.

Individual Course or Assignment Protocol

Students who have an illness that affects a limited course requirement shall proceed as follows. Students in on-campus courses who are ill and unable to meet assignment due dates or write a term test should seek medical treatment and provide confirmation of the illness to the professor(s) within 48 hours by submitting medical documentation.

Adjustment of due dates or deferrals of term tests or assignments are not automatic upon the presentation of suitable medical verification. Professors will use this documentation and all information available to them when determining whether accommodation is warranted. Any adjustment within a course is determined exclusively by the professor.

Multiple Course or Prolonged Illness Protocol

Students who have a prolonged or significant illness that affects a number of course requirements, in multiple courses, shall proceed as follows. Students in on-campus courses who are significantly ill and are unable to meet multiple assignment due dates or to write term tests within multiple courses should seek medical treatment and provide confirmation of the extended or pervasive nature of the illness to the Registrar's Office as soon as possible by submitting medical documentation.

Adjustments of multiple due dates or deferrals of term tests or assignments are not automatic upon the presentation of suitable medical documentation. The Registrar's Office and professors will use this documentation and all information available to them when determining what accommodation is warranted.

The Registrar's Office will advocate on behalf of the student to provide a systematic and coordinated response to the student. Depending on the circumstances, medical information and recommendation, student ability, course outcomes, professor recommendations, scheduling, and other considerations, accommodations may include, but are not limited to, suggested extension to the semester, extension to due dates, withdrawal (without academic penalty) from one or more classes, etc. Any adjustment within multiple courses shall be appealed to, and determined by, the Academic Standards and Appeals Committee.

False Medical Claims

False claims such as illness and/or the submission of false supporting medical documentation constitute an academic offence that will result in disciplinary action.

Withdrawal from University

Students who to wish to withdraw officially must do so with the Registrar's Office. The Registrar's Office will then assist students in notifying various departments of the university such as residence, finance, and faculty. The effective date of withdrawal is the date on which the Registrar's Office accepts the withdrawal. If students withdraw prior to the last date for course additions, no official record of their attendance in these courses will be maintained. Students who withdraw after the last date for course additions, and prior to the last date for withdrawals, will receive "W" grades on all courses in which they were registered.

The administration of the University may request students to withdraw from the University at any time for unsatisfactory conduct, for failure to abide by University regulations, or for failure to achieve university academic standards.

Change of Program

Students who change from one program to another should discuss the situation with academic advisors, and they should fill out a Declaration of Academic Program form which can be obtained from the Registrar's Office. The decision to change needs to be approved by the Registrar's Office and, in some cases, may require reassessment by the Admissions Office. Students must also realize that any such change may extend the time frame for completion of their programs.

Course Assessment: Dates and Times

The dates and times of all tests and the due dates of all assignments shall be included in course syllabi whenever possible. When this is not possible, such dates and times must be announced at least two weeks in advance if the test or assignment comprises less than 25% of the final grade in the course, or four weeks in advance if the test or assignment comprises 25% or more of the final grade.

Missed due dates: Normally the weighting of the missed assignment is added to the final examination weighting or spread over the remaining assignments. Assignment due dates are not extended. It might be impractical to apply this in all courses, particularly in project-based or thesis courses where submissions must be made. Professors may use their discretion in these cases and allow an extension.

Missed term tests: Normally the weight of the missed test is added to the final examination weighting or spread over the remaining tests. Term tests are not normally deferred.

No student shall be required to sit for a test outside normal class hours, as designated by the academic scheduling, except by the mutual agreement of the student and professor.

When a student has more than two major tests or assessments on a given day, the student should contact the professors at least two weeks prior to the test day to request alternative arrangements.

A major test or assessment is one that comprises 25% or more of the student's final grade.

During the final week of classes, no tests or assignments may be administered or due except those which, together, comprise less than 25% of the student's final grade in the course.

After the last day of classes, no tests, assignments, presentations, or any other form of evaluation shall be administered or due except those administered by the Registrar's Office.

End of Semester Regulations

No professor of graduate level courses may accept assignments two weeks past the final day of classes, and no student may submit such assignments to a professor. Any student who wishes to submit an assignment two weeks past the final day of that course must be directed to submit an Academic Appeal to the Academic Standards and Appeals Committee. The professor may write a letter indicating his or her level of support and suggested outcome.

Release of Final Semester Grades

Final course grades will not be released to individual students and will only be released by the Registrar's Office via the Student Information System. Faculty may not provide final grades or final exam grades to students in any form prior to the release of grades by the Registrar's Office. Transcript requests will be processed after the official release of grades. Marks will not be released until students' accounts have been paid in full.

Grading Standards

Students will be assessed according to the grading requirements indicated in the courses' syllabi. All professors are expected to abide by the Guidelines for Grading and Reporting Grades stated below.

Guidelines for Grading and Reporting Grades

Grading policies for courses are stated within individual syllabi. These policies attempt to ensure that all students are assessed fairly in relation to other students in the same class, students in other sections of the same course, and students in other courses at the University.

The grading standard is based on students' demonstrated abilities in some of the following areas: understanding, critical evaluation, analysis and synthesis, organization, application, and appropriate writing form and style.

When questions about marks given on individual course assignments occur during the academic year, students should deal with professors directly. If this action does not result in a satisfactory conclusion,

students may choose to discuss the matter with their faculty advisor or the Registrar, and/or they may choose to make a formal written appeal to the Dean. Such appeals must be submitted to the Dean's office within 10 business days from the return of the assignment.

If a student chooses to make a formal appeal to the Dean, the Dean will have 10 business days to respond. If this action does not result in a satisfactory conclusion, students may choose to make a formal written appeal to the Academic Standards and Appeals Committee. The student has 10 business days from the date associated with the Dean's written response to submit their appeal to the Committee. The decision of the Committee is final.

In instances where students believe that professors are specifically singling them out and not treating them consistently with the other students in the class, students should follow the Complaint Resolution Process as described in the Non-instructional Academic Concerns section of this Academic Calendar.

Should students have any questions about the accuracy of their final marks, the Registrar's Office needs to be contacted immediately. If any error in calculating or recording the mark is discovered, the correction will be made automatically, and a new transcript of marks will be issued to the students. Should no error be detected resulting in continued dissatisfaction on the part of the students, they may appeal to the Dean.

