

BASIC DEGREE HANDBOOK



TORONTO SCHOOL OF THEOLOGY

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BASIC DEGREE HANDBOOK

Approved by the Basic Degree Council of the Toronto School of Theology in its meeting of March 29, 1994, and amended in April 2001 in accord with subsequent actions of the BDC and incorporating decisions of the Board of Trustees June 2000. Amended in Summer 2001 to take into account changes in the registration system and revisions to the Memorandum of Agreement with the University of Toronto. Amended in Summer 2002, 2003, 2004 and 2006 in accord with BDC actions.

1 PREAMBLE

This is a compendium of regulations and procedures affecting the conjoint degree programs under the supervision of the Basic Degree Division of the Toronto School of Theology. It is based on the resolutions affecting academic policy passed by the Basic Degree Council since its first meeting in 1970. It supersedes the handbook published in 1980 and incorporates changes made since then. It was adopted by the Basic Degree Council on March 29, 1994, and amended in April 1995 in accord with policies established in the course of the academic year 1994-95 by the Basic Degree Council.

2 DEFINITIONS

- 2.1 Each of the seven Member Institutions of the Toronto School of Theology is officially designated as a College, a Faculty, or a Seminary. For the purposes of this document they are all referred to as colleges.
- 2.2 As defined by the University of Toronto, the school year is divided into two academic periods, winter and summer. The summer academic period, beginning in late April and ending in late August, consists of one session. This session is also called the summer semester. The winter academic period begins in early September and ends in late April and consists of two sessions. The first session of the winter academic period is also called fall semester, and the second session, spring semester. When determining length of time in a TST programme, a year is defined as two semesters during which a student is registered for courses, including the summer semester.
- 2.3 Courses with the term designator (first suffix) H are termed semester courses. Each semester course is equivalent to one tenth of a normal year's full-time study at the post-baccalaureate level. During the winter session, HF courses are often known as Fall courses, HS courses as Spring courses. These courses normally last fourteen or fifteen weeks (including reading and examination weeks). They meet for two 50 minute periods each week, usually in succession and separated with a break, and should require substantial additional work outside the classroom. There may be additional required tutorials for introductory courses. During the summer session, the equivalent number of hours for an HF or HS course may be scheduled over a shorter period of time.
- 2.4 An H course (semester course) with the term designator Y is taken during the winter session and spread out over the two semesters. For purposes of calculating full-time load (cf. 2.6), such a course is worth one half semester course in each of the semesters in which it is taken.

- 2.5 A course with the term designator Y is worth the value of two semester courses (six credit hours). Y courses, often referred to as year-long courses or full courses, meet over an entire session for a total of 28 to 30 periods of instruction. A “Y” course offered in the “F” term courses doubles the periods of instruction during the first semester, a “Y” course offered in the “S” term doubles the periods of instruction during the second semester.
- 2.6 A student is deemed to be a full-time student during any academic session if he or she is enrolled in four or more semester courses.
- 2.7 TST faculty members, who generally are also members of a college faculty in TST, are either regular or special. Regular faculty are approved by the TST Committee on Academic Appointments; special (or adjunct) faculty are approved by the department in which he or she offers courses.

3 PROGRAMS

The following degrees are offered conjointly by TST colleges and the University of Toronto in accord with the regulations of the Basic Degree Council.

3.1 Master of Divinity (MDiv)

This program, offered by all TST colleges, provides a basic professional preparation for ministry within the churches, including ordained ministry. The minimum requirement for this degree is thirty (30) semester courses or equivalent units, over a three-year period. Students may take a longer time to complete this program, but a minimum of two semesters shall be devoted to full-time work and normally the program must be completed within eight calendar years. Colleges may stipulate individual course requirements or a minimum quota of courses from any of the departments, and may require up to six additional semester courses for credit over the three year period. Students are encouraged to take some of their courses outside their own tradition.

3.2 Masters' Degrees preparing for specialized ministries (MRE, MPS, and MAMS)

These degree programs, offered by Emmanuel College (MRE and MPS), Knox (MRE), St. Augustine's Seminary (MRE), the Faculty of Theology of the University of St. Michael's College (MRE), and Regis College (MAMS), have as their chief purpose the equipping of persons for competent leadership in specialized areas of ministry, religious education for the MRE, social and pastoral care ministries for the MPS, and spiritual direction and facilitation for the MAMS. The minimum requirement for these degrees is twenty (20) semester courses or equivalent units, over a minimum of two years. These degrees can be completed entirely on a part-time basis. Students may take up to eight calendar years to complete these programs. Colleges may stipulate individual course requirements or a minimum quota of courses from any of the departments.

3.3 Masters' Degrees offering a general introduction to theological scholarship (MRel and MTS)

These degree programs are academic programs for persons seeking a general introduction to theological scholarship, with a view to their own enrichment or the setting of a theological context within which to exercise their own ministry or apostolate within the world. The minimum requirement for the MRel, which is offered by Wycliffe College, is thirty (30) semester courses or equivalent units, over a three year period of residency. A minimum of two semesters shall be devoted to full-time work. The minimum requirement for the MTS, offered by all TST colleges, is twenty (20) semester courses or equivalent units, over a minimum of two years. The MTS degree can be taken entirely on a part-time basis. Both programs may comprise a measure of specialization, should entail a summative exercise worth at least one unit, and be completed within eight calendar years. Colleges may stipulate individual course requirements or a minimum quota of courses from any of the departments in either of these programs.

3.4 Combined Degrees

It is possible to earn two degrees in TST colleges in a combined degree program with some credits being counted for both degrees. There are three combined degree programs, which can be completed in four years rather than five:

3.4.1 The **MDiv/MA** is offered through all the colleges except St. Augustine's Seminary and Knox College.

3.4.2 The **MDiv/MRE** is offered through Emmanuel and through the University of St. Michael's College.

3.4.3 The **MDiv/MPS** is offered through Emmanuel College.

Further information about these programs may be obtained through the colleges.

3.5 Leave of Absence

With the college of registration's approval, a student in a conjoint degree program may be granted up to one calendar year of parental, health, or compassionate leave. This period of leave does not count towards the maximum number of years during which the student must complete his or her program.

