



# ANNUAL REPORT FORM DMin STUDENTS (PRE-COMPREHENSIVE EXAM)

**Section 1** of this form should be completed by the student in advance of the Comprehensive stage of the program. It should be completed using the fillable PDF function. **Section 2** is then completed by the College Faculty Advisor. The student completes **Section 3**. The final signed copy must be forwarded by the student to [dmin.office@utoronto.ca](mailto:dmin.office@utoronto.ca) by May 1 of each year. Note that in the case of a discrepancy between the explanatory notes below and the regulations in the current [DMin Handbook](#), the regulations in the Handbook will prevail.

## SECTION 1 – Student Information

Last Name:	First Name:	Student Number:
College of Registration:	Year of Admission:	Sessions on Approved Leaves of Absence:

### Dates of meetings with committee since last report (please list all):

--

### Committee Members (Handbook §D4)

*The Individual Learning Plan Committee (College Faculty Advisor and DMin Director) guide the student through the coursework stage.*

Committee Type: <input type="checkbox"/> ILP Committee	
College Faculty Advisor:	DMin Director [or delegate]:
GCTS initial	

### Completion of ILP and Ministry Base Group Requirements (Handbook §D6)

*All DMin students must have an approved Individual Learning Plan (ILP) by the end of their first year (April 30) in order to proceed into their second year of the program and register for their 2<sup>nd</sup> core course. At the end of the first and second year of study (April 30), the student's Ministry Base Group (MBG) submits a written report that considers how the student has integrated their area of research with their practice of ministry.*

Has the student's ILP been approved?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Date of Approval:	
Has the first MBG report been submitted?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Date Received:	
Has the second MBG report been submitted?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Date Received:	

*Students are required to take two courses per Fall/Winter semester until courses are completed. One course per semester may be permitted in cases where students have advanced standing, plan to take courses over the summer, or are otherwise able to demonstrate that they will be able to complete all elective coursework by the end of the second semester of their second year.*

## Comprehensive Examination Planning (Handbook §D8)

*The Comprehensive Exam must be registered with the DMin office by submitting the [DMin Comprehensive Registration Form](#). Students must have completed all course requirements, have an approved ILP, have submitted two MBG reports, and achieved a CGPA of 3.3, to progress to the Comprehensive Examination stage.*

Has the DMin office received the student's DMin Comprehensive Registration form?

☐ NO Please indicate when the form is expected to be submitted: \_\_\_\_\_

☐ YES Please indicate the date the exam is expected to be completed: \_\_\_\_\_

Please comment on the student's progress with reference to the time-frame in §D1.3. If the student has not completed all coursework requirements, does not have an approved ILP, has not submitted 2 MBG reports, or has not submitted the DMin Comprehensive Registration form by the beginning of their third year, please explain the reasons for the delay. **Please indicate any specific improvements, additional advice, or support from the committee relative to the student's progress and professionalization that are required before the next annual report is submitted.**

Please offer any comments on Section I above (a separate sheet may be appended):

Would the committee like to meet with someone from the GCTS to discuss the student's progress: ☐ YES ☐ NO

## Committee Signatures

We attest that the above information is correct, and has been reviewed and approved by all members of the committee.

College Faculty Advisor:	Date:
DMin Director [or delegate]:	Date:

## SECTION 3 – Student Comments

Please offer any comments on Sections 1 or 2 above (a separate sheet may be appended):
Would you like to meet with someone from the GCTS to discuss your program/progress? <input type="checkbox"/> YES <input type="checkbox"/> NO

## Student Signature

I attest to the accuracy of the information in Section 1 and have read and understood the comments in Section 2.

Student:	Date:
----------	-------

Personal information is collected for the purpose of admission, registration, academic programs, university-related student activities, activities of student societies, safety, financial assistance and awards, graduation and university advancement, and reporting to government.

Your Personal Information will be protected at all times.

If you have questions please contact the TST Registrar, Toronto School of Theology, 47 Queen's Park Crescent East, Toronto, ON, M5S 2C3 or call 416-978-4040.

<b>Office Use:</b> <input type="checkbox"/> College Registrar <input type="checkbox"/> Student <input type="checkbox"/> DMin Office	
GCTS:	Date: