



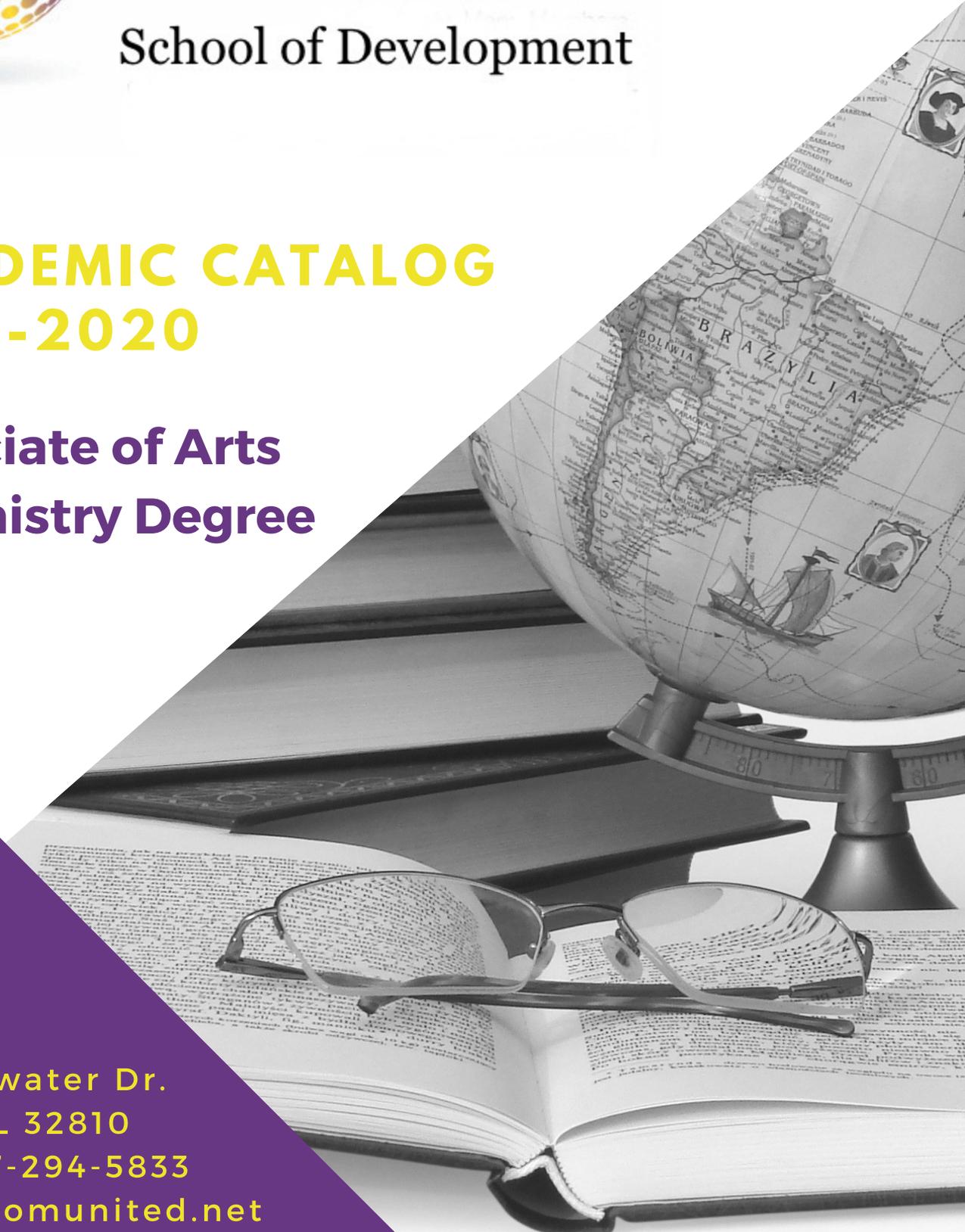
# KINGDOM UNITED

School of Development

## ACADEMIC CATALOG 2019-2020

**Associate of Arts  
In Ministry Degree**

5072 Edgewater Dr.  
Orlando, FL 32810  
Phone: 407-294-5833  
[sod@kingdomunited.net](mailto:sod@kingdomunited.net)  
[www.kingdomunited.net](http://www.kingdomunited.net)





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This catalog is not a contract. General information is applicable to all students, while the degree requirements included herein are effective beginning August 2018 for students entering for the 2019-2020 academic year. Kingdom United School of Development reserves the right to make revisions as it may deem necessary. Information regarding any change is available from the office.

