

TORONTO SCHOOL OF THEOLOGY

BASIC CONJOINT DEGREE

HANDBOOK

2026-27



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416-978-4039

<http://www.tst.edu>

Important Notices:

This Handbook sets out the minimum and shared requirements of the Basic Degree programs offered through the Toronto School of Theology (TST) member institutions. Each college may have specific requirements related to curricular requirements and academic standing. Students should be aware of the policies and procedures specific to their college of registration.

TST and the University of Toronto deliver academic programs through an in-person, and where approved, hybrid or online learning environment. All students should therefore plan to attend on-campus activities in person as defined by the approved delivery modality of the program in which they are registered, in order to successfully complete their program/degree unless: (i) students have been approved by their home college to participate in off-campus activities (such as study through a Letter of Permission or practicum), or (ii) the handbook entry for a program/degree explicitly states that approved remote activities are permitted.

While TST and Member Colleges strive to maintain an in-person learning environment, TST and Member Colleges reserve the right to alter the manner in which they deliver their courses and co-curricular opportunities in response to health and safety emergencies and public health guidance.

Students registered in the Certificate in Spiritual Care and Psychotherapy

Students in the SCP Certificate, offered in conjunction with the Master of Psychospiritual Studies at Emmanuel College and Knox College, should also refer to the Certificate in Spiritual Care and Psychotherapy Handbook.

University of Toronto Student Life Services

Students in conjoint degree programs who do not have UofT Student Life Program & Services Incidental Campus Fees shown in their Student Accounts invoices do not have access to Student Life Services at UofT, with the exception of Accessibility Services. For more information, please contact your College registrar.

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Conjoint Basic Degree Handbook

“Basic degree programs” are first theological degrees taught at the post-baccalaureate level. The Toronto School of Theology is a consortium of seven member colleges, representing a diversity of Christian traditions, church affiliations, and inter-faith connections. Students are registered in, take courses through, and receive degrees from a member college, not the TST federation. Through the TST, the member colleges agree on a common calendar of academic dates and a common course timetable, share educational resources, collaborate in instruction, determine common minimum academic standards, and decide on many common policies and procedures.

The Basic Degree Handbook is the principal statement of these common understandings for basic degree teaching. It does not, however, give specific information about any specific basic degree program. For information about the admissions requirements, educational purposes, and curricular structures of a specific degree program, reference must be made to the academic calendar of the member college that offers the program.

1. Educational Context

1.1. The Toronto School of Theology and Its Member Colleges

1.1.1. The Member Colleges

The Toronto School of Theology (TST) is a federation of seven member theological schools. The member schools of TST are:

- Emmanuel College of Victoria University (United Church of Canada)
- Knox College (Presbyterian Church in Canada)
- Regis College (Roman Catholic, Jesuit)
- St. Augustine’s Seminary (Roman Catholic, Diocesan)
- University of St. Michael’s College Faculty of Theology (Roman Catholic, Basilian)
- University of Trinity College Faculty of Divinity (Anglican Church of Canada)
- Wycliffe College (Anglican Church of Canada; evangelical)

Three other teaching centres are affiliated with TST:

- Conrad Grebel University College, University of Waterloo (Mennonite)
- The Institute for Christian Studies (Christian Reformed)
- NAITTS: An Indigenous Learning Community

The Basic Degree Handbook does not apply to students registered in the affiliated schools and taking courses in their own schools.

Each of the seven member institutions of the TST is officially designated as a College, Faculty, or a Seminary. For the purposes of this document, they are all referred to as colleges. The theological vigour of TST depends on the strong maintenance of the various Christian traditions which the institutions represent, and the multi-faith contexts in which they work.

1.1.2. Purpose of the TST Federation

Through the TST, the member colleges are bound closely together in the service of the common cause of theological education, and the federation promotes cooperation in all appropriate ways among the member colleges, with the University of Toronto (UofT), and with other educational institutions in Ontario.