This appeal must be made in writing within 10 business days from the date associated with the Registrar's Office written response. The appeal should contain all pertinent information and concerns regarding the situation. Whenever possible students need to substantiate claims made within their appeal letters. The Dean is not required to search out information if students have not offered sufficient details in their appeals. If a student chooses to make a formal appeal to the Dean, the Dean will have 10 business days to respond. If this action does not result in a satisfactory conclusion, students may choose to make a formal written appeal to the Academic Standards and Appeals Committee.

The student has 10 business days from the date associated with the Dean's written response to submit their appeal to the Committee. The decision of the Committee is final.

Reporting of Grades

All grades must be submitted on or before the due date. Following submission of final grades, faculty are not permitted to change grades except in the cases where calculation of grade error has occurred or a student-initiated appeal has resulted in a change in the original grade. Such changes must be submitted by the professor with an explanation.

The Registrar's Office releases grades to students at the end of each semester only in cases where all accounts with the University have been paid.

All Graduate Education grades must be submitted three weeks after the final day of that class, as listed on the course offering published by the Registrar's Office.

All Graduate Management and Organizational Management grades must be submitted two weeks after the final day of that class, as listed on the course offering published by the Registrar's Office.

For students with outstanding grades and without approved extensions, grades of "F" will be noted on their academic records. In extenuating circumstances, grades of "IP" (In Progress) may be assigned. Usually this delay of grade submissions would not exceed more than six weeks, and the Academic Standards and Appeals Committee must approve the extension.

Grading Scale and Symbols

Standard alpha symbols are used as the official means to indicate course results. Grade points and percentage equivalents are stated below. (Percentage equivalents are offered below as a point of general comparison, but they have no official status in the reporting of grades.)

Grade	*Grade Points*	*Numeric Value*
A+	4.30	(94-100%)
A	4.00	(87-93%)
A-	3.70	(80-86%)
B+	3.30	(77-79%)
B	3.00	(74-76%)
B-	2.70	(70-73%)
C+	2.30	(67-69%)
C	2.00	(64-66%)
C-	1.70	(60-63%)
D+	1.30	(57-59%)
D	1.00	(54-56%)
D-	0.70	(50-53%)
F	0.00	(0-49%)

In addition to the above grading symbols, five other designations are possible:

P: Pass is usually awarded for non-credit program requirements. It is not calculated into the GPA.

W: Withdrew is assigned when students withdraw from courses after the second week of classes and prior to the last day to withdraw as indicated in the Academic Schedule.

IP: In Progress is assigned in extenuating circumstances when students have been unable to complete the course requirements in the normal time period. Usually this delay would not exceed six weeks. The Academic Standards and Appeals Committee must approve this extension.

I: Incomplete is assigned temporarily, at the request of professors, when students in non-credit courses have work not completed.

AU: Audit is assigned for courses that have been audited. It is not calculated into the GPA.

CTN: Continuing is assigned by the Registrar's Office to the first semester of a course taught consecutively over two or more semesters. It is not calculated into the GPA.

Master of Management Internship Grading System

P = Pass
F = Fail

Grade Point Average (GPA)

The Grade Point Average (GPA) is an indication of students' academic performance based on a scale ranging from 0.00 to 4.30 (see grade scale earlier). The GPA is calculated by changing each letter grade to its grade point equivalent and multiplying this number by the number of credit hours attributed to the course. These points are then totalled and divided by the total credit hours attempted by students. Students' transcripts will reflect both sessional GPAs as well as a cumulative GPA for all the courses taken to that point.

Minimum Grading Standards and Academic Probation

Successful completion of the Master of Education program will require students to achieve course marks at a "B-" level or above and a cumulative grade point average of at least 2.70 (B-). Courses will need to be replaced or repeated when a student achieves a mark less than "B-". If the course is a requirement it cannot be replaced by another course; it would need to be repeated.

Master of Management students will be placed on Academic Probation if their cumulative GPA is below 3.00 after completion of fifty-percent of the program.

Academic Status

Academic status is assessed by the Registrar's Office based on students' program regulations. These are the types of academic standing that may be assigned:

Academic Dismissal: Students are not permitted to register at the university for one calendar year when they have received academic dismissal.

Academic Probation: Students placed on probation as per their program regulations.

Academic Suspension: Student has been suspended from the University for the period of one semester.

Good Standing: Students in good academic standing as per their program regulations.

Graduate: Students have successfully completed all of the academic and program requirements for the program indicated.

Letter of Permission: Students from another institution who are studying at Crandall University.

Potential Graduate: Students are eligible to graduate.

Withdrawal: Student initiated withdrawal, so they have incurred no academic penalty.

Academic Integrity

Students at Crandall University are required to uphold high standards of academic integrity, including (but not limited to) the following:

- supporting the academic progress of other students and doing nothing to impede that progress;
- following all relevant protocols for testing, assignments, and other forms of evaluation;
- not submitting the same work for credit in two or more courses without permission to do so;
- not representing as one's own work something that is not;
- acknowledging the source of any information or phrasing that is not one's own. A breach of any of the above may constitute academic dishonesty.

Plagiarism is of particular concern because students are often confused about what plagiarism is and how to avoid it. In short, plagiarism is the act of using ideas, words, data sets, tables, recordings, or other such material that is not one's own without acknowledging the source, or resubmitting one's own work from another course without permission to do so, and it is considered a serious academic offense.

The university is committed to helping students avoid plagiarism and will provide training on how to find quality sources of information, how to quote from or paraphrase such sources, and how to properly acknowledge those sources. Such training is typically provided in introductory courses and in resources made available in the library and on Moodle.

Upholding Academic Standards

When a student falls short of the University's standards for academic integrity, the instructor must report the incident to the chair of the Academic Standards and Appeals Committee. The instructor and the Committee will then take appropriate steps to address the situation. Such steps typically include one or more of the following:

- a notice of academic dishonesty added to the student's academic file;
- training in the area concerned;
- reprimand and rewrite;
- reduction of grade on the assignment;
- grade of "F" on the course;
- suspension from the university;
- dismissal from the university.

If an incident involves the collaboration of two or more students, such steps may be applied to all involved.

Students have the right to appeal a decision of the Academic Standards and Appeals Committee to the Academic Council. Such appeals must include new evidence or reasoning that calls into question the original decision of the Committee and must be made in writing within two weeks of being notified of the Committee's decision.

For more information on how the University upholds Academic Integrity Standards, see "Academic Integrity" on the Registrar's page of the University website.