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2019-2020 ACADEMIC CATALOG



Dear Current and Prospective Students:

We welcome you to Kingdom United School of Development (KUSOD) where empowering students to become Leaders are our top priority! You are invited to experience every opportunity that is presented for you to succeed in accomplishing your ministry goals.

KUSOD offers an Associate of Arts in Ministry Degree upon completion of applicable courses and practicums. Our program enables students to move forward in their ministry through “Measured Growth for Progression” and is especially designed for those who are called into ministry and want a comprehensive training.

We are committed and qualified to provide students an education that is focused on preparing them with the necessary academic and intellectual skills required for character growth and development as well as, practical knowledge and skills that are relevant to your individual calling and assignment.

We have devoted team members who have been chosen because of their exceptional instructional ability and experience in their field. We also foster a “student first” environment; where everyone works as a team to assist each other in achieving their goals.

You will find our educational atmosphere inviting, supportive, caring and knowledgeable. Additionally, we offer an education that is focused on now and the future.

Get ready to soar!

Sincerely,

*Edward & Mary Pitts*

Pastors Edward & Mary Pitts  
Co-Founders

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2019-2020 ACADEMIC CATALOG

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**This is Kingdom United School of Development**

**The Kingdom Experience**

**Our Educational Philosophy**

## **. . . The Kingdom Experience**

Kingdom United School of Development (KUSOD) is committed to biblical higher education. First and foremost, this means we seek to engage our students intentionally and pervasively in the study God's eternal Word. As a school of development, we are also committed to the pursuit of knowledge, wisdom, understanding, and spiritual application of God's word so as to become better equipped to more effectively meet the needs of the church and community.

### **Mission Statement**

The mission of Kingdom United School of Development is to empower students worldwide by emphasizing education and training that leads to spiritual maturity in their calling, and promotes unity to serve in the body of Christ and community.



## **. . . Our Educational Philosophy**

Kingdom United School of Development (KUSOD) seeks to provide students with an excellent education in a learning environment that is conducive for spiritual growth and ministry development. The following statement of educational philosophy should be a helpful guide for understanding the conceptual framework for which KUSOD integrates into the learning environment.

KUSOD's philosophy of education involves three components:

1. **Academic Rigor.** Academic rigor is crucial at every level of higher education. At KUSOD, students will be expected to develop written work that exhibits a high level of critical, synthetic, evaluative, and creative thinking. They must be able to analyze, comprehend, and evaluate arguments. They will be expected to express and defend their values and perspectives constructively, reflectively, passionately, and respectfully utilizing the Word of God as the foundation.
2. **Engagement & Interactivity.** KUSOD believes that the more quality time students spend engaged with their courses in and out of the classroom, fellow students, faculty, and church community the more they will learn. Therefore, the school of development courses are designed to generate student engagement and interactivity in the learning environment. This includes student engagement with course content (readings, resources, assignments, etc.), and student to student engagement (through discussion, problem-solving, and team-based projects). Students will also be given significant opportunities to engage their professors through lecture material, discussion forum, question-and-answer, and even through telephone/Skype/FaceTime.
3. To fully immerse the students into the KUSOD experience, the school of development program will seek to cultivate an in and out of the classroom learning environment of faculty, staff, students, and community. This goal will be enhanced through a clear structure, sequence, and communication of information, respect for diversity and different learning styles, opportunities for students to interact through assignments and group collaboration, and through creating a safe and nurturing learning environment. Students will be able to combine core concept learning with customized and personalized learning that is tailored to their own interests and ministry needs.