1.1.3. Institutional Structure of TST

TST is governed and administered according to a by-law under its control. A Board of Trustees makes governance-level decisions about the affairs of the consortium. Academic Council, with representation from each member institution, the TST Faculty, and the University of Toronto, establishes common academic policies and procedures, including standards for admission and graduation.

The Academic Council has authority over all conjoint degree programs identified in Schedule “B” of the TST/UofT Memorandum of Agreement and two legacy non-conjoint programs (the MA and PhD). It also administers TST’s authority in creating and terminating degree programs.

The Basic Degree Council (BDC) is an advisory and coordinating group, and has responsibilities delegated to it by the Academic Council.

1.2. The University of Toronto and Conjoint Degrees

In addition to historic, statutory, and covenantal relationships which the member colleges enjoy directly with the University of Toronto, the TST itself has been affiliated with the University of Toronto since 1978. A [Memorandum of Agreement](#), agreed to by TST, the colleges, and the University of Toronto, provides for certain degrees to be conjointly offered by University of Toronto and the member colleges. Degree programs which are offered by a member institution of the TST, and which have been approved by both TST and the University of Toronto, are called “conjoint programs.” These are listed in Schedule “B” of the Memorandum of Agreement between the TST and the University. The University participates in governance-level decisions relating to the policies and standards of the conjoint degree programs through its representatives appointed to the TST’s Board of Trustees, the Academic Council, and certain other committees, and it also oversees processes of educational quality assurance.

TST’s conjoint degree programs are either second-entry or graduate. Second-entry programs are basic programs assuming no prior university-level theological coursework, and oriented to either professional leadership or general theological studies. These basic theological programs build on the knowledge, the personal and intellectual formation, and the skills of research, textual interpretation, scholarly reporting, and academic problem-solving which are typically expected of students who have completed an undergraduate program in the humanities.

1.3. The Ontario Universities Council on Quality Assurance

TST is accountable for the quality of its programs and must demonstrate to the Ontario Universities Council on Quality Assurance (“Quality Council”) that its standards and degree-level expectations are consistent with university-level education in Ontario. This accountability is structured though

an agreed quality assurance framework, overseen by the University of Toronto for conjoint degrees granted with the TST member colleges.

1.4. The Association of Theological Schools of the United States and Canada

The TST and its member colleges are members of the Association of Theological Schools of the United States and Canada (ATS). The TST and its member colleges are required to demonstrate to the Commission on Accrediting of ATS that the standards and academic policies and procedures of their approved degrees are consistent with ATS accrediting requirements.

2. The Basic Degree Council

2.1. Membership

The membership of the Basic Degree Council (BDC) is determined by the Academic Council. The members are: the TST Director (*ex officio*); the TST Registrar (*ex officio*); one faculty member or program administrator appointed by each of the seven participating colleges; two representatives elected by the Faculty Assembly (or otherwise as established by policy); one representative appointed by the University of Toronto; and two students appointed by the TST colleges, on a rota basis. To ensure that TST's program areas are sufficiently represented by faculty members, Academic Council, normally on the recommendation of the Basic Degree Council, may appoint up to two additional faculty representatives.

The Basic Degree Council normally meets four times during the academic year.

2.2. Mandate

The mandate of the BDC, under the by-laws of Academic Council, is to discuss and recommend to Academic Council for approval common minimum academic standards, common policies, and common procedures related to admissions, curriculum, degree requirements, and student discipline for conjoint basic degree programs. Individual colleges set additional requirements for the degrees that they confer. The administration of basic degree programs is the responsibility of the colleges while the Basic Degree Council, through the Admissions and Procedures Committee, holds appellate jurisdiction. See §16 *Academic Appeals* for appeal procedures.

2.3. Scope of Authority

In all its policies and procedures, the BDC must observe ATS standards, provincial government regulations, and the Memorandum of Agreement between TST and the University of Toronto, and it must also respect the reserved authority and responsibility of the member colleges in basic degree matters.