Complaint Resolution Process

Non-instructional Academic Concerns

Should the complaint involve a faculty member or faculty equivalent administrator, and should the complaint be related to their conduct or treatment of students, this process shall be followed. Should the complaint involve sexual harassment or violence, the process in the Student Handbook should be followed.

1. The student should speak to the faculty member or administrator. Students are encouraged to talk to the individual first to resolve the issue. As a professional courtesy, Crandall University asks students to contact the faculty member by phone, by email, or by scheduling an appointment. The student is also asked to be clear about what the concern is and how the student would like the issue to be resolved. If the issue does not reach resolution, or if the circumstances of the complaint make it impossible to meet with the individual directly concerned, the student may proceed to step two.
2. The student may take their complaint to the Dean. The Dean may meet with the faculty member and/or the student together, if appropriate, to discuss the complaint. If the faculty member of concern is the Dean, or if the issue does not reach resolution, the student may proceed to step three.
3. The student may submit a formal letter of complaint to the Vice President for Academic Affairs. The letter shall clearly communicate the following:

    a. Outline the nature of the complaint;
    b. Indicate that the initial steps seeking resolution have been followed with no resolution to the student's satisfaction;
    c. Provide a suggested remedy for the complaint;
    d. Provide any additional materials the student wishes to have included in consideration of the complaint.

The Vice President shall meet with the faculty member and/or the student, and any other relevant parties, to attempt to resolve the complaint. The student, faculty member, Registrar, and the Dean will receive a copy of the written decision. Decisions of the Vice President shall be considered final, and the complaint process shall be considered complete.

Instructional Academic Concerns

Should the complaint involve a faculty member as related to their capacity as course instructor with regards to course assessment, grade queries, or other academic or instructional issues, this process shall be followed:

1. The student should speak to the course instructor. Students are encouraged to talk to the instructor first to resolve the issue. As a professional courtesy, Crandall University asks students to contact the instructor by phone, by email, or by scheduling an appointment. The student is also asked to be clear about what the concern is and how the student would like the issue resolved. If

the issue does not reach resolution, or if the circumstances of the complaint make it impossible to meet with the instructor directly concerned, the student may proceed to step two.
2. The student may take their complaint to the Dean. The Dean may meet with the faculty member and/or the student together, if appropriate, to discuss the complaint. If the faculty member of concern is the Dean, or if the issue does not reach resolution, the student may proceed to step three.
3. The student may submit an Academic Appeal for Students document to the Academic Standards and Appeals Committee. Noted within the form is the request that the document be accompanied by a letter, medical documentation, additional medical notation (where applicable), copies of all correspondence relating to the appeal (where applicable), an indication that the student has requested that a letter of comment be sent to the Registrar's Office from any affected professors, or the Dean, as well as any additional information or documentation that may be considered relevant to the matter at hand. Only materials received in writing will be considered.

The Academic Standards and Appeals Committee shall receive relevant, written information from the instructor and/or the student, and any other relevant parties, to attempt to resolve the complaint. The Academic Standards and Appeals Committee Chair shall recuse themselves in cases of student appeal in which the Chair has been involved. The student, instructor, and Registrar's Office will receive a copy of the written decision. Decisions of the Academic Standards and Appeals Committee shall be considered final and binding, and the complaint process shall be considered complete.

Academic Concerns: Challenge of Academic Status
Should a student wish to challenge an academic status, normally that of Academic Dismissal, this process shall be followed:

1. Upon receiving official notification of the academic status from the Registrar, the student may contact the Registrar's Office, who shall provide assistance with the academic appeal process.
2. The student may submit a formal letter of appeal to the Academic Standards and Appeals Committee. The letter shall clearly communicate the following:

    a. Outline the nature of the academic status from the student's perspective;
    b. Indicate the circumstances and situations that contributed to the deficiency in academic performance;
    c. Provide a suggested remedy to those circumstances and situations, indicating how these remedies will lead to a successful academic experience;
    d. Provide a suggested academic and social support structure to support the student, indicating how these support structures will lead to a successful academic experience;
    e. Provide any additional materials the student wishes to have included in consideration of the appeal. The Registrar's Office will request that a letter of comment be sent to the Academic Standards and Appeals Committee from a professor, faculty head, or varsity coach. Only materials received in writing will be considered.

The Academic Standards and Appeals Committee shall receive the student's Transcript of Academic Record from the Registrar's Office. The Committee may also seek relevant information from course instructors, the Director of Writing and Student Success Services, the student, and any other relevant parties. The student and the Office of the Registrar will receive a copy of the written decision. Decisions of the Committee shall be considered final and binding. The status will remain for the prescribed period, and the complaint process shall be considered complete.

Statute of Limitations on Course or Program Appeals
A student may challenge a final grade in an individual course by submitting a written request to review the grade to the Professor of Record within 23 business days of notification of the final mark. After 23 business days, no such review request will be entertained and no other appeals related to this matter will be permitted. The student may need to produce any and all original, related assignments and provide these to the professor. The student may also request supervised access to the final examination paper if applicable. The Professor of Record must provide a written response to the student's request within 10 business days from the date associated with the student's written request.

If the student is not satisfied with the response, they may contact the Dean regarding a reassessment challenge within 10 business days from the date associated with the Professor of Record's written response. The Dean must provide a written response to the student's request within 10 business days from the date associated with the student's written request.

If the student remains unsatisfied with the response, they may contact the Registrar's Office regarding a reassessment of the Dean's response and an appeal to the Academic Standards and Appeals Committee. The student has 10 business days from the date associated with the Dean's written response to submit their appeal to the Academic Standards and Appeals Committee. Decisions of the Committee shall be considered final and binding.

Auditing Courses

Students who wish to attend classes in courses without being assigned a grade may register to audit the course, subject to the following regulations:

1. Registrations for audit will not be accepted without permission of the course instructor.
2. Normal regulations and deadlines regarding course adds and drops apply.
3. Students cannot change courses from credit to audit or from audit to credit after the last day for course changes in a semester.

Letter of Permission

Students currently enrolled at Crandall University, who wish to enroll in another institution and transfer credits into their Crandall University program of study, must complete a Letter of Permission. No credit shall be given to an enrolled student, for courses taken elsewhere, unless permission has been given from the Registrar's Office. Any additional administrative, financial, and admissions requirements for courses taken elsewhere are the sole responsibility of the student.

Students must be in good standing to take courses on letter of permission. Students must not exceed the total allowable course load, including both Letter of Permission courses and Crandall University courses, in any given semester, and students must not exceed the maximum number of hours accepted for transfer from another institution. Transfer credits are recorded on the transcript with credit value only. No transfer credit grade is recorded, and transfer credits are excluded from students' GPAs.