4 ADMISSION

Students seeking admission to a conjoint basic degree program within the TST should apply to the member college of their choice. They will be registered both in the college that admits them and in the TST. The TST reserves the right to determine whether or not credentials of other degree-granting institutions meet the standards for admission to its programs. The following minimum admission requirements apply to all conjoint degree programs:

- 4.1 Admission to the study of theology in the TST shall be without regard to race, ethnic origin, age, gender, sexual orientation or religion, but without prejudice to the ministerial and professional nature of Basic Degree programs.
- 4.2 Applicants to the TST must hold an appropriate bachelor's degree with adequate standing (normally defined as at least B- standing in their final year) from a college or university which is an ordinary member of the Association of Universities and Colleges of Canada or which is accredited by one of the regional associations in the USA¹; or, if the applicants studied elsewhere, credentials judged equivalent to the above. Applicants may be required to pass a TOEFL examination (or U of T equivalent) to demonstrate English language ability, normally by writing the Test of English as a Foreign Language (T.O.E.F.L.) and the Test of Written English (T.W.E.). These examinations are now offered in two formats: the traditional paper based format and a new year round computer based format. Admission to a basic degree program requires the following scores: paper based - overall 580 and T.W.E. 5; computer based - overall 237 and essay writing 5.
- 4.3 The eligibility of graduates of institutions outside Canada and the US shall be determined by the Admissions and Procedures Committee of the TST, which will be guided by any applicable standards of the Comparative Education Service of the U of T. In cases where precedents have been set by the Admissions and Procedures Committee, TST colleges will be authorized to admit graduates from such institutions, but must report their action to the TST registrar. In cases where there is no precedent TST colleges will refer the matter to the Admissions and Procedures Committee, which will determine whether graduates of that particular institution are eligible to be admitted. The decision of the above committee can be appealed to the Basic Degree Council.
- 4.4 In exceptional cases up to but not more than ten percent of students enrolled in any college in any program may be exempted from the above entrance requirements. Students in this category are not normally eligible to receive a degree, but may be eligible to receive whatever certification the college wishes to give upon successful completion of the program. Refer also to section 12.

¹ a) New England Association of Schools and Colleges, Commission on Institutions of Higher Learning; b) Middle States Association of Colleges and Secondary Schools, Commission on Higher Education; c) North Central Association of Colleges and Schools, Commission on Institutions of Higher Learning; d) Northwest Association of Schools and Colleges, Commission on Colleges; e) Southern Association of Colleges and Schools, Commission on Colleges; f) Western Association of Schools and Colleges, Accrediting Commission for Senior Colleges and Universities; g) New York State Board of Regents.

4.5 Advanced Standing and other Transfer Credits

Students transferring to the TST and students transferring within TST to a particular degree program who have received/completed credits for post-baccalaureate work in theology done within TST or elsewhere may receive advanced standing transfer credits applicable to their basic degree program at the TST. For transfer credits to be awarded from a school in the United States or Canada, that school normally must be accredited by the Association of Theological Schools in the United States and Canada (ATS) or its equivalent. Credits from institutions outside the United States and Canada will be dealt with on a case-by-case basis by each school, with appeals directed to the Admissions and Procedures Committee of the Basic Degree Council. The Admissions and Procedures Committee may establish precedents and guidelines for the guidance of the colleges.

- 4.5.1 Students already registered in a degree program within TST who wish to take courses outside the member institutions and affiliate members of TST for credit towards their degree within TST may apply to their college for permission to do so. Restrictions on what courses are eligible for such transfer credit are the same as for advanced standing transfer credit.
- 4.6 If a degree has not been conferred for credited work done elsewhere and the student does not intend to complete the degree elsewhere, the number of transfer credits will be limited by the requirement that all students take a minimum of 10 semester credits within the TST, with a minimum one year residency requirement. If a degree from an acceptable post-baccalaureate theological program elsewhere has already been conferred on a student, a maximum of one year of transfer credit (10 semester courses) towards a degree program may be granted for the work of that degree.
- 4.6.1 Transfer credit may only be awarded for courses completed within the 8 years preceding the initial registration in the student's degree program within TST.
- 4.6.2 The following rules apply to students wishing to transfer credit from an ATS Associate Member school to a TST college: a) the student must have been admissible to TST when admitted to the Associate Member school; b) transfer credit is awarded on a course by course basis and courses eligible for transfer credit must be either a first or second class standing; c) the professor of each course proposed for credit must have a generally recognized academic degree in the field of instruction (DMin, ThD or PhD). It is the responsibility of the student to provide all necessary documentation as evidence of the professor's academic standing; d) A maximum of five transfer credits may be granted from an ATS Associate Member school and a maximum of ten transfer credits from an Associate Member school which is also a candidate for full membership in the ATS.
- 4.6.3 Where courses taken at another institution are described in terms of credit hours, the transfer credit will be granted on the basis of the proportion of the courses to a normal full-time year of study at that institution; for example, where a course is described as of three credit hours, and thirty credit hours is a normal year's credit, two courses will earn one transfer credit, three courses will earn two transfer credits, etc.
- 4.7 Credits for courses done at a Bible College in Hebrew and Biblical Greek may be used to grant up to two transfer credits to a student admitted into a conjoint degree program, provided that the student has demonstrated by exam the level of competence required of a student who takes a similar course in the TST.

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- 4.8 Students may be admitted conditionally into a conjoint degree program and given a year in which to demonstrate that they ought to be fully admitted. If they have failed to fulfill the conditions imposed on them, they will be required to withdraw. The conditions are to be clearly formulated and made known to the student.
 - 4.9 The above are minimum admission requirements. Member colleges may add to or further specify them.
 - 4.10 In all matters relating to these requirements for admission, the final arbiter will be the Admissions and Procedures Committee of the Basic Degree Council, with possibility of appeal to the Council itself.