2.4. The Basic Degree Handbook

The Basic Degree Handbook comprises policies, procedures, and statements of standards approved by BDC, in areas where it has authority, or by Academic Council following consideration by BDC. The current revision of the Handbook consolidates decisions by Academic Council and predecessor bodies since 1970.

2.5. Committees

2.5.1. The Admissions and Procedures Committee

2.5.1.1. Membership

The Admissions and Procedures (A&P) Committee is appointed annually by the Basic Degree Council at its first meeting in the academic year. It comprises the Chair of the Basic BDC, the TST Registrar, who acts as secretary for the Committee, two faculty members from BDC and a faculty member from BDC in reserve.

2.5.1.2. Function

The A&P Committee rules on cases that come to it in accordance with the provisions of the Basic Degree Handbook. The Committee reports to the Basic Degree Council, at least annually. It reports every case that comes before it, removing identifying information as necessary to protect privacy.

2.5.1.3. Conflict of Interest

Members of the Committee will not vote on cases presented by their own college.

2.5.2. Basic Degree Appeals Committee

The BDC shall appoint an Appeals Committee consisting of three persons; one core faculty member; a UofT faculty member; and a conjoint BD student. The TST faculty member will be appointed as Chair of the BD Academic Appeals Committee. In addition, the BDC should identify at least one alternate member for each individual on the committee. Alternate members may be appointed by the TST Director, or designate, in situations where a conflict of interest has been identified or where a regular member is unable to serve. The TST Registrar is a non-voting member who serves as Secretary. Faculty members are typically appointed for two-year terms, while students are typically appointed annually.

2.5.3. BD Common Stream Committee: SCP Certificate

The Spiritual Care and Psychotherapy (SCP) Certificate within the Master of Pastoral Studies Program, which is offered by Emmanuel and Knox Colleges, has a TST-level administrative arrangement. The Committee gives preliminary approval to admissions applications and refers them to a participating college for decision; recommends to the BDC changes in academic policies, procedures, or requirements relating to the certificate; determines courses that can be regularly used to meet graduation requirements; and approves student academic petitions that can be expected to set procedural precedents.

The Common Stream SCP Committee is made up of five persons; the TST Director ex officio and two faculty members nominated by each of Emmanuel and Knox Colleges. The TST Director and each college gets one vote. The TST Registrar acts as recording secretary.

The Committee shall meet at least three times per year, normally once per semester and approved minutes are received by the Basic Degree Council.

2.5.4. BD Common Stream Committee: MTS, Spirituality and the Arts Stream

The Common Stream Committee for the Spirituality and the Arts stream within the Master of Theological Studies (MTS) program, which is offered by Regis, St Michael's, Trinity, and Emmanuel Colleges, has the responsibility to oversee curriculum, the associated website information, marketing, recruitment, program assessment, and the gathering of data associated with the stream. Recommendations for changes to the stream are made to the BDC. Admission to the MTS, including the Spirituality and the Arts stream, remains the responsibility of individual colleges (see §5 *Admission*).

The Committee is made up of representatives from each of the participating colleges and a representative from TST. Each college gets one vote. At their first meeting of the academic year the Chair and recording secretary are appointed from the membership. The Chair is normally rotated among the participating colleges on an annual basis.

The Committee shall meet at least once per academic year in the Fall and approved minutes are received by the Basic Degree Council.

3. Structure of the Academic Programs

3.1. Divisions of the Academic Year

The TST academic year begins in September and ends in August. The academic year is divided into three academic sessions: Fall session (September through December); Winter session (January through mid-April); and the Summer Session (May through August). The Summer session is further split into two sub-sessions for the purpose of course offerings (see §9.1.5 *Term Designator*). Though the academic year begins in September, tuition fee rates are effective for the Summer through Winter sessions.

Courses beginning in the month of May are technically summer session courses, but some colleges refer to them as “intersession” courses.

3.2. Calendar of Key Academic Dates

All colleges use a common TST Calendar of key academic dates, which is published each year in advance of the start of the academic year. Key dates include the start and ending dates of classes in each of the sessions, the dates of reading week and examination week, and other common dates and deadlines. It can be found on the TST website at <https://www.tst.edu/academic/key-academic-dates>.