**Admissions Requirements**

**Admissions Information**

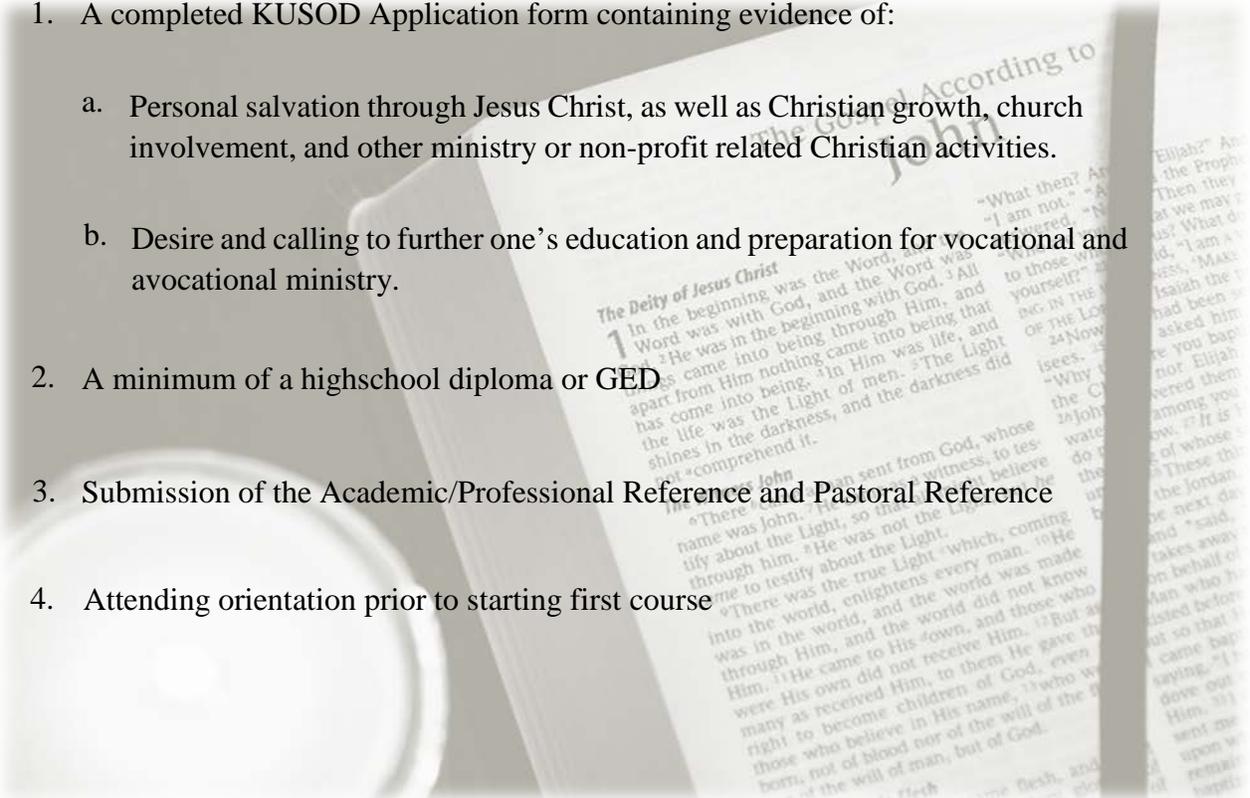
**Financial Information**

**Financial Aid**

# . . . Admissions Requirements

**Admissions Requirements**—Admissions requirements are designed to ensure that students admitted to Kingdom United School of Development (KUSOD) have the ability and desire to successfully complete academic work, make full use of the educational opportunities available, and show evidence of Christian commitment. Factors which are considered in the admission process are:

1. A completed KUSOD Application form containing evidence of:
  - a. Personal salvation through Jesus Christ, as well as Christian growth, church involvement, and other ministry or non-profit related Christian activities.
  - b. Desire and calling to further one's education and preparation for vocational and avocational ministry.
2. A minimum of a highschool diploma or GED
3. Submission of the Academic/Professional Reference and Pastoral Reference
4. Attending orientation prior to starting first course



Applications are available online at [www.kingdomunited.net](http://www.kingdomunited.net)

## . . . Admissions Information

**Non-discrimination/Equal Opportunity** — Kingdom United School Of Development (KUSOD) will recruit, hire, promote, educate, and provide services to persons based upon their individual qualifications. KUSOD prohibits discrimination on the basis of age, color, disability, ethnicity, sex, marital status, national origin, race, religion, or veteran status in its educational programs and activities, including employment and admission.

**Americans with Disabilities Act-** KUSOD is committed to maintaining an inclusive and accessible environment. KUSOD's policy prohibits discrimination in employment and educational programs against qualified individuals with disabilities. Should a student need an accommodation, we ask that the student inform our office immediately.

**Transfer Applicants**—A transfer applicant is someone who has attended another college. Transfer students are accepted at KUSOD; however their credits will not be evaluated nor applied to KUSOD credit degree requirements due to the proprietary curriculum utilized in our program.

**Readmission**— A student who is readmitted to KUSOD after an absence of at least one year must graduate fulfilling the requirements of the current catalog in effect when he/she returns. All readmissions are subject to a new application, an application fee, and a letter of request for readmission. This letter should explain absence and a plan for completing degree.



## . . . Financial Information

### EDUCATIONAL FEES

Changes in Tuition and Fees—Rates of tuition and fees are those in effect at the time of publication of the catalog. They are subject to change at any time by KUSOD's Board of Directors.

Tuition	\$700.00	Per Semester
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*\*Tuition includes: Courses, 3 course books, and Graduation Ceremony fees (inc. cap/gown)*

Application fee	\$50.00
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Course withdrawl Administrative fee	\$250.00
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Official transcripts, (paid in advance)	\$15.00 each
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NSF check charge	\$35.00
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Class-Specific fees	Varies
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*\* Class-Specific fees may include additional course materials purchase or practicum fees.*

**Settlement of Accounts**— Full payment or a verified payment plan is due prior to the beginning of the first class of every semester.