5 GRADUATION

- 5.1 The minimum requirements for graduation set by the Toronto School of Theology are found for each degree in section 3 above.
- 5.2 All courses and units shall be initially approved by a TST department, or, in the case of Field Education, by the TST Field Education Committee. They shall be forwarded to the Basic Degree Council for its approval. Approved courses shall be listed in the TST course calendar, the final version of which is published in March each year, with updates published before registration as required. All courses which count towards a conjoint degree will be given by a TST approved faculty member.
- 5.3 The minimum passing grade for courses which count towards conjoint degrees is B- (70%). Regulations regarding minimum average are found under 10.3.
- 5.4 Within the total number of courses required for a degree, colleges may stipulate individual course requirements or a minimum quota of courses from any of the departments. To take advantage of the ecumenical nature of TST, students are encouraged and may be required by their college to take some of their courses in a college outside their own tradition.
- 5.5 TST colleges continue to recognize one another's latitude to set additional requirements in accordance with the needs they meet and the traditions out of which they function. Such latitude ought not lead to substantial divergence in their programs. Thus:
 - 5.5.1 Individual colleges may require up to six additional semester courses or units of work for the MDiv.
 - 5.5.2 Non-credit courses to fulfill other college or church requirements may be specified in addition to the above, but not in such numbers as to interfere with the MDiv program.
- 5.6 All Field Education requirements included within the minimally required credits are to be carried out under supervisors duly approved by the TST Field Education Committee or by a recognized accrediting body such as The Canadian Association for Pastoral Practice and Education (CAPPE).
- 5.7 Students approved for graduation will graduate under the name specified on their Student Information Form submitted at application to the TST. This name appears on all Marks Reports provided to students several times throughout each academic year. Name change or correction may be made through the college registrar by means of a Change of Name form with supporting documentation for the change.

6 APPROVAL OF COURSES

- 6.1 A database of basic degree courses offered in TST will be kept and courses will be kept in it 5 years after the last time they have been offered.
- 6.2 For a department to approve the teaching of a course which is already on the database, the professor needs only provide the department with the designator (e.g. TST 3421 Y), the title, the time, an indication that this is a course for which approval has already been granted within the last five years, and the year it was last offered.
- 6.2.1 Unless further particulars are given (e.g. a change of session/term, a change of time, minor adjustments in the course description), the previous description will be incorporated as is into the TST course calendar.
- 6.2.2 If further particulars are given, or if the course is to be offered by a different instructor, the department may consider the changes significant enough to warrant the course being treated as a new course.
- 6.3 For the approval of a new course, the professor must provide the title, the level at which he/she wishes to teach the course, the session (e.g. 20019, 20021, 20025 etc.) term (F,S), a maximum and a minimum enrolment if applicable, together with any specific admission requirements, a brief course description, which includes the content of the course, the methodology used in the course (lectures, tutorials, seminars, readings, etc.), and the means of evaluation, and a brief bibliography of the main books used as texts or for reference in the course. (The bibliography is made available for the departmental process, but will not be included in the published calendar.)
- 6.4 In providing the above information, professors will conform to the following guidelines: a) the title must not exceed 35 characters; b) the course description must not exceed 75 words, including reference to content, methodology, and evaluation. Items which exceed this length are subject to editing before insertion in the course calendar.
- 6.5 No professor will submit a course to a department without prior approval by the school which appoints him/her. Normally each school will itself transmit to the TST departments materials on courses submitted for approval prior to the departmental deadline. The departments will in the late fall approve courses to be taught the following summer and winter sessions.
- 6.6 The operative criteria for departmental approval will be as follows: the appropriateness of the course content in the light of the departmental curriculum, the appropriateness of the methodology and evaluation procedures, the availability of library resources as required, the availability of students interested in taking the course. With regards to evaluation, at least one significant piece of work, normally written, available for outside review according to the criteria set by the instructor, should be required in accord with guidelines set up by the departments for each type of course. In determining these guidelines departments may consult the pertinent policies of the University of Toronto.
- 6.7 All approved courses with departmental signature affixed to each will be handed on to the TST Registrar by **December 15**. They are to be divided up in two sections: new courses, and courses which have already been approved in earlier years. The full range of particulars will be provided for new courses (cf. 6.3) and changes to courses already on the database (cf. 6.2).

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- 6.8 The TST registrar will assign designators to new courses, and establish a list of all the courses, with their scheduled times, to be made available to each member of the Basic Degree Curriculum Committee. That committee will also have available for its scrutiny the full file with the particulars on all new courses. It will meet in early January.
 - 6.9 The curriculum committee of the BDC will report its recommendation on the approval of courses to a meeting of the Basic Degree Council to take place before the end of January, which will take final action on the matter.
 - 6.10 The operative criteria for this approval will be as follows: conformity of the departments to their own guidelines and those of the BDC, thus assuring uniform and sufficiently rigorous standards of quality and evaluation across departments, effective deployment of limited resources, and cross-disciplinary and ecumenical collaboration.
 - 6.11 The committee may recommend the approval of courses, ask for further information about them, refer them back to the department for further scrutiny, or recommend their rejection. It may also, in the light of information about course enrolments in previous years, in the light of the ecumenical and interdisciplinary mission of TST make recommendations to the BDC and/or to various departments for future years, especially as regards consolidation and collaboration.
 - 6.12 Beginning in late December, the TST course database will be updated with the materials which have come from the departments. Once final decisions are taken by the Basic Degree Council, it will be amended as needed, and from it the new course calendar will be generated in early March.
 - 6.13 The full list of courses referred to in 6.8 will be communicated as soon as it is ready to the member schools and to the department heads, with the instruction to examine the proposed time schedule for conflicts and anomalies and to propose appropriate changes to the TST Registrar by the first of February. Among others this applies to the overlapping of courses in different departments which might make it difficult for students to meet their curricular requirements. These changes will be finalized and approved by the BDC Curriculum Committee during the month of February and incorporated in the new course calendar. These changes in scheduling need not be approved by the full Basic Degree Council.
 - 6.14 The course calendar will be published in the first week of March, or at a time to be determined by the Basic Degree Council.
 - 6.15 Should there be new courses or alterations to courses after the January meeting of the Basic Degree Council, they would require departmental approval and approval of the BDC Curriculum Committee before being added to the course calendar. Any request for such a change, including changes to scheduled times, must be made to the TST Registrar, and accompanied by an account in writing of why it is necessary, with the authorization of the school wishing to offer the course. The TST Registrar will contact the department head and the BDC curriculum chair in order to get the required authorization from these bodies. Only when the change has been circulated to the schools by the TST Registrar will it be in effect. Any notification of course changes of any kind, including those regarding assigned times, which does not come from the TST registrar will be null and void.