3.3. Courses

The standard course within TST is worth one 0.5 credit (FCE¹) and is technically referred to by the University of Toronto as a half course. In practice, most courses at UofT and TST are half courses and most people call them courses. Within this handbook, such a course is referred to simply as a course. Full courses (1.0 credit) are also offered by TST, and are typically referred to within this handbook as “full, 1.0-credit courses.” See §9 *Courses* for full details.

Students must successfully complete at least 10 (10 x 0.5 FCE) courses in TST colleges in order to qualify for a conjoint basic degree and four (4.0 x 0.5 FCE) courses for category 1 certificates. See §4.1.6 *Post-Baccalaureate Certificates (Category 1 Certificates)*.

Courses can be approved to be offered in-person, online or hybrid. See §9.3 *Courses Available for Basic Degree Credit*.

3.4. Minimum Period of Registration

Some programs specify a minimum period that a student must be registered in a program in order to qualify for the degree. See §4 *Conjoint Basic Degree Programs* for details.

3.5. Full-Time Requirement

A college may require the student to be full-time for one or more semesters (not necessarily consecutive) in any Basic Degree program.

Generally, and for the purposes of determining whether a student has met the full-time residency requirement, a student is deemed by TST to be a full-time student during any academic session (Fall, Winter or Summer) if he or she is enrolled in four or more courses. However, different definitions of full-time study may apply for different purposes. For instance, provincial student loan programs may have different definitions of full-time study.

3.6. Program Delivery Modes

Alternate delivery options for programs (e.g., online, hybrid) must have received approval through the UofT Quality Assurance process. The program learning outcomes (see Appendix I) and admission requirements (see §5 *Admission*) are not impacted by the delivery mode. Unless otherwise stated the delivery mode for a program is in-person.

In-person: up to 33% of courses may be taken online.

Hybrid: at least 33% but no more than 66% of courses must be taken online.

Online: at least 66% of courses must be taken online.

¹ FCE = full course equivalent.

Not all programs are approved for hybrid and/or online delivery. See §4.1 *Conjoint Basic Degree Programs* for programs with alternate delivery modes.

Applicants to programs with more than one delivery option are required to indicate in their application which mode of delivery they wish to pursue. See §5.5 *Declaration of Delivery Mode Option*.

3.7. Streams and Foci Within Programs

Streams and foci within programs must have received approval through the applicable UofT Quality Assurance Process. The program learning outcomes (see Appendix I) and admission requirements (see §5 *Admission*) are not impacted by the stream or focus.

For approvals made after September 1, 2024, a focus within a program requires four to six area-specific courses (4-6 x 0.5 FCE) and a stream within a program requires six to ten area specific courses (4-6 x 0.5 FCE). Streams and foci approved before September 2024 may have different area specific course requirements than those listed above.

Streams are recorded in the student's academic history (accessible to the student via ACORN) and transcript, whereas foci are not. The student's participation in a stream or focus will not show on the parchment upon graduation.

4. Conjoint Basic Degree Programs

The following degrees are offered conjointly by TST colleges and the University of Toronto in accord with the regulations of the BDC. Colleges also offer non-conjoint degrees and diploma and certificate programs.

4.1. Master's Degree Leading to Ministerial Leadership

4.1.1. Master of Divinity (MDiv)

This program, offered by all TST colleges, prepares persons for ordained ministry and for responsibilities of general pastoral and religious leadership in congregations and other settings. The minimum requirement for this degree is thirty (30 x 0.5 FCE) courses or equivalent units (15 credits), over a three-year period. Students may take a longer time to complete this program, but it is educationally appropriate for the program to be completed within eight calendar years. Colleges may stipulate individual course requirements or a minimum quota of courses from any of the program areas (biblical, historical, pastoral & practical theology and theological studies), and may require additional courses. Colleges may also require prerequisites, co-requisites, period of residency and competency for ministry work outside of the degree program itself. Individual colleges evaluate a student's readiness for ministry according to requirements, conditions, and norms prescribed by the college itself.