Convocation Requirements

Students who expect to complete all of their degree requirements at the end of a particular semester must submit an Application to Graduate form along with their $50.00 graduation fee six months prior to their anticipated Spring Convocation and two months prior to their anticipated Fall Convocation. A late fee of $10.00 applies for late submissions. Failure to meet this deadline may also result in students' ineligibility to graduate on the expected date. Potential graduates will normally graduate at the closest ceremony after the completion of their program requirements. Application to Graduate forms are available online from the Registrar's Office page of the Crandall University website.

Second Graduate Degree Requirements

Students are permitted to obtain a second graduate degree from Crandall University subject to the following regulations:

1. Credit hour requirements for both degrees have been met.
2. At least 50% of the courses taken for the second degree must be specific to the new degree.
3. If a course required for the second degree has already been completed for the first degree, the student cannot retake the course.
4. If adhering to requirement #3 leaves too few courses for the student to fulfill requirement #2, the student must take a sufficient number of electives from the second degree to fulfill requirement #2.

Directed Studies

A Directed Study is a 3000 or 4000 level reading course offered in special circumstances to upper level students on an individual basis. Directed Studies are available only on a limited basis due to the additional responsibility they place upon the faculty. Students interested in requesting a Directed Study course should follow the following procedures:

1. Contact a potential professor as well as the Registrar's Office;
2. Obtain a Directed Studies request form from the Registrar's Office;
3. Submit Directed Studies request forms to the Registrar prior to the last possible day for course changes of the semester in which the course is to be done, signed by the student and professor. Forms will be reviewed and submitted to the Vice President for Academic Affairs for consideration.

Transcript Requests

The Registrar's Office will process transcript requests received from students. The Transcript Request Form is found online on the Registrar's Office page of the Crandall University website. Such requests will normally take three to five business days. A fee of $10.00 per official transcript is charged. Transcripts will not be released to students with outstanding account balances.

Legal Names and Legal Name Changes

Any time that a student's name appears on a transcript, a certificate, a degree parchment, or a government report, that student's legal name will be used.

Changes to a student's legal name are made by contacting the Registrar's Office via registrar@crandallu.ca. To change the legal name, the student must accompany the request with a scanned copy of government-issued photo ID that includes the new legal name.

Graduate Programs of Study

Master of Education in Inclusionary Practices Requirements – Major Research Paper Option

30 credit hours

I. Core Requirements (12 credit hours)
   - A. ED6013 – Advanced Foundations of Education . . . . . (3 cr. hrs.)
   - B. ED6023 – Research Methods in Education . . . . . (3 cr. hrs.)
   - C. ED6036 – Applied Research Methods in Education. . . . . (6 cr. hrs.)

II. Primary Courses in Inclusionary Practices (18 credit hours)
   Choose three of the following courses:

   - A. ED6106 – Addressing the Needs of Struggling Readers in Inclusive Classrooms . . . . (6 cr. hrs.)
   - B. ED6616 – Individual Student Assessment . . . . . (6 cr. hrs.)
   - C. ED6706 – The Role and Function of the Resource Teacher . . . . . (6 cr. hrs.)
   - D. ED6816 – Autism Spectrum and Emotional and Behavioural Disorders. . . . . (6 cr. hrs.)

Master of Education in Inclusionary Practices Requirements – Course Only Option

30 credit hours

I. Core Requirements (6 credit hours)
   - A. ED6013 – Advanced Foundations of Education . . . . . (3 cr. hrs.)
   - B. ED6023 – Research Methods in Education . . . . . (3 cr. hrs.)

II. Primary Courses in Inclusionary Practices (18 credit hours)
Choose three of the following courses:

A. ED6106 – Addressing the Needs of Struggling Readers in Inclusive Classrooms . . . . (6 cr. hrs.)
B. ED6616 – Individual Student Assessment . . . . . (6 cr. hrs.)
C. ED6706 – The Role and Function of the Resource Teacher . . . . . (6 cr. hrs.)
D. ED6816 – Autism Spectrum and Emotional and Behavioural Disorders. . . . . (6 cr. hrs.)

III. Electives (6 credit hours)
Six credit hours of graduate level Education electives are required.

Master of Education in Literacy Requirements – Major Research Paper Option

30 credit hours

I. Core Requirements (12 credit hours)
A. ED6013 – Advanced Foundations of Education . . . . . (3 cr. hrs.)
B. ED6023 – Research Methods in Education . . . . . (3 cr. hrs.)
C. ED6036 – Applied Research Methods in Education. . . . . (6 cr. hrs.)

II. Primary Courses in Inclusionary Practices (18 credit hours)
Choose three of the following courses:

A. ED6106 – Addressing the Needs of Struggling Readers in Inclusive Classrooms . . . . (6 cr. hrs.)
B. ED6136 – Reading in the Content Area . . . . . (6 cr. hrs.)
C. ED6216 – Writing Instruction in the Inclusive Classroom . . . . . (6 cr. hrs.)
D. ED6616 – Individual Student Assessment . . . . . (6 cr. hrs.)

Master of Education in Literacy Requirements – Course Only Option

30 credit hours

I. Core Requirements (6 credit hours)
A. ED6013 – Advanced Foundations of Education . . . . . (3 cr. hrs.)
B. ED6023 – Research Methods in Education . . . . . (3 cr. hrs.)

II. Primary Courses in Inclusionary Practices (18 credit hours)
Choose three of the following courses:

A. ED6106 – Addressing the Needs of Struggling Readers in Inclusive Classrooms . . . . (6 cr. hrs.)
B. ED6136 – Reading in the Content Area . . . . . (6 cr. hrs.)
C. ED6216 – Writing Instruction in the Inclusive Classroom . . . . . (6 cr. hrs.)
D. ED6616 – Individual Student Assessment . . . . . (6 cr. hrs.)