- 6.16 Once the course calendar comes out in early March, no further changes are allowed to the listing of any course, including title, content, requirements, scheduled time, and term during which the course is to be given. An exception may be made for the deletion of courses offered by professors whose cessation of activity was not foreseen earlier, the addition of courses offered by newly appointed professors, or the changing of courses occasioned by the need to maintain the curriculum in the face of course deletions. These rare exceptions will be adjudicated by the department and by the BDC Curriculum Committee.
- 6.17 During the summer executive power can be delegated to one or other person (e.g. the Chair or Secretary of the Department, the Chair or Secretary of the BDC Curriculum Committee) to deal with items that come up under 6.16.
- 6.18 ***Joint (Interdisciplinary) Courses***
- 6.18.1 A joint course is one (a) approved by two or more departments, (b) having as a primary objective the integration or mutual engagement of two or more of the theological disciplines, and (c) involving instructors from more than one department, each of whom intends to participate in classes on a regular weekly basis.
- 6.18.2 After it has been approved by each of the sponsoring departments, a proposed joint course must be approved as such by the BDC Curriculum Committee.
- 6.18.3 Joint courses have their primary listing in their own section of the TST course bulletin. They are cross-listed to each of the sponsoring departments.
- 6.18.4 A joint courses uses “J” for the third letter of its course identifier. The second number of the course identifier will indicate the sponsoring departments according to a code administered by the TST Registrar.

7 APPROVAL OF FACULTY

Regulations for the approval of faculty to teach courses in the Basic Degree Division are found in the TST by-law. The following procedures are of note:

- 7.1 Regular members of the TST faculty are approved as such by the TST Committee on Appointments. Their names together with appropriate documentation are submitted by the school which appoints them, either when they are initially appointed or when they begin teaching with a level of regularity deemed appropriate for regular faculty status. They must have regular faculty status if they are to teach more than one semester course a calendar year for more than two successive years.
- 7.2 All other faculty members are approved as special, or adjunct, members of the TST faculty by the department in which they offer courses. Their names are submitted to the department by the school which appoints them, together with their curriculum vitae. Once they are approved to teach as special faculty members, the department may approve their courses on a continuing basis, with the exception that approval of someone to teach as a special member of the TST faculty needs to be renewed if the professor has not taught for two calendar years.
- 7.3 Once the department has approved a person to teach as a special faculty member, a copy of the curriculum vitae and official notification of the approval must be conveyed to the TST director.

8 REGISTRATION

- 8.1 Students must observe the registration instructions given to them by their colleges. These instructions will be up-dated regularly to provide for any requirements of the current University of Toronto, ROSI, student record system.
- 8.2 Without written permission from the professor offering the course or from an authorized college official, a basic degree student may be refused access to an advanced degree course (4000, 5000 or 6000 level). If accepted into an advanced level course, basic degree students must complete the advanced level requirements of the course and will be graded on the same basis as advanced degree students in the class.
- 8.3 In exceptional cases and in accord with college regulations, students who are normally in the second half of their program may register for a reading course given under the direction of a TST faculty member. They must obtain a Reading and Research Course Form from the registrar of their college and have it filled out and signed by the professor.
- 8.4 Normally no more than six TST courses may be taken by a student in any given semester.
- 8.5 Students seeking admission to courses at the University of Toronto, whether at the undergraduate or graduate level, must obtain the authorization of the department or school offering the desired course. Students should register as soon as possible for these courses as the University of Toronto registration deadline is earlier than that of the TST.
- 8.6 The final deadline for late registration in fall courses is two weeks after the last day of Fall registration and for spring courses two weeks after the beginning of classes in January.
- 8.7 The final days for withdrawing from courses each semester without academic penalty are listed in the TST calendar.
- 8.8 Specific basic degree course requirements are listed in the bulletin or calendar of each college. All courses, including those required by individual colleges, are open to all students of the TST, subject to enrolment limitations approved by the department. For required courses it is understood that priority may be given to the students of the college offering the course.
- 8.9 **Limited Enrolment Procedures:**
Some courses at TST have limited enrolment. This is indicated at the end of a given course description. A student wishing to enrol in a limited enrolment course must follow the registration instructions. Students will be granted access to limited enrolment courses on a first-come-first-serve basis with the exception of students requiring the specific course for graduation.
- 8.10 **Auditing Courses**
Students may audit a TST course providing the consent of the instructor has been obtained. Auditing permits attendance at class only. No work will be evaluated and no record kept of such courses. Students who audit a course must notify the registrar of the college offering the course and pay that college the fee which it sets for auditing courses.

8.11 ***Deadlines***

Students are responsible to adhere to the deadlines as set out in the TST Course Calendar and in the registration instructions.

9 COURSE REQUIREMENTS

9.1 Specific attendance requirements may be defined by the professor provided that they are communicated to the student at the beginning of the course.

9.2 The requirements of a course appear in the TST Course Calendar. Professors who make any changes in the requirements of a course must announce them to the class at its first meeting and file copies of the revised requirements with the department and with their college.

9.3 Assignments are expected to be completed by the respective dates determined in each course. Late work may incur penalty.