4.1.1.1. Delivery Options

The MDiv has been approved for in-person and hybrid delivery at all colleges from Fall 2023 admission. However, individual colleges may choose not to offer admission to all approved delivery modes every year.

Students admitted to MDiv with a first registration prior to Fall 2023 will be permitted to transfer the hybrid delivery option, if (a) they are able to meet the requirements of the hybrid pathway; and (b) the home college structure of the hybrid delivery as approved for their home college permits². Students will not be permitted to change college in order to transfer to the hybrid delivery mode. Continuing students who have completed 21 or more courses in person will not be permitted to transfer to the hybrid pathway (which requires 11 to 20 of the 30 0.5 FCE courses to be taken online), as students can take up to one-third of their courses online in an in-person degree pathway. All transfer requests must be submitted to and processed by the student's home college by January 31, 2024.

4.2. Master's Degree Preparing for Educational Ministries

4.2.1. Master of Religious Education (MRE)

The primary purpose of the MRE is to equip persons for competent leadership in various forms of educational ministry in congregations and other religious institutions. Twenty (20 x 0.5 FCE) courses or equivalent units (10 credits) over a minimum of two years can be completed on a part-time basis. The MRE is offered by St. Augustine's Seminary and the Faculty of Theology of the University of St. Michael's College.

4.3. Master's Degrees Preparing for Specialized Ministries

These degree programs have as their chief purpose the equipping of persons for competent leadership in specialized areas of ministry: social, spiritual care, and pastoral care ministries in the case of the MPS; sacred music in the case of the MSMus and; pastoral ministry and spiritual direction in the case of the MAMS. Students in the MPS program are registered in a specific stream of the program from admission, and each stream has a distinct set of curricular requirements. The minimum requirement for these degrees is twenty (20 x 0.5 FCE) courses or equivalent units (10 credits), over a minimum of two years.

4.3.1. Master of Psychospiritual Studies³ (MPS)

This degree program is offered by Emmanuel College, Knox College, Regis College, St. Michael's College and Trinity College.

4.3.1.1. Spiritual Care Stream

The spiritual care stream prepares students for specialized ministry in a variety of settings, including in healthcare, educational, and spiritual care/chaplaincy settings. As a distinct field of study, this stream invites students to train in the specialized skills of psychospiritual care.

² Students at Knox College are not permitted to transfer due to the approved structure of the delivery of the Hybrid MDiv program at the college.

³ Effective September 1, 2024, the nomenclature of the MPS changed from Master of Pastoral Studies to Master of Psychospiritual Studies.

Offered at Emmanuel College⁴, Knox College, Regis College, St. Michael's College and Trinity College.

4.3.1.2. Social Service / Social Justice Ministries Stream

This stream will be of interest to applicants seeking to take up ministries in religious and secular social service agencies and non-governmental agencies, particularly those attentive to providing direct service to dis-advantaged populations and persons, to advocating for a more just society, and the building of the common good and prepares students to analyze the need social change and provides training for leadership in complex and rapidly changing social systems. The content of the Social Service stream and the Social Justice Ministries stream is the same, but, because of different denominational perspectives, the names differ by college. The Social Service stream is offered at Emmanuel College⁴ and Knox College. The Social Justice Ministries Stream is offered at Regis college, St. Michael's College and Trinity College.

4.3.1.3. Spiritual Direction Stream

This stream prepares students to provide one-on-one and small group spiritual accompaniment, rooted in the Christian spiritual traditions, in parish, retreat centre, and private settings. As a distinct field of study, this stream invites students to train in the specialized skills of spiritual accompaniment as a unique type of ministry. Offered at Regis College, St. Michael's College and Trinity College.

4.3.1.4. Buddhist Studies Focus

Offered at Emmanuel College⁵ (students must be registered in the Spiritual Care Stream).

4.3.1.5. Christian Studies Focus

Offered at Emmanuel College⁶ (students must be registered in the Spiritual Care Stream).