III. Electives (6 credit hours)
Six credit hours of graduate level Education electives are required.

Master of Management Requirements

36 credit hours

I. Core Requirements (27 credit hours)
- A. MM6113 Managing Organizational Behaviour or OM6733 Organizational Behaviour* . (3 cr. hrs.)
- B. MM6123 – Human Resource Management . . . . . (3 cr. hrs.)
- C. MM6133 – Managerial Economics . . . . . (3 cr. hrs.)
- D. MM6143 – Managerial Ethics and Decision Making. . . . . (3 cr. hrs.)
- E. MM6153 – Managing Diversity in Organizations . . . . . (3 cr. hrs.)
- F. MM6163 Managing Organizational Change or OM6213 Leading Organizational Change* (3 cr. hrs.)
- G. MM6173 – International Business Management. . . . . (3 cr. hrs.)
- H. MM6183 – Managing Leadership in Organizations. . . . . (3 cr. hrs.)
- I. MM6193 Strategic Management or OM6713 Strategic Organizational Management* (3 cr. hrs.)

*Students will be permitted to take the courses outside their program of study only in exceptional circumstances as determined by the Dean of Graduate Studies and the Registrar.

II. Internship or Elective Courses (9 credit hours)
One of the following options:

- A. MM6119 – Internship. . . . . (9 cr. hrs.)
- B. MM6129 – Applied Research Project . . . . . (9 cr. hrs.)
- C. 6000 level Management (MM) or Organizational Management (OM) electives . . . . . (9 cr. hrs.)

Master of Management in Human Resources Management Requirements

36 credit hours

I. Core Requirements (27 credit hours)
- A. MM6113 Managing Organizational Behaviour or OM6733 Organizational Behaviour* . (3 cr. hrs.)
- B. MM6123 – Human Resource Management . . . . . (3 cr. hrs.)
- C. MM6133 – Managerial Economics . . . . . (3 cr. hrs.)
- D. MM6143 – Managerial Ethics and Decision Making. . . . . (3 cr. hrs.)
- E. MM6153 – Managing Diversity in Organizations . . . . . (3 cr. hrs.)
- F. MM6163 Managing Organizational Change or OM6213 Leading Organizational Change* (3 cr. hrs.)
- G. MM6173 – International Business Management. . . . . (3 cr. hrs.)
- H. MM6183 – Managing Leadership in Organizations. . . . . (3 cr. hrs.)
- I. MM6193 Strategic Management or OM6713 Strategic Organizational Management* (3 cr. hrs.)

*Students will be permitted to take the courses outside their program of study only in exceptional circumstances as determined by the Dean of Graduate Studies and the Registrar.

II. Human Resources Management Required Courses (9 credit hours)
- A. MM6313 – Managing Total Rewards . . . . . (3 cr. hrs.)
- B. MM6323 – Innovation and Technology in Human Resources . . . . . (3 cr. hrs.)
- C. MM6333 – Creating a Healthy Organization . . . . . (3 cr. hrs.)

Master of Organizational Management Requirements

30 credit hours

I. Core Requirements (24 credit hours)
   A. OM6733 Organizational Behaviour or MM6113 Managing Organizational Behaviour* . (3 cr. hrs.)
   B. OM6223 – Corporate Social Responsibility and Managerial Ethics . . . . . (3 cr. hrs.)
   C. OM6313 – Financial Management in Organizations . . . . . (3 cr. hrs.)
   D. OM6013 – Managing Organizations in Social Change . . . . . (3 cr. hrs.)
   E. OM6743 – Organizational Culture and Communication . . . . . (3 cr. hrs.)
   F. OM6713 Strategic Organizational Management or MM6193 Strategic Management* (3 cr. hrs.)
   G. OM6213 Leading Organizational Change or MM6163 Managing Organizational Change* (3 cr. hrs.)
   H. OM6103 – Vision and Management . . . . . (3 cr. hrs.)

   *Students will be permitted to take the courses outside their program of study only in exceptional circumstances as determined by the Dean of Graduate Studies and the Registrar.

II. Elective Requirements (6 credit hours)
   A. 6000 level Management (MM) or Organizational Management (OM) electives . . . . . (6 cr. hrs.)

Graduate Course Descriptions

Subject Codes

Two letter codes are used to describe the department offering a particular course as follows:

ED – Education
MM – Management
OM – Organizational Management

Course Descriptions for Master of Education

Please note that these courses may be taken only by those individuals who have been accepted as Graduate Education students.

ED6013 Advanced Foundations of Education
Credit hours: 3

This course includes exploration into the disciplines of philosophy, history, and sociocultural context of education. Course content focuses on investigating philosophy's questions regarding the nature of humanness and schooling, history's account of the role of schools, and social science's view of structures, ideologies, and agency as they relate to schooling. It seeks to equip students with ways to see education as the practice of developing persons in various secular and Christian-based images. Only those individuals who have been accepted into Crandall University's Master of Education degree program may register in this course.

ED6023 Research Methods in Education
Credit hours: 3

This course will provide participants with an introduction to the basic concepts of educational research and their application. Participants will be introduced to the language of research, ethical principles and challenges, and the core elements of the research process within qualitative, quantitative approaches, and participatory (including Action Research) approaches. Opportunity will be given to apply these theoretical underpinnings and skills to a critical evaluation of published research. Only those individuals who have been accepted into Crandall University's Master of Education degree program may register in this course.

Corequisite: ED6013

ED6036 Applied Research Methods in Education
Credit hours: 6

Certain exceptional students, upon request to the Dean of Education prior to the completion of ED6023, may be granted permission to complete a major research paper as an element of their Master of Education requirements. Approval by the Dean will be dependent upon having a full-time faculty member with expertise in the chosen topic and the faculty member having available time. The student and faculty member will arrange agreed-upon deadlines and meeting times. Students must understand that the work involved in the Major Research Paper is equivalent to a Master Level Thesis and that much of their research work will be independent. Students must go through Crandall University's Research Ethics Committee and required school administrators and/or school district for any outside approvals needed.

Prerequisite: ED6013, ED6023 (minimum grade of A), approval of Dean of Education

ED6106 Addressing the Needs of Struggling Readers in Inclusive Classrooms
Credit hours: 6

An exploration of approaches to instruction that address the needs of struggling readers will be the mandate of this course. Emphasis will be on connecting assessment results to instructional planning. Topics will include characteristics of skilled readers; causes of reading difficulties; overview of specific learning disabilities and attention deficit disorder; managing an effective learning environment; formal and informal assessment methods; and the effects of poverty on literacy.

ED6136 Reading in the Content Area
Credit hours: 6

This course will explore the instructional techniques used to foster reading comprehension across content area classrooms. Topics include vocabulary development, prereading strategies, textbook study skills, numeracy, writing to learn, authentic reading assessment, classroom organization and management, boys and literacy, and motivating struggling readers.

