

# Student Handbook

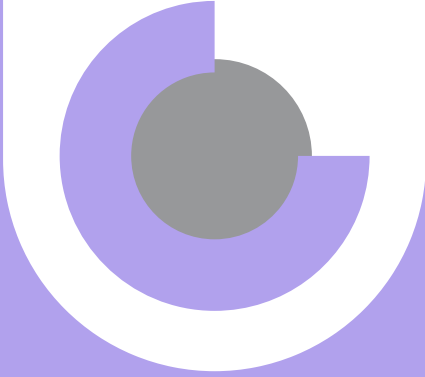
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Kingdom Ascending University



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KAU



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# Welcome Message

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Dear Students,

Welcome to Kingdom Ascending University!

We are honored to have you join us at the beginning of an extraordinary journey—one marked by spiritual growth, academic excellence, and divine purpose. Kingdom Ascending University was founded with a clear mission: to meet the academic and ministerial training needs of emerging Christian leaders, ministers, and scholars across the globe. Your presence here is a testament to your commitment to be equipped for such a time as this.

As a student at KAU, you are more than a learner—you are a leader in the making. Our mission is rooted in the advancement of the Kingdom of God and the Doctrine of Jesus Christ. You will be challenged to think deeply, live righteously, and serve faithfully. Through a rich curriculum of theological study, practical ministry training, and personal mentorship, you will be empowered to walk confidently in your calling.

Whether you are attending courses online, in-person, or through correspondence, know that you are now part of a community that values integrity, wisdom, discipline, and excellence. You'll be taught by experienced educators and ministry leaders whose dedication spans decades, and you'll gain insight and tools that will serve you for a lifetime.

As you begin this new chapter, remember these words from Proverbs 4:7: "Wisdom is the principal thing; therefore get wisdom: and with all thy getting get understanding." At KAU, you are encouraged to pursue both with passion.

We are excited to see what God will do through you. Welcome to Kingdom Ascending University—where your calling meets preparation.

With joy and expectation,  
Dr. LaDonia Thomas  
Dr. LeJuan P. Johnson  
Dr. Michael Johnson  
Founding Officials,  
Kingdom Ascending University

# KAU



# Vision Mission

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## Accreditation

Kingdom Ascending University is established as a Corporation in the State of Missouri with the Secretary of the State. KAU is a candidate for accreditation with the Accrediting Commission International, INC.

## Philosophy

Kingdom Ascending University's purpose is to educate global leaders in Christian principles that nourish their spiritual life, confirm their God-given purpose, and solidify their foundational beliefs. Our goal is to equip, teach, and mentor students for discipleship. Our religious affiliation is with the Kingdom of God and the Doctrine of Jesus Christ. We will accomplish our learning goal by implementing the following:

- Teach the principles of the word of God (natural and spiritually).
- Apply the word of God to practical application (articulate, discuss, and analyze).
- Recognize that people's lives are often rooted in different religious worlds that profoundly affect their experiences, beliefs, and worldview (often in ways that diverge and are contested).
- Utilize a variety of classical and contemporary methodological approaches (materials such as scriptures, religious literature, commentaries, video, etc.).
- Employ, integrate, and articulate the perspectives of other academic fields when they review, interpret, and present work products.

# History

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## 2024

Kingdom Ascending University was established as a public perpetual corporation in June 2024 in response to the academic needs of unaccredited bible colleges. The corporation is organized exclusively for charitable, education, religious, or scientific purposes. The founding owners are Dr. LaDonia Thomas, Dr. LeJuan P. Johnson, and Dr. Michael Johnson. Their educational careers began as early as 1986 and have continued into the 21st Century–today.