4.3.1.6. Muslim Studies Focus

Offered at Emmanuel College⁶ (students must be registered in the Spiritual Care Stream).

4.3.1.7. Interfaith Focus

Offered at Emmanuel College (students must be registered in the Social Service Stream).

4.3.1.8. Jewish Focus

Offered at Knox College (students must be registered in the Spiritual Care Stream).

4.3.1.9. Spiritual Care and Psychotherapy Certificate

This conjoint category 2 certificate, offered as part of the Master of Psychospiritual Studies at Emmanuel College and Knox College, is designed to equip students to apply to professional bodies for membership, typically with a view to vocations as spiritual care therapists in hospitals, correctional institutions, churches, family therapy practices, private practices, counselling services, palliative care hospices, schools, developmental disability facilities, or the military. Students at Emmanuel College and Knox College must be registered in the

⁴ Stream approved prior to Fall 2014.

⁵ Focus approved prior to Fall 2014.

⁶ Effective 2025-26 academic year.

Spiritual Care Stream of the MPS in order to take the Certificate in Spiritual Care and Psychotherapy.

A “category 2” certificate can only be taken in conjunction with a degree program; in this case, the MPS degree.

Courses that are to be counted towards the SCP certificate in CPRO categories 1-7 are required to be 36 contact hours (i.e., 3-hour courses over a 12-week semester). See §9.3.9 *Courses for the SCP Certificate*.

4.3.2. Master of Arts in Ministry and Spirituality (MAMS)

This degree program was historically offered by Regis College. Admission to this program has been suspended as of Fall 2025.

4.3.3. Master of Sacred Music (MSMus)

This degree program is offered by Emmanuel College.

4.4. Master’s Degrees Offering a General Introduction to Theological Scholarship

4.4.1. Master of Theological Studies (MTS)

This academic program gives students a general introduction to theological scholarship, with a view to their own enrichment or to setting a theological context within which to exercise their own ministry or apostolate within the world. The minimum requirement for the MTS, offered by all TST colleges, is 20 (20 x 0.5 FCE) courses or equivalent units (10 credits), over a minimum of two years. The programs may comprise a measure of specialization and must include a summative exercise.

4.4.1.1. Urban Community Development Stream

Provides knowledge, skills and values to serve and lead local non-profit, church and development organizations in urban community contexts in Canada and internationally. Offered by Wycliffe College⁷.

4.4.1.2. Theology, Spirituality and the Arts Stream

Provides historical context for understanding how theology and the arts are significant for worship and teaching. Offered by Emmanuel College, Regis College, St. Michael’s College, and Trinity College⁸.

4.4.1.3. Buddhist Focus

Offered at Emmanuel College.⁶

⁷ Stream approved April 2017.

⁸ Stream approved April 2019.

4.4.1.4. Christian Focus

Offered at Emmanuel College.⁹

4.4.1.5. Muslim Focus

Offered at Emmanuel College.⁶

4.4.1.6. Interfaith Focus

Offered at Emmanuel College.⁶

4.5. Non-Conjoint Diplomas and Certificates

Colleges may offer non-conjoint diplomas and certificates to students registered in conjoint degree programs. Such diplomas and certificates may make use of courses that are approved for credit within conjoint degree programs (see §9 *Courses*) but such diplomas and certificates are not themselves awarded conjointly and are not subject to the quality assurance of the University of Toronto. Approved courses that are elements of such certificates and diplomas count for credit within the student's conjoint degree.

4.6. Post-Baccalaureate Certificates (Category 1 Certificates)

A “category 1” certificate may be taken as a stand-alone program offering.

4.6.1. Certificate in Theological Studies (CTS)

The conjoint Certificate in Theological Studies (CTS) is intended to provide university graduates with a general university-level foundation in Christian studies. It may provide academic background for those interested in applying to the MA in Theological Studies. It requires seven courses (7 x 0.5 FCE = 3.5 FCE) and can be taken on a full-time or part-time basis. It is offered by all seven member institutions of the Toronto School of Theology: Emmanuel College, Knox College, Regis College, St. Augustine's Seminary, St. Michael's College, Trinity College, Wycliffe College.