10 GRADES

10.1 Grades with numerical equivalents are as follows:

Letter Grade	Numerical Equivalents	Grade Point	Grasp of Subject Matter	Other qualities expected of students
A RANGE: Excellent: Student shows original thinking, analytic and synthetic ability, critical evaluations, broad knowledge base.				
A+	90-100	4.0	Profound and Creative	Strong evidence of original thought, of analytic and synthetic ability; sound and penetrating critical evaluations which identify assumptions of those they study as well as their own; mastery of an extensive knowledge base
A	85-89	4.0	Outstanding	
A-	80-84	3.7	Excellent	Clear evidence of original thinking, of analytic and synthetic ability; sound critical evaluations; broad knowledge base
B RANGE: Good: Student shows critical capacity and analytic ability, understanding of relevant issues, familiarity with the literature.				
B+	77-79	3.3	Very Good	Good critical capacity and analytic ability; reasonable understanding of relevant issues; good familiarity with the literature
B	73-76	3.0	Good	
B-	70-72	2.7	Satisfactory at a post-baccalaureate level.	Adequate critical capacity and analytic ability; some understanding of relevant issues; some familiarity with the literature
FZ	0-69	0	Failure	Failure to meet the above criteria

10.2 Grades without numerical equivalent are as follows:

P/FL (Pass/Fail): This nomenclature may be used to evaluate Field Education requirements and other courses, if judged appropriate by the department. A grade of P has no numerical equivalent or grade point value. A grade of FL, which is a failure, also has no numerical equivalent or grade point value. (*P/FL replaces the earlier CR/NCR designation.*)

SDF / INC: When a student in a course has been given permission on the approved form by the instructor and his/her home college to submit work beyond the end of examination week, the grade **SDF (Standing Deferred)** will be assigned for that course. All outstanding SDF's will be changed into **INC (Permanent Incomplete)** by the deadline stated in the academic calendar each year unless a grade has been assigned in the meanwhile by the instructor or a new form extending the permission for a maximum of one more year has been received before that deadline. Only one such extension is permitted. It is understood that in assigning a grade to replace an SDF the instructor is entitled to give any number or letter grade on the scale found in 10.1, an FZ, an FL, or an INC. The deadline for fall courses will be the first class day after October 30 each year, and for spring and summer courses the first class day after February 28 each year. Grades of INC and SDF have no numerical equivalent or grade point value. They are not included in the GPA calculation.

WDR: Withdrawal without academic penalty, on special request in cases of unusual circumstances, as approved by the college of registration. Normally applied only while course is in progress, following the penalty withdrawal date for each semester, and not normally intended to be applied retroactively. The grade of WDR has no numerical equivalent or grade point value. It is not included in the GPA calculation.

AEG: this grade may be given by the college of registration to a final year student who, because of illness, has completed at least 60% of a course but not the whole course, and who would not otherwise be able to convocate. It represents credit for the course, but carries no numerical equivalent and no grade point value, and is not included in the GPA calculation.

10.3 The minimum grade for credit towards a conjoint degree is B- (70). Grades of CR and AEG are also credited towards a conjoint degree. The overall minimum GPA acceptable for graduation and conferral of a conjoint degree is 2.7. This GPA will include grade points assigned for failed courses. Where a member college judges that exceptional circumstances warrant consideration of an exception to this minimum GPA policy, recourse to the Admissions and Procedures Committee of the Basic Degree Council is required, with the understanding that in any event the student must have the requisite number of credits for graduation in his or her degree program.

10.4 **Diploma Students:** A failing grade between 60 and 69 may be deemed acceptable by colleges for the diploma they give to those who do not qualify for a degree, and on transcripts they produce for those students this acceptability may be indicated by the use of CR (the numerical grade would remain on the transcript) or a grade in the U of T undergraduate C range (with grade point value) rather than FZ. Unless decided otherwise by a college, the GPA required to graduate with a diploma is 2.7. Courses with a grade between 60 and 69 accepted for diploma purposes are not eligible for credit towards a subsequent degree program.

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- 10.5 **Supplementals** Students who have received a final mark for a course between 65 and 69 (FZ) may petition in writing within 30 days to the instructor in consultation with the Basic Degree Director of the student's college of Registration to do a supplemental. Supplemental work must be assigned at a time mutually agreed upon by professor and student, but finished no later than six months after the date on which the grade was submitted. The student must attain a passing grade in the assigned supplemental work (exam or paper or assignment, as assigned by the instructor). If the supplemental is passed with a grade no less than 70% in the assigned work, the course grade is changed to 70 (B-).
- 10.6 **Averages:** First-class honours for conjoint degrees are awarded for a GPA of 3.7 or better. Second class honours are awarded for a GPA of 3.3 or better.
- 10.7 Courses taken prior to the fall semester of 1999 which received a grade of A+ to B- will be counted in the student's average with the grade point value assigned to them in the table in 10.1. Courses prior to that time with a grade of C+ , C, or C- will be credited towards the student's degree but will not count in the student's GPA. Courses with a grade of D+, D, D-, or F will not be credited towards the student's degree and will receive a grade point value of 0.0.
- 10.8 Schools are free to make use of averages based on the numerical scale of 0 to 100 for their own internal purposes, e.g. calculation of standing for scholarships. The GPA average will be noted on their transcript and determine their academic standing.
- 10.9 First-class honours for conjoint degrees are awarded for an average of A- or better; Second-class honours for an average of B+.
- 10.10 **Plagiarism**
Allegations of plagiarism are handled through the *Code of Behaviour on Academic Matters* of the University of Toronto. See section 17.
- 10.11 **Submission of Grades**
Grades may not be entered into the student's record unless signed by the professor giving the course and countersigned by a designated official of the college in which the professor is appointed.
- 10.12 Whenever professors fail to submit marks and grades for courses by at least three days after the stated deadline and students require a grade in order to graduate, the student's own college may assign a mark which is the average of marks already submitted for the student in his or her degree program. This action is to be reported to the TST registrar.
- 10.13 The student must be notified of this action, and may appeal the mark to his or her own college.

11 RECORDS & TRANSCRIPTS

- 11.1 Academic and personal information about students is entered into the TST/U of T database, including information submitted on the Student Information Form, registration and enrolment information, grades for courses and degrees completed. Students are responsible for the accuracy of the information found in their record, and are expected to report any changes or corrections to the registrar of their own college.
- 11.2 A copy of the documentation on which the granting of transfer credits to a student was based is to be forwarded to the TST registrar's office to be kept on file.
- 11.3 Requests for official transcripts are to be directed to the student's college of registration.