**Refund Policy** —Students who withdraw during a semester, may be entitled to a refund. Students must notify the Office of their intention to withdraw and complete an official withdrawal form. If a refund is owed, administrative fees will be applied. See chart below:

Withdrawl by:	Admin fee	Refund amount
Week 1	No fees	100%
Week 2	\$250	Less \$250 fee
<b>Week 3 &amp; onward</b>	<b>N/A</b>	<b>No refund*</b>

\*If a student prepays the \$2,100 (total cost for the program) and withdraws, a refund of the semesters not attended minus the \$250 administrative fee will be issued.

Methods of payment accepted: credit card, cash, and check payable to Kingdom United.

## . . . Financial Aid

**FASFA/Gov Loans-** KUSOD does not participate in the Federal Student Loan program or Grad Plus Governmental loans at this time.

### Other Financial Aid Sources

**Private Loans-**In some instances, a student may be able to cover the cost of their educational expenses through private loans. Please come to the Office for questions or for additional information

**Grants-** <http://www.collegescholarships.org/scholarships/re>



**Academic Policies**

**Degrees & Programs**

## . . . Academic Policies

**Academic Semester** —KUSOD operates on the semester basis. A school year consists of three semesters- Fall, Spring A, and Spring B.

**Unit of Credit**— The unit of credit is the semester hour. Due to the program’s format, courses have been designed to total the requisite hours of study and facilitation for each 12 credit course. There are a total of 36 credit hours for the Associates of Arts in Ministry degree.

**Registration** — Registration for students will occur automatically each semester by the Office.

**Changes in Registration** — Any course dropped during the first week of the class will not be entered on a student’s academic record. Any course dropped *after* the second week of the class will be recorded on the student’s academic record as W (withdrawn) or WF (withdrew failing). Any student who discontinues attending a course for more than 8 days without officially withdrawing will be automatically withdrawn from the class with a WF on their transcript. Student will also be disenrolled from the program and notified by certified mail.

**Academic Advising**—Academic advising is provided to allow an ongoing series of consultations between students and faculty. Therefore, every student admitted to the School will have access to an academic advisor or faculty member.

Advisors are available to offer counsel to students in regard to academic policies and procedures, registering for courses each semester, checking progress toward obtaining their degree, and in matters relating to personal and spiritual growth.

Students are encouraged to meet with an advisor or faculty member at least once a semester. They may call or email the school office to schedule. While advisors and advisees share in the advising process, *each student is responsible for meeting his/her educational goals and satisfying graduation requirements.*

**Attendance** — KUSOD believes that regular attendance and participation in classes are essential for learning and spiritual development. Students are expected to monitor their class attendance and abide by the following guidelines:

- A maximum of 2 absences will be allowed per course. Once a student receives 3 absences, he/she will automatically be withdrawn from the course with a WF (withdrew failing).
- Students will actively participate in class discussions, assignments, and learning opportunities outside the classroom. Students should not be tardy more than twice in a course without prior approval. Disciplinary action including lowered grade or dismissal may occur for excessive tardiness.
- Exceptions to this policy may be granted in the case of extenuating circumstances and with prior notice given to the course facilitator.

**Grading System**— Grade Point Average (GPA) is determined on a 4-point system. Grades and grade points are assigned as follows:

A	4.0 grade points	C	2.0 grade points
A-	3.7 grade points	C-	1.7 grade points
B+	3.3 grade points	D+	1.3 grade points
B	3.0 grade points	D	1.0 grade points
B-	2.7 grade points	D-	0.7 grade points
C+	2.3 grade points	F	0 grade points

I Incomplete—0 grade points  
W Withdrew (no penalty)  
WF Withdrew/Failing—0 grade points

R The grade of R is when a course is repeated

The grade of XF is given for plagiarizing, cheating on a test, or in other ways which flagrantly violate academic integrity - 0 grade points; no credit earned.

**Incompletes** — A course’s work is designed to be completed within the 11-12 week course time-frame. If a student fails to complete all the course requirements, faculty may, if they consider a student’s reason valid, give a grade of “I” or Incomplete. In situations warranting the use of “I,” the work must be completed within two weeks following the close of the course.

If a student is nearing the graduation period and has an incomplete in a course, all course work must be completed prior to review and finals for that course.