4.6.1.1. Delivery Options

The CTS has been approved for in-person and hybrid delivery at all colleges from Fall 2025 Admission. However, individual Colleges may opt not to offer both delivery modalities and/or intakes in the Fall, Winter, and Summer.

In-person delivery: Students are required to take a minimum of five in-person courses (5 x 0.5 FCE) of the seven courses (7 x 0.5 FCE) required for the CTS. Colleges may designate up to two courses (2 x 0.5 FCE) as required to be taken online.

Online delivery: Students are required to take a minimum of five online courses (5 x 0.5 FCE) of the seven courses (7 x 0.5 FCE) required for the CTS. There are no required in-person courses.

Students admitted to the CTS with a first registration prior to Fall 2025 are permitted to transfer to the online pathway option if they are able to meet the requirements of the online pathway at their home college (students are not permitted to change college in order to

⁹ Focus approved February 2024, to be offered from Fall 2024.

transfer to online delivery). Continuing students who have completed three or more courses (3 x 0.5 FCE) in-person are not permitted to transfer to the online pathway (which requires five to seven of the seven 0.5 FCEs courses to be taken online). All transfer requests must be submitted to and processed by the student's home college by the deadline provided by the college.

4.6.2. Certificate in Theology and Interreligious Engagement (CTIE)

The conjoint Certificate in Theology and Interreligious Engagement (CTIE) is intended to provide university graduates with a general university-level foundation in theological and practice-based approaches to religious pluralism and interreligious engagement through the exploration of religious texts and histories, spiritualities and practices, and theologies and theories of religions. It requires seven courses (7 x 0.5 FCE = 3.5 FCE) and can be taken on a full-time or part-time basis. The CTIE is intended to be flexible and accessible to students in full-time employment. It is offered by all seven member institutions of the Toronto School of Theology: Emmanuel College, Knox College, Regis College, St. Augustine's Seminary, St. Michael's College, Trinity College, Wycliffe College.

4.7. Certificates in Continuing Education

Colleges may offer certificates in continuing education in various professional areas. Such students are not registered in conjoint degree programs. Students eligible for admission to a conjoint degree may use the certificate towards meeting admission requirements, subject to §5.3.1 *Admission Without Baccalaureate*. Audited courses and non-credit courses may not be used for credit within a conjoint degree.

4.8. Program Expectations

4.8.1. Expected Learning Outcomes

TST and its member colleges have designed their basic degree programs so that by the time of graduation students will have attained a suitable demonstrable level and quality of academic skills, integrity, and learning. A non-binding summary of these learning outcomes is given in Appendix II. In addition to these learning outcomes, each member college has developed more specific learning outcomes for each of its basic degree programs in accordance with its institutional mission and values, the requirements and theological tradition of its sponsoring denomination, the educational philosophy of its faculty, and other factors.

4.8.2. Degree-Level Expectations for Basic Degree Programs

TST's conjoint basic degree programs operate at the post-baccalaureate, undergraduate level.

4.8.2.1. Meaning of "Post-Baccalaureate"

Basic degree programs operate on the assumption that students have already completed at least a first post-secondary degree program in which they have developed their skills of research, thinking, and oral and written communication.

4.8.2.2. Meaning of "Undergraduate"

Basic degree programs presume no prior academic study in the theological disciplines.

4.8.2.3. Clarifications

Although ATS uses the terms “graduate” and “post-baccalaureate” interchangeably, Canadian post-secondary education, following the British system, distinguishes two kinds of post-baccalaureate education, “graduate” and “second-entry undergraduate (SEUG)”. Canadian usage restricts the term “graduate” to educational programs that build on earlier undergraduate studies or other post-secondary preparatory education or training; for example, an MA in history is a graduate program because it presumes a four-year BA in history. Second-entry undergraduate programs, by contrast, introduce students to a new discipline. The MD in medicine, the JD and LL.B. in law, and the DDS in dentistry, are examples of second-entry undergraduate degrees.