## Listing of Officials

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### **Board of Directors:**

Dr. LaDonia Thomas  
Dr. LeJuan P. Johnson  
Dr. Michael Johnson  
Dr. Ronald Payne  
Ms. Judah Nixon  
Mr. Caleb Pearson  
Mrs. Amy Bell

### **Academic Advisers:**

Dr. LaDonia Thomas, Ed.D in Educational Leadership & D.Ministry  
Dr. LeJuan P. Johnson, Ph.D in Educational Leadership & D.Ministry  
Dr. Michael Johnson, D.Ministry  
Dr. Ronald Payne, D.Ministry  
Dr. Anja Beverly, D.Religious Education  
Dr. Ralph Franklin, D.Ministry  
Dr. Brenda Matthews, D.Ministry

## List of Degree Program Offerings:

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Ministerial Diploma	Associate of Theological & Applied Ministry
Advanced Ministerial Diploma I	Bachelor of Theology
Advanced Ministerial Diploma II	Master of Theology
Advanced Ministerial Diploma III	Doctor of Ministry (150 Hours Field Experience / Volunteer
Honorary Doctorate	Doctor of Divinity in Theological Studies (150 Page Dissertation)

## On-Campus Resources:

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### **Kingdom Ascending University**

1601 Forest Avenue | Kansas City, MO 64108

#### **The Office ~ Room 104**

This space is on the first floor and houses the following: Front office space, conference table and chairs, desktop computers, and light refreshments for conferences.

#### **The Welcome Center ~ Room 107**

This space is on the first floor and houses the following: Front office space, conference table and chairs, desktop computers, and light refreshments for conferences.

#### **Meeting Rooms Access ~ Rooms 105, 106 & 108**

These spaces are for private or small group meetings that can be reserved in blocks of 1-3 hours. Provision for the following: Internet, One Screen, and Phone)

#### **Onsite Library & Resource Center ~ Room 110**

The space is on the first floor and houses the following: Textbooks for courses, computers for students, OneScreen for presentations, and Internet access is available for staff and students.

#### **KAU Lounge ~ Room A02 ~**

This space is for staff and student use on the 2nd floor. There is a refrigerator, microwave, vending machine, and seating available.

#### **The Local Library**

4801 Main St, Kansas City, MO 64112

Kansas City Public Library: Plaza Branch

# Course Tags & Numbers

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## **BBL – Bible Study Courses**

ENG – English, Grammar, & Editing Standards

MGD – Maturity, Growth and Discipline Courses

MIN – Ministry Courses Involving Hands-On Experience

CLS – Christian Life Service Courses Creating The Heart Of A Servant

LCD – Local Church Development Courses Studying The Local Church

PRA – Practicum Courses

## **Courses Y1-3 - Associate**

BBL – Bible Study Course Series: 100-111

CLS – Christian Life Service Course Series: 100-103

LCD – Local Church Development Course Series: 100-103

MGD – Maturity, Growth, and Discipline Course Series: 101-105

MIN – Ministry Course Series: 100-105

PRA – Practicum Course Series: 100-104

## **Courses Y4 - Bachelor**

BBL – Bible Study Courses: 201- 207

CLS – Christian Life Service Series: 201

LCD – Local Church Development Series: 201

MIN – Ministry Course Series: 201 & 202

PRA – Practicum Series: 201

## **Courses Y5 - Master**

BBL – Bible Study Course Series: 208 & 209

CLS – Christian Life Service Series: 202-204

ENG – English Series: 101

MGD – Maturity, Growth, and Discipline Course Series: 101 & 102

MIN – Ministry Course Series: 203-205

PRA – Practicum Series: 202

## **Courses Y6 - Doctor**

BBL – Bible Study Course Series: 210-215

CLS – Christian Life Service Series: 205

LCD – Local Church Development Series: 202

MGD – Maturity, Growth, and Discipline Course Series: 103

MIN – Ministry Course Series: 206

PRA – Practicum Series: 203 & 204

## **Courses Y7 - Doctor**

BBL – Bible Study Course Series: 216-221

LCD – Local Church Development: 203

PRA – Practicum: 205-209

**CDM-Capstone for Ministry Discourse**

**CDD-Capstone for Religious Education Dissertation**

# **Academic Pace & Sequence**

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Classes are offered via Correspondence, Online/Zoom, or In-Person.  
A semester is equivalent to two 8-week terms.

Offering 8-week terms of 36 - 1.5 credit hours classes + 6 credits of Life Exp. for AA.  
Offering 8-week terms of 12 - 3.0 credit hours classes + 30 credits of Life Exp. for BA.  
Offering 8-week terms of 12 - 3.0 credit hours classes + 8 credits of Life Exp. for MA.  
Offering 8-week terms of 24 - 3.0 credit hours classes for Doc.