ED6143 Inclusionary Practices in the Classroom for Language Learners
Credit hours: 3

This course is about supporting language learners in the content area classroom. Following the SIOP Model and the principles of UDL, the teaching of learning strategies and creation of meaningful activities, aimed to facilitate the learning of a new language, will be explored.

ED6216 Writing Instruction in the Inclusive Classroom
Credit hours: 6

This course will explore the research and application of instructional strategies for the written language. This course will emphasize instruction and resources for K-8 grade levels. Topics include continuum of children's writing development, text forms and features, traits of writing, writing assessment instructional approaches, and classroom organization.

ED6313 Cultural Literacy in Diverse Classrooms
Credit hours: 3

This course is about the development of culturally responsive and sensitive pedagogy in diverse classrooms. Students will draw on a range of conceptual frameworks to explore issues of race, gender and culture, and connect these frameworks to their practice.

ED6403 Administrative Theory
Credit hours: 3

The act of leading in an educational setting – what does this mean for those who aspire to leadership positions in our schools? The course will provide opportunities for discussion as we seek to appreciate the art and science of school leadership.

Prerequisite: Three years of full-time teaching experience or equivalent as determined by the Education Admissions Committee

ED6413 Supervision and Instructional Leadership
Credit hours: 3

The nature and roles of educational supervision as these relate to visioning and leadership will be the focus of this course. Models of instructional supervision, techniques, procedures, and evaluation practices will be studied as well as the skills to supervise others.

Prerequisite: Three years of full-time teaching experience or equivalent as determined by the Education Admissions Committee

ED6506 Independent Research Studies in Education
Credit hours: 6

This course is designed to be created under the supervision of a specific faculty member in Education for a particular Education student to have the opportunity to investigate more independently a relevant research topic in Education. Such a course will occur only with the special permission of the Education department, and the student must have developed a learning contract with the professor regarding its intended learning objectives and benefits.

Prerequisites: B.Ed. and permission of the Education department

ED6513 Independent Research Studies in Education I
Credit hours: 3

This course creates for students, based on the supervision of a specific faculty member, the opportunity to investigate more independently a relevant research topic in Education. This course can occur only with special permission, and the student must have developed a learning contract with the professor regarding its intended learning objectives and benefits.

Prerequisites: B.Ed. and permission of the Education department

ED6523 Independent Research Studies in Education II
Credit hours: 3

This course creates for students, based on the supervision of a specific faculty member, the opportunity to investigate more independently a relevant research topic in Education. This course can occur only with special permission, and the student must have developed a learning contract with the professor regarding its intended learning objectives and benefits.

Prerequisites: B.Ed. and permission of the Education department

ED6616 Individual Student Assessment
Credit hours: 6

This course focuses on the challenge of individual student assessment and the range of tasks associated with that of being a resource teacher. These tasks include consultation, observation, record review, testing, scoring, interpretation, reporting results, and responses to referral questions that offer instructionally relevant information. It can also include providing recommendations to assist in improving the academic and behavioural functioning of students.

ED6706 The Role and Function of the Resource Teacher
Credit hours: 6

This course examines the range of learning exceptionalities and then explores the resulting roles and functions today's resource teachers have in working with students, families, staff members, and support personnel. Also included in this course are such elements as team leadership; legal, ethical, and policy issues; differentiated instruction; and special education planning.

ED6816 Autism Spectrum and Emotional and Behavioural Disorders
Credit hours: 6

The purpose of this course is to provide educators with the procedures and processes for teaching students with autism/emotional and behavioural disorders across a variety of classroom and educational environments.

ED6843 Development in School-aged Children and Adolescents
Credit hours: 3

This course surveys the development individuals experience during childhood and adolescence. These two broad phases of life will be studied from a developmental perspective with a focus on such developmental dimensions as biological, cognitive, social, emotional, moral, and spiritual. Further the course will examine the implications of such dynamics for learning, teaching, curriculum development, and counselling.

ED6903 Addressing the Needs of Struggling Learners in Mathematics
Credit hours: 3

This course explores the range of approaches to instruction that address the needs of struggling learners in mathematics with an emphasis on connecting assessment results to educational planning. Some topics included are foundations of mathematics learning, assessment strategies, and resources for struggling learners.

ED6913 Family-School Partnerships in Children's Education
Credit hours: 3

This course offers an examination of the relationships between families and schools by reviewing empirical literature and theories on this topic. Students will learn about the contextual factors of various social categories (e.g. social class, religion, disability and race) and personal factors (e.g. mental and physical health) as they explore the relationships families have with schools. The course will include a discussion of the benefits of parent engagement and evidence-based strategies to strengthen family-school partnerships to support student achievement.

Course Descriptions for Master of Management

Please note that these courses may be taken only by those individuals who have been accepted as Graduate Management or Organizational Management students.

MM6113 Managing Organizational Behaviour
Credit hours: 3

This course covers theories and applications dealing with such topics as organizational change, decision-making, team dynamics, conflict management, and leadership. Students can discover and apply concepts to both explain and influence how people and their organizations work.

MM6119 Internship
Credit hours: 9

This internship will provide students with full-time career related employment for a minimum of 12 weeks. Interns apply business theories and concepts studied in the classroom in meaningful work situations and build on professional development skills.

Prerequisite: Students must have successfully completed all other mandatory courses within the Master of Management (MM) program, not be on Academic Probation, and have no grade of "F" in any course due to violations of academic integrity (as per the Academic Calendar).

MM6123 Human Resource Management
Credit hours: 3

This course introduces students to the principles, policies, and practices related to human resources in today's workforce. It is intended for individuals interested in management positions.

MM6129 Applied Research Project
Credit hours: 9

This one-semester course is designed to give students the opportunity to apply knowledge learned in the courses in the Master of Management Program. It is an applied research approach to solving a management related issue in an organization.

Prerequisite: Students must have established a minimum B+ average (3.30 GPA) by the end of their second semester of study (six courses completed) to qualify for the Applied Research Project in the Master of Management. Students must also have completed all other required courses in the program of study (nine courses completed).

MM6133 Managerial Economics
Credit hours: 3

This course introduces students to the global economic environment and the part managers play in understanding it and using it in making decisions. It covers such topics as economic environmental threats and opportunities for managers in a fast-paced business environment.

MM6143 Managerial Ethics and Decision Making
Credit hours: 3

This course explores the concept of decision-making through an ethical lens. It argues that every decision has ethical implications, including economic, social, and environmental.