**Grade Reports** — Grade reports are issued by the Office at the end of each semester.

**Completion Time Policy** - Time to degree completion is an important part of the integrity and quality of KUSOD programs. In general, students at KUSOD must complete all degree requirements within two years after admission to their program. An approved leave of absence of up to two semesters is not counted in the two years. Returning KUSOD students who are readmitted to the program for the same degree objective are subject to degree requirements at the time of readmission.

**Academic Probation** — The purpose of probation is not designed to punish, but rather to serve as an indication to the student that he or she is not progressing at a satisfactory rate toward graduation. The following guidelines govern academic probation:

1. Any student who receives an ‘F’ or ‘D’ in any course, or who finishes a semester with a GPA below 2.0, will be placed on academic probation.
2. The faculty member/advisor will notify each student via mail/email if they are placed on academic probation at the close of the course. The correspondence will indicate the conditions that must be met and will suggest an appointment to further discuss options. An individualized education plan will be created to assist the student in regaining good academic standing in the program.
3. A student will be released from academic probation upon achieving the prescribed semester GPA of 2.0 or greater.

**Academic Suspension** — The following guidelines govern academic suspension:

1. Any student who fails to reach the required cumulative GPA of 2.0 for a second semester in a row; or fails to meet the minimum pace of 75% completion to demonstrate satisfactory academic progress, will be academically suspended until next year.
2. A student on academic suspension for the first time may be re-admitted to KUSOD after sitting out for the year and by completing an Application for Readmission. If this application is approved, this student would reenter KUSOD on a temporary academic probation.
3. Any student academically suspended for a second time must petition the Board of Directors for re-admittance after sitting out one year. This petition must include evidence that the difficulties previously encountered have been overcome and that completion of degree requirements can reasonably be expected. The decision of the Board is final, with no right to appeal.
4. A student who becomes academically suspended because of extenuating circumstances may appeal this decision to the Educational Policies Committee.

**Grievance Procedure** — If a dispute involving an academic issue occurs, the student and faculty member should try to resolve their differences through a private conference. Should such efforts fail, the student may request the Associate Dean to assist the student and faculty member in resolving this matter. If there is no satisfactory outcome with this mediation, the student may submit a written appeal to the Board of Directors for final resolution.

**Transcript Service** — A permanent record of dates of attendance, courses taken, and grades earned is kept by the Office for each student. Copies of student transcripts can be sent to other institutions and organizations upon written request by the student. Each official copy costs \$15.00, payable in advance. No transcript will be released if financial accounts are not current.

**Graduation Requirements** — In order to graduate from KUSOD, a student must have accomplished the following:

- Completed all degree requirements within two years of their first class;
- Earned a minimum cumulative grade point average of 2.00;
- Fulfilled all financial obligations to the School;
- Completed a minimum of 36 hours at KUSOD.



**Degree-Hour Requirements**

AA Ministry 36 Credit Hours

**Participation in Commencement** — Candidates for graduation may participate in the commencement service in the Summer of the year. Graduation is one of the few public celebrations of a student’s entire educational process. While graduates occupy center stage, the annual commencement ceremony is about the success of the whole.

**Withdrawal from the School** — When a student finds it necessary to withdraw from the School during or at the end of a semester, he/she must obtain an Official Withdrawal Form from the Office. The student must obtain the proper signatures and return the form before the withdrawal is complete. If a student does not properly withdraw from a course/school, they will earn a permanent grade of "F" for that course. This will adversely effect the student's future ability to re-enroll in KUSOD.

**Academic Dishonesty-** Academic dishonesty includes, but is not limited to, the following:

1. cheating on an examination
2. receiving help from others in work to be submitted, if contrary to established course rules
3. the plagiarizing, that is, the taking and passing off as one's own ideas, the writings and works of another, without citing the source
4. submitting work for another course unless permitted by the instructor
5. stealing examinations or course material or assisting anyone to do any of the above

Academic honesty is required. In the event that a student is suspected of classroom cheating, plagiarism or otherwise misrepresenting their work, the student will be subject to procedural due process. KUSOD will impose one or both of the following sanctions to anyone found guilty of academic dishonesty: (1) a grade of "F" for the course; (2) disciplinary probation.

**Family Educational Rights and Privacy Act** — KUSOD complies with the Family Education Right and Privacy Act of 1974 as amended. This Act was designated to protect the privacy of educational records, to give students the right to inspect and review their education records in the Office, and to have inaccurate data corrected through informal and formal hearings. Students also have the right to file complaints with Family Educational Rights and Privacy Act Office (FERPA) in Washington, DC if they feel that the School is not complying adequately with the Act.

## . . . Degrees & Programs

Kingdom United School of Development (KUSOD) offers an \*Associate of Arts in Ministry Degree upon completion of applicable courses and practicums. KUSOD utilizes the School of Development (SOD) curriculum that enables students to move forward in their ministry through "Measured Growth for Progression." SOD curriculum has three core levels of Spiritual Development as well as practicum/internship requirements, and ministry/mission engagements as applicable.

**The Associate of Arts in Ministry Degree** is especially designed for those who are called into ministry and want a comprehensive training. The AAM Degree can be applied to many ministerial positions. The degree intentionally goes deeper in topics of practice. While the basics of doctrine are covered, topics of the ministry skills are stressed even the more.

\*The Associate of Arts in Ministry Degree may or may not be fully transferable to other institutions. At this time, we are not accepting incoming transfer of credits.

### **Associate of Arts in Ministry (36 credit hours)**

KUSOD 100- Orientation

SODPC 101- Progress Covenant (12 credit hours)

- Seeking the Kingdom
- Building the Kingdom
- Maintaining the Kingdom

SODMC 102-Ministry Covenant (12 credit hours)

- Introduction to the Gifts of the Holy Spirit
- ESCAPE
- The Holy Spirit and His Gifts

SODFBM 103-Full Body Ministry (10 credit hours)

- Introduction to the five-fold ministry
- The Apostle
- The Prophet
- The Evangelist
- The Pastor
- The Teacher

SODPRAC 104- Practicum (2 credit hours)

- Missions outreach
- Special Project

# **COURSE DESCRIPTIONS**

## **Course Descriptions**

## **Schedules**

## **Orientation**

### **KUSOD 100**

This course presents an overview of Kingdom United School of Development, expectations, and general school requirements as well as acclimating the student to the school environment.

Prerequisite: None.

Course Offering: Spring A

## **Progress Covenant**

### **SODPC 101**

The Progress Covenant course will orientate the student about local church membership including ministry expectations as a member and church body. Equips the student with foundational teachings regarding Christian character and conduct as a church member.

Prerequisite: KUSOD 100

Course Offering: Spring A

## **Ministry Covenant**

### **SODMC 102**

This course will enable the student to discover and implement their natural talents and abilities through education, spirituality, character, personality, and experiences. Teachings and instructions regarding the Holy Spirit and His gifts; those being; Tongues, Interpretation of Tongues and Prophecy; Faith; Healing and Miracles; Discerning of Spirits, Word of Wisdom, and Word of Knowledge will also be covered.

Prerequisite: KUSOD 100, SODPC 101

Course Offering: Spring B

## **Full Body Ministry**

### **SODFBM 103**

The Full Body Ministry course helps the students to identify and recognize their calling and to develop their “Ascension Gift” of the Apostle, Prophet, Teacher, Evangelist and Pastor. As well as, teaching and instruction in the “Ministry of Helps” to support church ministries such as; singles, married, youth, children’s church, street ministry, prison ministry, etc.

Prerequisite: KUSOD 100, SODPC 101, SODMC 102

Course Offering: Fall

## **Practicum**

### **SODPRAC 104**

The practicum is an internship-training program to be supervised by a ministry facilitator and an official in the local church or church-related institution. This course contains a field-based service-learning component. KUSOD will help facilitate your placement into the ministry of your local church or release, bless, and encourage you in the direction in which you are being led to fulfill your unique ministry calling.

## . . . Program Schedule

<b>Course/Term</b>	<b>Date</b>	<b>Time</b>	<b>Location</b>
<b>Orientation</b>	Tuesday, January 8, 2019	6:30pm- 7:30pm	5072 Edgewater Dr Orlando, FL 32810
<b>Spring Term A</b>	Tuesday, January 8, 2019 March 26, 2019	6:30pm- 9:30pm	5072 Edgewater Dr. Orlando, FL 32810
<b>Spring Term B</b>	Tuesday, April 2, 2019- June 18, 2019	6:30pm- 9:30pm	5072 Edgewater Dr Orlando, FL 32810
<b>Practicum/ Service Hours</b>	June 25, 2019 August 6, 2019	N/A	5072 Edgewater Dr Orlando, FL 32810
<b>Fall Term Graduation Rehearsal</b>	Tuesday, August 27, 2019- November 12, 2019	6:30pm- 9:30pm	5072 Edgewater Dr Orlando, FL 32810
<b>Graduation</b>	Saturday, November 16, 2019	10:00am- 12:00pm	TBD

**Administration & Faculty**

**Board of Directors**

**Glossary Of Terms**

**Academic Calendar**

## ... Administrators/Faculty



### PRESIDENT, FACULTY

**Pastor Edward Pitts** is a true Apostle of the Lord, author, spiritual mentor, and business advisor born in Haines City, Florida, received Christ at the age of 12. A bone cancer survivor for over 35 years. He was mentored and developed by influential men and women in both the Spiritual and Business spheres. The most influential spiritual leaders that played a tremendous role in shaping and developing his gifting and character was the late Apostle Curtis Lake Jr., who was known for his great wisdom and vision in deliverance. Another great influence is Apostle Curtis Lake III, who is equally gifted in prophetic and Apostolic domains of only which a few men has reached. Lastly, the late Apostle Lester Higgins, who profound yet simple teaching was also a great influence in establishing Edward's understanding of spiritual truths expressed in his life and ministry. While there are still many people who impacted his life, these three individuals are considered his fathers in the Lord.