## **Calendar Sessions of Terms**

The regular and special sessions of terms are designated as follows:

Fall 1 - August to October  
Fall 2 - October to December  
Spring 1 - January to March  
Spring 2 - March to May  
Summer FastTrack - May to August  
Summer - June to August  
Week End - FR/SA/SU

## **Promises**

KAU makes NO promises verbally or written that guarantees success.

## **Tuition & Registrations**

This Operating Procedure applies to all Kingdom Ascending University (KAU) students. The purpose is to set out the process by which a student may obtain an exception to the Tuition Refund Policy and Registration.

No refund will be authorized except as provided in this Policy or in accordance with the Tuition refunds will be granted in accordance with the Tuition Refund Policy. A student wishing to be granted an exception to the Tuition Refund Policy, due to extenuating circumstances or a material change in circumstances, shall file a Tuition Refund Appeal as set forth below.

Registration is nonrefundable. Circumstances that will not be a sufficient basis for appeal include, but will not be limited to, the following:

- Dropping a course because of a low grade.
- Deciding that course is too difficult or there is not enough time to meet course objectives.
- Financial hardship or lack of financial aid.
- Academic or disciplinary dismissal.
- Known medical condition, injury or illness that has not changed materially since the time of enrollment in the course.

KAU accepts your degree from other institutions of higher learning. A one time transfer fee of \$500 is required for each degree transferred to KAU. Foundational classes and next level classes may be taken concurrently as directed by admission requirements.

The doctoral program requires a capstone course. The Doctor of Religious Education requires a dissertation capstone fee of \$750. The Doctor of Ministry requires a discourse capstone fee of \$200.

All correspondence courses will incur a \$100 fee per 8-week term. Unaccredited coursework will have a conversion fee applied at graduation based on the degree level being converted.



## **I. Tuition Refund Appeals for Credit Courses**

Tuition Refund Appeals related to credit courses must be submitted in writing on the Appeal Form to Enrollment Services within 90 days of the student's initial enrollment in the course, unless good cause is shown for the delay. The appeal must specify the reason(s) the student should be given a refund and include sufficient supporting documentation. The written appeal and documentation will be reviewed by a Tuition Refund Appeal Committee selected by the Vice President of Student Success and Engagement to determine if the student has demonstrated sufficient circumstances warranting a refund. The decision of the Committee is final, and the student will be informed in writing of the decision.

## **II. Refund for Credit Courses**

A student who has completed registration for credit courses and subsequently withdraws from a course will receive a 100% refund of tuition without fees paid if drop is completed within seven (7) calendar days of the official first day of the semester for a full semester course. Refund dates for a course may change upon the length of the class.

In the event a course is canceled, or the dates or times of a course are changed by KAU, a 100% refund of tuition and non-refundable less applicable fees pertaining to that course will be made to the student.

## **III. Refund for Courses**

If a student who is registered for a course and requests a refund by email, and the request is received in the KAU registration office at least four (4) business days before the course begins, the student will receive a 100% refund less applicable required fees.

In the event a course is canceled, or the dates or times of a course are changed by the University, a 100% refund of tuition less applicable required fees pertaining to that course will be made to the student.

## **IV. Refund Disbursements**

Students who change or withdraw from class the day before it starts will receive 100% refund less applicable required fees.

Students who change or withdraw from class after the first two weeks will receive a 50% refund less applicable required fees.

Students who change or withdraw from class after the third week will not receive a refund or less applicable required fees.

Students who are directed to report for active military duty during an academic term shall be entitled to an incompleteness until reenrollment of the class (verify documentation of deployment). Students who volunteer for military services are subject to the provisions of this Policy.

**Students called to active military duty.** Enrolled students called into active service in the armed forces of the United States prior to the completion of the semester, whether voluntarily or involuntarily, but not including active service training, and unable to complete their course work, shall be eligible for an incompleteness until reenrollment of the class (verify documentation of deployment). The options are implemented to assure that students called to active duty prior to the end of a term receive fair and just treatment, both financially and academically. Contact the Office of KAU for information.

**Students called to jury duty.** Students who are called to jury duty shall be eligible for an incompleteness until reenrollment of the class (verify documentation) will be credited with an incomplete. The options are implemented to assure that students called to jury duty prior to the end of a term receive fair and just treatment, both financially and academically.