12 MATURE STUDENTS WITHOUT UNDERGRADUATE DEGREES

- 12.1 Candidates who have been admitted to non-degree TST programs without an appropriate undergraduate degree may apply to their college for admission to a conjoint degree program.
- 12.2 For such candidates to be admitted the following minimum criteria must be met:
 - a) they must present one year of Arts and Science (or the equivalent as assessed by the Admissions and Procedures Committee of TST), completed normally within the previous five years with a second class standing or better;
 - b) they must have successfully completed one year of study at a TST college (at least 10 course credits), which will be counted towards their degree if they are admitted;
 - c) it is not appropriate, in the circumstances of the particular student, to require that (s)he complete a Bachelor's degree before admission to the program.
- 12.3 Standards for this procedure and its successful completion are to be determined by each of the colleges individually.
- 12.4 Provision for awarding such conjoint degrees should be included in the mission statements of both TST and its member colleges.

13 EXTERNAL STUDENTS

Students in degree programs outside the TST can take courses in the TST by applying to a TST college or the TST registrar in accord with the following regulations:

- 13.1 Students registered at McMaster Divinity College, Waterloo Lutheran Seminary, the Institute for Christian Studies or Conrad Grebel University College will apply to the TST Registrar. All other external students will apply to a TST college.
- 13.2 Undergraduate students must be actually engaged in an academic program and normally must have completed two full years at a university which is a member of the Association of Universities and Colleges of Canada or which is accredited by one of the regional associations in the US. Students wishing to take elementary N.T. Greek or Biblical Hebrew need not have completed two years of University work.
- 13.3 Prior to registration within the TST or one of its member colleges, external students must obtain the written permission of their school, faculty, or department to take the course(s) in question towards their degree, as well as written permission of the professor(s) offering the course(s) in question.
- 13.4 TST and its member colleges reserve the right to restrict the number of undergraduate students in any given course. Undergraduate students will not normally be permitted to enrol in 3000 level courses.

14 SUMMER SCHOOL

Academic policies and procedures for summer session courses shall be the same as those for winter session courses with the following exceptions

- 14.1 Summer session courses beginning in the month of April, sometimes referred to as intersession courses, will be given the term designation F. All other summer session courses will be given the term designation HS, or YY, or in the case of thesis-writing, YF or YS.
- 14.2 Summer session courses are listed in the TST Calendar, and the approval of these courses will follow the same schedule as the approval of courses for the following winter session. Intersession courses may be approved one year earlier, and listed in the main course calendar.
- 14.3 Students already registered in a TST college register at their own college according to the registration instructions provided them.
- 14.4 Students not already registered in a TST college should contact the college offering the course as soon as possible for registration instructions. External students as defined in Article 13 should follow the procedures defined there.

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- 14.5 Registration should take place as soon as possible. In any event TST course credit cannot be given to a student who attempts to enter a summer session course following the day on which the first four hours of instruction have concluded. Students are requested to register a minimum of one week prior to course commencement.
- 14.6 A maximum of 4 semester courses may be taken during the Summer Session, including field education and reading courses.
- 14.7 As stated in 2.3, the equivalent number of hours of instruction (minimum of 26) required for a semester course may be scheduled over a shorter period of time for a summer course. The length of summer courses will be included as part of the information required by the department approving courses according to 6.3.
- 14.8 Courses for which there is a maximum or minimum enrolment stated must declare a deadline for registration within the course description and the course is not to be cancelled prior to that deadline.
- 14.9 Withdrawals without academic penalty may be allowed up to and including the day when one-third of the hours of class instruction have concluded. Each college should state the deadline for withdrawal without penalty for each course. Each college should state its policy for refunds of fees for students withdrawing.
- 14.10 In accord with 2.2 and 2.4, full time attendance in a summer session (i.e. no less than four semester courses) will count towards the minimum residency requirements of full-time study defined for certain TST degree programs.
- 14.11 The deadline for the reporting of summer session marks and SDF's to the TST Registrar is the day following Labour Day.

15 FEES

- 15.1 Fees are to be paid according to the instructions given by a student's college. Fees, and regulations on fees, are set by the Committee of Representing Members (TST Institutional Heads) and approved by the colleges.

16 RIGHT OF APPEAL

(Note: This section will be revised to bring the appeal process into conformity with U of T's updated policy on academic appeals, effective September 1, 2006.)

If students consider that they have been wronged in the application of any of the policies relating to conjoint degrees and their minimum requirements found in this handbook including the final grade for a course, they ought in first instance deal with the professor involved and/or with responsible officials within their own college within six months of the date of the matter or decision complained of. If the matter is not able to be resolved at that level, they may appeal to the Admissions and Procedures Committee of the Basic Degree Council within six months of the date when the decision being appealed was made. An appeal implies permission for all those involved in adjudicating the appeal to have access to the records of the student in question. To this end instructors are required to keep grading schemes for their courses up to six months after the course is over.

- 16.1 To initiate an appeal to the Admissions and Procedures Committee of the Basic Degree Council, a student must send a letter requesting an appeal, together with a complete statement of appeal to the Director of the Toronto School of Theology, within six months of the date when the decision being appealed was made. Once the appeal is received by the Director of TST, the student's statement is sent to the Chair of the Basic Degree Council and to those named in the appeal for response. When the response is received by the Director's Office, it is copied to the student. When all the information from both sides of the dispute is on hand and has been seen by all parties concerned, the Director of TST and the Chair of the Basic Degree Council arrange a hearing before the Admissions and Procedures Committee.

Any person or representative of a body adversely commented on in the student's written material (referred to as "entitled person") may submit a written statement to the Admissions and Procedures Committee, and may attend any hearing and be represented by counsel. Students are advised to consult the student legal assistance centre on campus when preparing a statement of appeal since the hearing takes its cue from that statement and the statement is the basis of the appeal.

The purpose of the hearing is to assist the Committee in forming an understanding of the circumstances relevant to the application. A hearing should not be an adversarial situation. The usual procedure at the hearing is as follows:

- a) The student (or his/her counsel) may make a statement elaborating orally his/her written material.
- b) A representative of the college and/or the department may make a statement.
- c) The student may be questioned by any member of the Committee or by or on behalf of an entitled person. The student may call and examine witnesses in support of the petition and any witness may be questioned by any member of the Committee and by or on behalf of an entitled person.
- d) An entitled person (or his/her counsel) may make a statement elaborating orally on the written material the entitled person has submitted or in respect of which he/she appears.
- e) An entitled person may be questioned by any member of the Committee or by or on behalf of the student. An entitled person may call and examine witnesses in support of the petition and any witness may be questioned by any member of the Committee and by or on behalf of the student.
- f) A final statement will be allowed by or on behalf of the student.

g) A final statement may be made by the representative of the college and/or the department.

h) The hearing will then terminate and the Committee will go into closed session to discuss the disposition of the appeal.

i) The decision of the Committee is final and will be communicated in writing to the Basic Degree Council, the student, and the entitled persons within thirty days. During the summer months the decisions will be communicated to the members of the Basic Degree Council by letter. The committee's report is not a verbatim report of the hearing but a summary of the decision and its grounds.