Pastor Edward Pitts has been in ministry for 30 years. He is the founder and Senior Pastor of Life Focus Ministries in Orlando, Florida. He has traveled and ministered the word of God in the U.S., Jamaica, South Africa, Zimbabwe, and Malawi for over 25 years, flowing in the five-fold ministry gifts, majoring in the Apostolic and teaching anointings.

Pastor Edward Pitts focuses on principals that seriously affect personal spiritual awareness and provide simple, yet effective methods to quickly advance one to accept the ways of God, to experience the mind God and walk in the Body of Christ as Sons of God. As he explains God's universal spiritual precepts and concepts, under girded with love, in everyday language and examples, lives are transformed into the expressed image and likeness of God.

Pastor Edward Pitts is the Co- Founder of Kingdom United, Inc., a partnership program to empower leaders worldwide by emphasizing the building and maintaining of relationships through the five-fold ministry gifts; sharing wisdom, knowledge and understanding; and providing opportunities for practical hands on training in leadership and spiritual development. Pastor Edward Pitts is also the Co-Founder of Kingdom United School of Development (KUSOD) that offers an Associate of Arts in Ministry Degree. KUSOD will be launched in the fall of 2018.

From the area of Business, he has worked as a Director in both Finance and Information Systems, for major companies such as Wyndham Hotels, Stouffer Hotels, Orange Lake Resorts, Hyatt Hotel & Resorts and presently Hilton Grand Vacation. His unique ability to understand the big picture and details allowed him to be very instrumental in solving complex inefficient organizational processes. As a result, Edward Pitts efforts improved the bottom line of companies, while positioning the organization for continuous growth.

Pastor Edward L. Pitts is much involved in the community, volunteering his time and energy in making a difference in the lives of others. Serving on various boards, committees, and events as a community activist, and mentor he is frequently requested as a keynote speaker by not for profit and corporate groups.

Pastor Edward L. Pitts resides in the city beautiful, Orlando, FL with his wife of 28 years, Mary Pitts, together they have six adult children.



## **VICE-PRESIDENT, FACULTY**

**Mary Pitts** is a pastor, entrepreneur, and prophetic voice to the nations who knows how to bring out the best in everyone! She is an exciting, vivacious and upbeat speaker that prompts and propels her listeners to a action. Traveling throughout the United States, Jamaica, South Africa, Zimbabwe, Malawi and Trinidad, delivering the word of God her audiences come to believe and know that they are someone special, created in the image and likeness of God. Her passion is to aid those in need, help people discover who they are in Christ, and build their self esteem.

Mary Pitts is the Founder & CEO of Business Women Inspirational Network, Inc. which inspires, motivates and educates women to live their dream. As a business owner with over 30 years of experience in the hospitality industry, Join Mary Pitts specializes in group travel and special events. Some of her most popular events are Women with an Assignment Leadership Conference, The Presence of a Father, Marriage and Ministry, Single and Living the Abundant Life.

She is a proud member of the Interdenominational Association of Ministers' Wives and Ministers' Widows of Orlando. Mary Pitts is much involved in her community, volunteering her time and energy in making a difference in the lives of others. Serving on various boards, committees, and events, and is frequently requested as a keynote speaker by not for profit and corporate groups.

Mary Pitts serves faithfully at Life Focus Ministries with her husband of 29 years, Apostle Edward Pitts. Together they have six adult children and six beautiful grandchildren. She lives an energetic life, and resides in Orlando, Florida.

## **...Board of Directors & Advisory Board**

**Edward Pitts**  
President  
Life Focus Ministries  
Orlando, FL 32810

**Mary Pitts**  
Vice President  
Life Focus Ministries  
Orlando, FL 32810

**Sophia Allen**  
Treasurer  
Orlando, FL 32810

## **...Advisory Board**

**Shaleana Eubanks-Worlds, BS, MS**  
Chief Executive Officer  
House of Healing, Inc.  
Orlando, FL 32817

## . . .Glossary of Terms

**Academic Advising** —The process of faculty helping students with course selection and career advisement.

**Admissions** —The process of application, acceptance and entry, which begins by submitting to GBC's Admissions Office an application for admission.