#### **V. Refund in the event of a student death.**

When a student dies prior to completing the current academic semester, a full refund of or credit for tuition less applicable required fees will be made after the deduction of the following:

- a. Any required adjustments to scholarships or grants.
- b. Any other debts owed to KAU that occurred prior to the death of the student.

Any refund will be made payable to the student's beneficiary. If, after all adjustments are made, there still remains a debt to KAU, generally the KAU would not attempt to recover the debt from the estate of the deceased student.

#### **Housing**

KAU does not offer housing at this time.

#### **Dress Code Policy**

As a community dedicated to academic excellence and spiritual growth, Kingdom Ascending University expects all students to maintain a standard of dress that reflects respect for themselves, others, and the learning environment.

Our dress code is guided by biblical principles of modesty, professionalism, and order. While individual expression is valued, attire should reflect a commitment to integrity, purpose, and the values of the Kingdom of God.

#### **General Expectations:**

- Clothing must be modest, neat, and non-distracting in a classroom or ministry setting.
- Attire should be clean, appropriate, and free of offensive language, images, or symbols.
- Students should avoid overly revealing or excessively tight clothing.
- Head coverings may be worn for religious or cultural reasons, but should not obscure identity in instructional settings.
- Shoes must be worn at all times while on campus.

KAU reserves the right to address any clothing that is deemed inappropriate or inconsistent with the standards outlined above. Students may be asked to change or adjust attire if necessary.

This policy ensures that we maintain a respectful, focused, and unified academic atmosphere that aligns with our mission and spiritual identity.

## **Code of Conduct:**

Every aspect of the believer should reflect awareness that he or she is a representative of the Kingdom of God. Therefore, it is expected that all participants will avoid practices and forms of entertainment that may be detrimental to their Christian witness and/or spiritual growth. Our participants agree to comply with the following “code of conduct”, which will be strictly adhered to:

1. Recognize and follow the authority of God’s Word in all areas related to personal conduct and moral standards.
2. Maintain a strong desire to walk in the “fruit of the Holy Spirit” by serving God and their fellow man.
3. Attend all classes as scheduled in a timely manner.
4. Pay fees and purchase all books and materials within 2 weeks of the start of class.
5. Respect the thoughts and opinions of others while exercising discipline and self control at all times.
6. Disruption of the class and disrespect of authority (administration and instructors) will not be tolerated.
7. Participants' life that is deemed immoral or unseemly by the administration may be considered as grounds for immediate dismissal.
8. Professional will conduct business in a way that does not expose students to unnecessary embarrassment or disparagement.
9. Participants will not exclude on the grounds of race, color, creed, or national origin from participating in, or deny him (or her) benefits under, any program, nor grant any discriminatory consideration or advantage.
10. Professionals will refrain from using relationships with students for personal or private advantage.
11. Participants will keep confidential information that has been obtained in the course confidential and not interfere with the constitutional rights of others.
12. The school will keep an on-going available list of schools/colleges or employers who have recognized and received credits, degrees or diplomas from the ACI member school.
13. The school will keep a telephone with an answering machine that will return all calls within 48 hours.

## **Calendar**

A link to the electronic calendar for KAU events and activities will be made available to staff and students upon enrollment.

## **Application and Registration Forms**

An online application and registration process will be provided for students through the student information system.

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# Thank You

On behalf of the entire faculty, administration, and staff at Kingdom Ascending University, we extend our heartfelt thanks to you for choosing to pursue your academic and spiritual journey with us.

This Student Handbook was created to serve as a guide to help you navigate your experience at KAU with clarity, confidence, and purpose. Our prayer is that as you study, grow, and engage with this community, you will be strengthened in wisdom, deepened in faith, and equipped for the calling God has placed on your life.

Thank you for entrusting us to walk alongside you in this season of growth. We are honored to invest in your future and are committed to supporting you every step of the way.

May the Lord bless you richly as you ascend in knowledge, faith, and purpose.  
With gratitude and expectation,

Kingdom Ascending University Leadership

**Kingdom Ascending University**

✉ [Info@kingdomascending.com](mailto:Info@kingdomascending.com)

🌐 [www.kingdomascending.com](http://www.kingdomascending.com)

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