Antirequisite: OM6223

MM6153 Managing Diversity in Organizations
Credit hours: 3

This course explores the complexities of managing today's diverse workforce, including the importance of understanding the role that culture and the law play in human resource management and organizational behaviour.

MM6163 Managing Organizational Change
Credit hours: 3

This course is to provide students with an understanding of the role that leadership plays in navigating change within an organization. The course will include topics on leadership, vision, communication, culture, and strategy.

MM6173 International Business Management
Credit hours: 3

This course introduces students to the impact of globalism and globalization on business. Students will be provided with the analytical tools of global business research and analysis.

MM6183 Managing Leadership in Organizations
Credit hours: 3

In this course, students will have the opportunity to develop an understanding of the function and importance of leadership, including the different styles of leadership in organizations, by examining real-life case scenarios.

Antirequisite: OM6103

MM6193 Strategic Management
Credit hours: 3

The overall goal of this course is to provide students with an understanding of the important role that "strategy" holds in an organization, and how effective strategic management can provide a competitive advantage for organizations.

MM6213 Nonprofits and Issues in Management
Credit hours: 3

This course is designed to enhance the understanding and managerial skills needed in leading diverse and complex nonprofit organizations, including teamwork, ethical decision-making, and human resource management of volunteers. This course will help students broaden their perspective of nonprofit organizations through various themes and concepts incorporated throughout their coursework, including their place in the global economy.

Antirequisite: OM6033
Prerequisites: All other core courses in the program must be complete.

MM6223 Managerial Finance
Credit hours: 3

This course will look into both for-profit and nonprofit organizations' approaches to cash flow management, capital budgeting, cost analysis and allocation, investment management, the analysis of new programmatic investments, project finance, currency management, and strategic financial analysis.

Antirequisite: OM6313
Prerequisites: All other core courses in the program must be complete.

MM6233 Managing Information Systems
Credit hours: 3

Management Information Systems (MIS) involve three primary resources: people, technology, and information. This course presents a management instead of a technical approach and will deliver the basic concepts of present-day information technology and the role of management in relation to organizational dependencies on technology. This course provides future leaders with basic MIS knowledge required to manage organizations efficiently and effectively.

Prerequisites: All other core courses in the program must be complete.

MM6313 Managing Total Rewards
Credit hours: 3

Managing Total Rewards explores strategic HR perspectives on compensation, benefits, and reward systems. Students will master pay structure design, job evaluation, compensation philosophies, and pay system management.

Prerequisites: MM6113, MM6123, MM6153, and MM6183

MM6323 Innovation and Technology in Human Resource
Credit hours: 3

Innovation and Technology in HR Management explores cutting-edge HR methods and technologies to optimize organizational and workforce needs. Ideal for aspiring HR managers seeking the latest in the field.

Prerequisites: MM6113, MM6123, MM6153, and MM6183.

MM6333 Creating a Healthy Organization
Credit hours: 3

Creating a Healthy Organization emphasizes total wellness and safety in workplaces. Through studying legislation, hazards, and accident probes, students learn the collective role in fostering a wholly safe environment.

Prerequisites: MM6113, MM6123, MM6153, and MM6183.

Course Descriptions for Master of Organizational Management

Please note that these courses may be taken only by those individuals who have been accepted as Graduate Management or Organizational Management students.

OM6013 Managing Organizations in Social Change
Credit hours: 3

This course will enable students to learn about managing organizations and social change processes through different problem domains such as sustainability, healthcare, and poverty alleviation. Theoretical perspectives to address the question of social change in organizations will be highlighted. The course will elaborate on macro accounts of how and why social change processes occur through multi-level hypothesizing. It will facilitate students to think critically about organizational phenomena through a progressive lens by exploring innovative insights and pioneering approaches on how to cultivate social change within or across organizations.

OM6023 Managing Organizations across Borders and Cultures
Credit hours: 3

This course is focused on the field of intercultural and international management. It is designed to provide students with knowledge for enhancing the effective management of people and processes in a global context. As overseas operations depend a great deal on the international manager's cultural skills and sensitivity, students are required to take on the role of a manager of any nationality dealing with dynamic management issues. The course is practitioner-oriented, addressing management strategies and behaviour necessary to develop global vision and management skills at both organizational and interpersonal levels.

OM6033 Non-Profit Issues and Management
Credit hours: 3

Non-profit organizations employ a sizable and increasing share of the workforce, with employment growth outpacing a number of major industries. This course is designed to enhance the understanding and skills needed in leading diverse and complex non-profit organizations. Students will broaden their perspective of non-profit organizations through international themes and concepts incorporated throughout their course work. This course aims to enhance students' abilities to create positive social change.

Antirequisite: MM6213

OM6103 Vision and Management
Credit hours: 3

This course investigates how answers to basic life questions guides management of self and co-workers. Some tacit or explicitly held images of what it is to be a human being, whether secular or Christian, can be strong driving forces in how we understand and manage ourselves as well as others around us. Course material, lectures and assignments will explore philosophy, history and socio-cultural contexts of management so students develop a perspectival orientation. The result is a new way of thinking about leading others in daily work.

Antirequisite: MM6183

OM6213 Leading Organizational Change
Credit hours: 3

This course assists students in blending theories of leadership with concepts and models of organizational change. Students will engage in-depth learning about the change process, which consists of a series of steps that focus on vision, implementation, change agents, and the internal and external components of change. This course provides students with the opportunity to develop insights into types of changes impacting organizations and possible strategies to address those changes effectively.

OM6223 Corporate Social Responsibility and Managerial Ethics
Credit hours: 3

This course considers key aspects of social change in today's complex and interdependent globalized environment. Students will analyze the effects of social change on how managers position their enterprises, and students will identify decision-making strategies that allow mission-driven organizations to contribute toward social transformation. Key components of the course include the historic origins of value and moral systems, the formation of personal values, current ideologies and philosophical underpinnings for organizational and managerial ethics, and the key ethical challenges in the new millennium.

Antirequisite: MM6143

OM6313 Financial Management in Organizations
Credit hours: 3

This course builds on core themes, concepts, and theories necessary for managers to understand the key financial realities within their organization and to interact with the personnel responsible for interpreting this data. This course will look into both For-Profits and Not-for-Profits organizations' approach to cash flow management, capital budgeting, cost analysis and allocation, investment management, the analysis of new programmatic investments, project finance, currency management, and strategic financial analysis.