16.2 **Membership:** The Admissions and Procedures Committee is composed annually of the Chair of the Basic Degree Council, the Toronto School of Theology Registrar, who acts as secretary for the Committee, two college representatives selected by the TST By-Law roster and one University of Toronto representative.

17 ACADEMIC DISCIPLINE

All students registered in TST, whether in conjoint or non-conjoint programmes, are subject to the disciplinary jurisdiction of the University of Toronto in respect of academic matters such as plagiarism, forging of academic documents, or cheating on examinations or papers. The offences and sanctions are prescribed in the University of Toronto *Code of Behaviour on Academic Matters*. In applying the Code of Behaviour, the roles, right and duties of the Dean and of the department chair are to be exercised for TST students by the Dean or Principal of the college in which the student is registered.

Copies of the full *Code of Behaviour on Academic Matters* are available through the Office of the TST Director or on the web at <www.utoronto.ca/govcncl/pap/policies/behaveac.html>.

18 NON-ACADEMIC COMPLAINTS

Complaints about harassment based on gender or sexual orientation are covered by the *Policies and Procedures: Sexual Harassment* of the University of Toronto, and should be directed to the Sexual Harassment Officer at (416) 978-3908.

Complaints about students relating to academic offences are covered by the University of Toronto's *Code of Behaviour in Academic Matters*. Complaints should be made to the head of the college in which the student is registered.

Complaints about students relating to non-academic offences are covered by the various non-academic discipline codes established by the colleges. Complaints should be made to the head of the college in which the student is registered.

18.1 Complaints

Any person, whether currently a member of the Toronto School of Theology or not, may make a complaint or express a concern to the Director of the Toronto School of Theology, who will make an appropriate response on behalf of the TST or direct the person to some other person who may have jurisdiction over the matter.

18.2 Grievances

18.2.1 Where there is another jurisdiction, the Director may decline to accept a grievance, and inform the griever on the appropriate process for filing the particular grievance.

18.2.2 Any member of the TST faculty, TST staff or TST student body may file a formal grievance with the Director of the TST when that member has reason to believe that TST or anyone acting for TST has acted in a way that is inconsistent with any of the established policies of TST for Faculty, staff or students and that has hindered the member's ability to perform his/her duties effectively. Grievances include, but are not limited to:

- non-academic grievances against faculty members
- grievances against staff members
- non-academic grievances against students that do not fall under any discipline codes
- dissatisfaction with administrative decisions or policies
- grievances regarding facilities, offices, services
- policy or procedure of TST contravened

18.3 Grievance Process

18.3.1 **Grievance Committee:** The TST Grievance Committee is composed of four members appointed to three-year overlapping terms by the Director of TST, with one new member being appointed each academic year; the Director shall inform the Board of Trustees of the appointment at the Board's September meeting. A quorum of three of the four members is necessary to hear a case. Should one of the committee members or the Chair be either the griever or the one being grieved against, an alternate will be appointed. The Committee consists of a Chair and representatives from faculty, administration and staff. Decisions of the Grievance Committee shall be by simple majority. The Chair shall have a second vote in case of a tied decision.

18.3.2 **Informal Complaint:** Before a formal grievance procedure is initiated, every effort should be made to resolve the dispute through an informal discussion with the person immediately involved or that person's supervisor. The complaints should be discussed within 15 working days of the incident or circumstances giving rise to the complaint and a response, either orally or in writing, shall be made to both parties within one week of the discussions. If the complaint is not settled satisfactorily at the informal complaint stage then a formal grievance may be filed.

18.3.3 **Formal Grievance Stage:** The first stage in any formal grievance procedure is to complete a TST Grievance Form which sets out the details of the grievance, a statement of the matters in dispute, the provision or interpretation of the policy that has been violated, efforts made to resolve and redress the grievance, and the remedy sought. The form must be signed by the griever and presented to the Chair of the Grievance Committee (or his/her alternate if the chair is the one being grieved against.)

The person grieved against must (a) be given immediate notice of the grievance and presented with a copy of the grievance form and (b) be given the right to representation. The parties should be allowed to resolve the grievance before the grievance committee meets. The Chair of the committee may facilitate such a resolution. The Grievance Committee, nevertheless, is to be called within 14 days following receipt of the formal grievance. Copies of all documents and the grievance form are to be submitted to Committee members before the hearing, with a copy to all parties.

At the hearing a detailed statement of the grievance will be presented to the Committee after which affidavits of the circumstances of the grievance will be considered and any witnesses heard and interviewed.

Parties to the grievance may be accompanied by a colleague or advocate. Both sides may present witnesses, who must have first-hand knowledge of the alleged grievance. Although parties to the grievance and their advocates must be present throughout the proceedings, witnesses will appear only while giving evidence.

The hearing is to be conducted by the Chair of the Committee, unless the chair is the person against whom the grievance has been lodged, in which case the meeting must be chaired by an alternate. Within two weeks of hearing the formal grievance, the Committee will make a report on the facts with its recommendations as to any remedy, penalty or action to be taken. These recommendations will then be forwarded to the Director of TST for her/his endorsement. If the Director of TST is the one being grieved against, the recommendations shall be forwarded to the Chair of the Board of Trustees. All agreements settled at the formal complaint stage shall be in writing and signed by the parties concerned.

If an employee chooses not to grieve a particular situation or withdraws a grievance at any stage, such action or lack of action shall not prejudice other grievances. Any decision of the Grievance Committee shall not set a precedent for settling future or pending grievances. Confidentiality shall be maintained at all stages of the grievance process.