**Class Period** —A class period varies in length with each credit hour typically representing 800 minutes in a given semester.

**Course Schedule** —A bulletin prepared for each semester listing all courses offered, including class hours, credits and instructors' names.

**Credit** —Regular academic classes are assigned a value known as a "credit." Earned credits certify that a student has satisfactorily completed a course of study.

**Curriculum** —The collection of courses offered by the College; a group of courses required for a specific degree program.

**Degree** —An academic title given by a college or university to a student who has satisfactorily completed a specified course of study.

**Drop/Add** —The official procedure for changing one's schedule by adding or deleting classes is accomplished by filing a "Change of Program" form in the Registrar's Office.

**Fees** —Special costs not covered by tuition.

**Financial Aid** —A variety of forms of financial assistance to help pay college costs.

**Grade Point** —The numerical value given to letter grades. An "A" is equivalent to 4 points per semester, a "B" to 3 point, etc.

**Grade Point Average GPA** —A student's scholastic average computed by dividing the total grade points earned by the credit hours attempted.

**Loan** —A monetary award from a lender college, bank, savings and loan, or credit union based upon financial need. Repayment required.

**Orientation** —The process of acquainting new students with the policies, procedures, services, faculty, administrators, and activities of KUSOD prior to registration.

**Permanent Record** —A list of each student's academic history maintained by KUSOD in an accurate, secure, and confidential manner.

**Prerequisite** —A requirement, usually the completion of another course, which must be met before a student may register for the course in question.

**Readmission** —The process of officially applying and re-entering KUSOD following an absence of one or more semesters.

**Registration** —The official procedure of choosing and enrolling for courses.

**Scholarship** —A monetary award based on academic ability and/or financial need. Requires no repayment.

**Transcript** —An official copy of a student's permanent academic record available upon written request by the student, or released to a third party at the student's direction. Transcripts are obtained from the Registrar's Office.

**Tuition** —The charge for instruction based on the number of credits for which the student has registered.

**Withdrawal** —An official procedure for withdrawing from a course or school. The grade assigned will depend upon the time in the semester in which the student withdraws.

## ACADEMIC CALENDAR 2019

<b>2018</b> September- October	1 -31	<b>Open Enrollment for Spring Term A 2019</b>
<b>2018</b> <b>November</b> <b>December</b>	1-20 20-30 21-31	<b>Open enrollment continues for Spring Term A</b> Thanksgiving Break – school closed Christmas Holiday - school closed
<b>2019</b> <b>January</b>	1 2-7 8, 15, 22, 29 <b>15</b> 21	Holiday- New Years-school closed Spring Term A registration/tuition fees due Orientation/ Spring Term A semester course 6:30-9:30pm <b>Last day to withdraw from course for refund (minus applicable fees)</b> Holiday - Martin Luther King -school closed
<b>2019</b> <b>February</b>  <b>March</b>	5, 12, 19, 26 12 18  5, 12, 19, 26 19 28, 29	<b>Spring Term A semester course 6:30-9:30pm</b> Last day to drop course (W on transcript) Holiday-Presidents Day-school closed  <b>Spring Term A semester course 6:30-9:30pm</b> Spring Term B registration open until April 1st Spring Term A semester grades due 28th and posted by 29th to students
<b>2019</b> <b>April</b>	1 2, 9, 16, 23, 30 <b>9</b> 19-21	<b>Spring Term B registration/tuition fees due for Spring Term B</b> <b>Spring Term B semester course 6:30-9:30pm</b>  <b>Last day to withdraw for refund (minus applicable fees)</b> Holiday-Good Friday/Easter-school closed
<b>2019</b> <b>May</b>	7 7, 14, 21, 28	Last day to drop course (W on transcript) <b>Spring Term B semester course 6:30-9:30pm</b>
<b>2019</b> <b>June</b>  <b>June- August</b>	4, 11, 18 20, 21  25- 6	<b>Spring Term B semester course 6:30-9:30pm</b> Spring Term B semester grades due on 20th by faculty, posted to students by 21 <sup>st</sup>  Practicum service hours
<b>2019</b> <b>August- November</b>	6-26 27-12	Fall Term registration/tuition fees due Fall Term semester course 6:30-9:30pm
<b>2019</b> <b>September</b>  <b>November</b>	<b>3</b> 10 14 12 16	<b>Last day to withdraw for refund minus applicable fees</b> Last day to drop course (W on transcript) Final grades due from faculty Graduation Rehearsal 6:30pm <b>Graduation Commencement 10:00am</b>