Antirequisite: MM6223

OM6713 Strategic Organizational Management
Credit hours: 3

This course engages students in exploring the formulation, implementation, and maintenance of strategic organizational management. Students will explore methods of managing organizations, large and small. Topics will include the analysis of competitive position, value creation, developing system-wide goals and objectives, and strategic planning. Each student will select one case organization and work with this case throughout the course, concluding with a presentation that integrates appropriate approaches and management tools for strategy planning and execution.

OM6733 Organizational Behaviour
Credit hours: 3

This course will engage students in the investigation of behavioural factors that affect modern organizations and their management. Topics that students will be called upon to explore will include group and team dynamics, organizational structure, conflict management, perception, motivation, and leadership.

OM6743 Organizational Culture and Communication
Credit hours: 3

This class will examine the role of communication in the development of an organization's culture. It begins with the premise that an organization enacts a culture or a set of values, practices, and symbols that make it unique. The course investigates how communication shapes the internal culture of organizations, forms subcultures, and promotes cultural change. In particular, it focuses on the role of language, narratives, and symbols in the study of corporate culture, leadership, organizational change, and organizations in multinational settings.

University Personnel

Chancellor

Donald E. Simmonds

Board of Governors

Retiring in 2025

Ms. Jennifer Robertson
Mr. Stephen Stultz

Retiring in 2026

Mr. Douglas Schofield

Retiring in 2027

Ms. Kim Adair

Retiring in 2028

Rev. David Morehouse
Mrs. Autumn Tremere

Retiring in 2029

Mr. James Dixon
Rev. Dr. Raphael Iluyomade
Mr. Darren Smith

Faculty Representative

Rev. Dr. Keith Grant

Student Representative

Ms. Robyn Howe

Senate

Dr. Bruce Fawcett, President and Vice Chancellor
Dr. Jon Ohlhauser, Provost and Vice President for Academic Affairs
Seven members elected by the Crandall University Faculty Association (CUFA)
One member elected by non-CUFA faculty
President, Crandall University Student Association
Member of the Alumni
Two members of the Board of Governors
Executive Minister of Canadian Baptists of Atlantic Canada or designate

President's Office

Bruce Fawcett, B.A., M.Div., Th.M., Ph.D.
President and Vice Chancellor

Heather Waugh
Executive Assistant to the President and Vice President for Advancement

Advancement

Robert Knowles, B.A., M.A., M.Div., D.Min.
Vice President for Advancement

Gilda Ryder, B.A., M.B.A.
Director of Development and Planned Giving

Darrell Nevers, B.A.
Marketing and Communications Manager

Frances Branswell, B.B.A.
Marketing and Communications Associate

Amy Lean MacArthur, B.Comm., M.B.A., Ph.D.
Strategic Communications Specialist

Heather Waugh
Manager of Donor Relations

Todd MacLeod, B.Sc., M.Div., D.Min.
Director, Centre for Organizational Stewardship

Academic Office

Jon Ohlhauser, B.Sc., M.A., Ph.D.
Provost and Vice President for Academic Affairs

David Iremadze, B.A., M.B.A., Ph.D.
Dean of Graduate Studies

Nancy Matthews, B.Com., B.Ed., M.Ed., Ph.D.
Dean of Education

Daniel Goodwin, B.A., M.A., M.Div. (Hons), Ph.D.
Dean of Undergraduate Studies

MaryBeth LeBouthillier, B.A., M.Ed.
Senior Director of Academic Affairs

Linda Hisey, B.A., M.A., M.Org.M.
Senior Director of Academic Operations

Gui Loth, B.Th., SPS, B.B.A., C.T.T.P., M.B.A., M.M.Sc.
Senior Director of Remote Learning

Jennifer Maillet, B.A. (Hons), M.A.
Director of Writing and Student Success Services

David Purdy, B.A. (Hons), M.A., M.L.I.S.
Head Librarian

Janet Williston
Administrative Assistant – Academic Office

Graduate Studies Division

David Iremadze, B.A., M.B.A., Ph.D.
Dean of Graduate Studies
Associate Professor of Management

Donald E. Moore, B.Sc., B.Ed., M.B.A, PMP
Internship Coodinator

Donald Ibe, M.B.A.
Program Administrator – Graduate Studies

Full-Time Faculty of Graduate Studies

Boccoz, Édouard, MAP, École Nationale d'Administration Publique, M.A.S., Université Laval (Québec), *Senior Lecturer of Management*

Hack-Polay, Dieu, B.Sc., Open University, M.Sc., University of Greenwich, M.A., London Metropolitan University, Ed.D., University of Lincoln, Ph.D., University of Surrey, *Professor of Management*

Hudson, Brent, B.A., Crandall University, M.Div., McMaster University, M.T.S., McMaster Divinity College, *Instructional Support, Graduate Studies*

MacLeod, Todd, B.Sc., University of Ottawa, M.Div., D.Min, Acadia University, *Instructional Support, Graduate Studies*

Moore, Donald E., B.Sc., University of New Brunswick, B.Ed., Mount Allison University, M.B.A., Université de Moncton, PMP, *Assistant Professor of Management; Organizational Management*

Olayele, Fred, B.Sc., University of Ado-Ekiti, M.A., University of Victoria, Ph.D., Lancaster University, *Associate Professor of Management*

Olayele, Titi, B.Ed. (Hons), University of Ibadan, M.A., Ph.D., University of Regina, *Assistant Professor of Management*

Reza, Raymond, B.Comm. University of Calcutta, M.Sc., University of Greenwich, Ph.D., University of New Brunswick, *Assistant Professor of Management*

Ribeiro, Sergio, DipBA, University of Northern Parana, M.Sc., State University of Ponta Grossa, Ph.D., Pontifical Catholic University of Parana, *Associate Professor of Management*

Wiebe, Elden, B.A., Trinity Western University, M.A., Regent College, Ph.D., University of Alberta, *Professor of Management*

Education Division

Nancy Matthews, B.Com., B.Ed., M.Ed., Ph.D.
Dean of Education
Associate Professor of Education

Susan Wilmot, B.Ed., M.Ed.
Education Internship Coordinator

Dawn Welner
Program Administrator – Education

Full-Time Faculty of Education

Hillier, Cathlene, B.Th. (Hons), Master's College and Seminary, B.A., University of Waterloo, B.Ed., University of Windsor, M.Ed., University of Toronto, M.A., Wilfrid Laurier University, Ph.D., University of Waterloo, *Associate Professor of Education*

J-F, B.Th., Brisbane College of Theology, B.A., M.Ed., Ph.D., The University of Queensland, *Professor of Education*

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