- 18.3.4 **Appeals Process:** Should either party to the grievance wish to appeal the decision of the Director of TST, a written appeal, including replies, should be presented to the Chair of the Committee who will in turn present same to the Executive Committee of the Board of Trustees for their final adjudication of the matter. If a member of the Executive Committee is either the one who instituted the grievance or the one being grieved against, he or she would be replaced by another member of the Board.

Copies of the procedure are available from the Director's office.

- 18.3.5 **Records of Formal Complaints:** Records of formal grievances and their disposition will be kept in the Director's Office and will be made available, subject to privacy provisions, for review by the Association of Theological Schools of the United States and Canada, and other appropriate persons.

University of Toronto
Code of Behaviour on Academic Matters

June 1, 1995

A. Preamble

The concern of the Code of Behaviour on Academic Matters is with the responsibilities of all parties to the integrity of the teaching and learning relationship. Honesty and fairness must inform this relationship, whose basis remains one of mutual respect for the aims of education and for those ethical principles which must characterize the pursuit and transmission of knowledge in the University.

What distinguishes the University from other centres of research is the central place which the relationship between teaching and learning holds. It is by virtue of this relationship that the University fulfills an essential part of its traditional mandate from society, and, indeed, from history: to be an expression of, and by so doing to encourage, a habit of mind which is discriminating at the same time as it remains curious, which is at once equitable and audacious, valuing openness, honesty and courtesy before any private interests.

This mandate is more than a mere pious hope. It represents a condition necessary for free enquiry, which is the University's life blood. Its fulfillment depends upon the well being of that relationship whose parties define one another's roles as teacher and student, based upon differences in expertise, knowledge and experience, though bonded by respect, by a common passion for truth and by mutual responsibility to those principles and ideals that continue to characterize the University.

This Code is concerned, then, with the responsibilities of faculty members and students, not as they belong to administrative or professional or social groups, but as they co-operate in all phases of the teaching and learning relationship.

Such co-operation is threatened when teacher or student forsakes respect for the other--and for others involved in learning--in favour of self-interest, when truth becomes a hostage of expediency. On behalf of teacher and student and in fulfillment of its own principles and ideals, the University has a responsibility to ensure that academic achievement is not obscured or undermined by cheating or misrepresentation, that the evaluative process meets the highest standards of fairness and honesty, and that malevolent or even mischievous disruption is not allowed to threaten the educational process.

These are areas in which teacher and student necessarily share a common interest as well as common responsibilities.

Note: Appendix "A" contains interpretations of the language of this Code.

Appendix "B" contains a statement concerning the rights and freedoms enjoyed by members of the University.

B. Offences

The University and its members have a responsibility to ensure that a climate which might encourage, or conditions which might enable, cheating, misrepresentation or unfairness not be tolerated. To this end, all must acknowledge that seeking credit or other advantages by fraud or misrepresentation, or seeking to disadvantage others by disruptive behaviour is unacceptable, as is any dishonesty or unfairness in dealing with the work or record of a student.

Wherever in this Code an offence is described as depending on "knowing", the offence shall likewise be deemed to have been committed if the person ought reasonably to have known.

- B.i** 1. It shall be an offence for a student knowingly:
- (a) to forge or in any other way alter or falsify any document or evidence required by the University, or to utter, circulate or make use of any such forged, altered or falsified document, whether the record be in print or electronic form;
 - (b) to use or possess an unauthorized aid or aids or obtain unauthorized assistance in any academic examination or term test or in connection with any other form of academic work;
 - (c) to personate another person, or to have another person personate, at any academic examination or term test or in connection with any other form of academic work;
 - (d) to represent as one's own any idea or expression of an idea or work of another in any academic examination or term test or in connection with any other form of academic work, i.e. to commit plagiarism (for a more detailed account of plagiarism, see Appendix "A");
 - (e) to submit, without the knowledge and approval of the instructor to whom it is submitted, any academic work for which credit has previously been obtained or is being sought in another course or program of study in the University or elsewhere;
 - (f) to submit any academic work containing a purported statement of fact or reference to a source which has been concocted.
2. It shall be an offence for a faculty member knowingly:
- (a) to approve any of the previously described offences;
 - (b) to evaluate an application for admission or transfer to a course or program of study by reference to any criterion that is not academically justified;
 - (c) to evaluate academic work by a student by reference to any criterion that does not relate to its merit, to the time within which it is to be submitted or to the manner in which it is to be performed.
3. It shall be an offence for a faculty member and student alike knowingly:
- (a) to forge or in any other way alter or falsify any academic record, or to utter, circulate or make use of any such forged, altered or falsified record, whether the record be in print or electronic form;
 - (b) to engage in any form of cheating, academic dishonesty or misconduct, fraud or misrepresentation not herein otherwise described, in order to obtain academic credit or other academic advantage of any kind.
4. A graduate of the University may be charged with any of the above offences committed knowingly while he or she was an active student, when, in the opinion of the Provost, the offence, if detected, would have resulted in a sanction sufficiently severe that the degree would not have been granted at the time that it was.

B.ii. Parties to Offences

1. (a) Every member is a party to an offence under this Code who knowingly:
 - (i) actually commits it;
 - (ii) does or omits to do anything for the purpose of aiding or assisting another member to commit the offence;
 - (iii) does or omits to do anything for the purpose of aiding or assisting any other person who, if that person were a member, would have committed the offence;
 - (iv) abets, counsels, procures or conspires with another member to commit or be a party to an offence; or
 - (v) abets, counsels, procures or conspires with any other person who, if that person were a member, would have committed or have been a party to the offence.
- (b) Every party to an offence under this Code is liable upon admission of the commission thereof, or upon conviction, as the case may be, to the sanctions applicable to that offence.
2. Every member who, having an intent to commit an offence under this Code, does or omits to do anything for the purpose of carrying out that intention (other than mere preparation to commit the offence) is guilty of an attempt to commit the offence and liable upon conviction to the same sanctions as if he or she had committed the offence.
3. When a group is found guilty of an offence under this Code, every officer, director or agent of the group, being a member of the University, who directed, authorized or participated in the commission of the offence is a party to and guilty of the offence and is liable upon conviction to the sanctions provided for the offence.

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