Appendix I lists degree-level expectations (DLEs) for all basic degree programs, consonant with those published by the Council of Ontario Universities.

4.8.3. Expectations for the Certificate in Theological Studies

The Conjoint Certificate in Theological Studies (Post-Baccalaureate) functions to introduce university graduates to a new academic discipline and corresponds to the introductory level of a second-entry program. All learning outcomes are delivered by coursework. See Appendix III for Certificate Learning Outcomes.

The CTS requires seven courses (7 x 0.5 FCE) in Christian studies.

Five foundational (1000-level) courses will be taken from among the historic sub-disciplines of Theological Studies, as indicated below:

- Old Testament / Hebrew Scriptures
- New Testament
- Theology (systematic theology, historical theology, dogmatic theology)
- History of Christianity
- Another area of Theological Studies (such as theological ethics, philosophy of religion, comparative theology, apologetics, pastoral or practical theology, spirituality, liturgics, etc.) This additional foundational course will be decided by the student in consultation with an academic adviser, on the basis of his or her prospective area of MA studies, and special academic interest.

Two additional courses will be taken at an advanced second-entry undergraduate (SEUG) level (TST course codes numbered in the 2000s and 3000s), in order for students to achieve degree-level expectations in depth of knowledge.

Where students enter with some previous coursework in theological or religious studies, their academic adviser may waive a requirement in favour of a substitute course.

Students in the CTS program are not permitted to take graduate-level courses (numbered in the 5000s and 6000s).

The CTS can be earned through coursework alone.

- The CTS does not require full-time residency. It is intended to be flexible and accessible to students in full-time employment.
- It does not require field placements, as it is not a professional certification.
- It does not require comprehensive or summative exams, since it is designed not as a program but as studies that will help qualify the student for entry into a program.
- It does not require extracurricular commitments.
- It does not have formative expectations.

Full-time students will be able to complete all requirements within two semesters. A full-time course load is five (5 x 0.5 FCE) courses a semester. The CTS must be completed within four academic years of first registration.

Students are required to take a minimum of one course (1 x 0.5 FCE) each Fall and Winter semester. Students are required to be registered in consecutive academic years until completion, with the exception of approved Leaves of Absence.

4.8.4. Expectations for the Certificate in Theology and Interreligious Engagement

The CTIE requires seven courses (7 x 0.5 FCE).

One course must be taken from each of the groupings of courses:

- Texts and histories
- Spiritualities and practices
- Theologies and theories of religion

Courses selections must explore minimally two religions other than Christianity, and:

- A least one course must be taken at the 1000 level and at least two courses must be at the 2000/3000 level.
- A least one course must be taken that includes practices of interreligious engagement.

Students with no previous background in the study of theology, religion, or a cognate discipline will be required to take a foundational theology course (normally given the numeric code 1101) as one of their courses.

The CTIE is earned through coursework alone.

Full-time students will be able to complete all requirements within two semesters. A full-time course load is five (5 x 0.5 FCE) courses a semester. The CTIE must be completed within four academic years of first registration.

Students are required to take a minimum of one course (1 x 0.5 FCE) each Fall and Winter session. Students are required to be registered in consecutive academic years until completion, with the exception of approved Leaves of Absence.

4.9. Authority of the Member Colleges in Regulating Basic Degree Programs

4.9.1. General Latitude

TST colleges have latitude to set additional degree requirements, in accordance with the intended learning outcomes of the programs they offer, in such areas as the following.

4.9.1.1. Curriculum Requirements

Colleges may stipulate specific course requirements and program area (biblical, historical, pastoral & practical theology and theological studies) distribution requirements for a basic degree program.

4.9.1.2. Program Time Limits

Colleges may stipulate a maximum time to completion of any basic degree program of less than eight years.

4.9.1.3. Full-Time Requirements

Colleges may require students to register in full-time studies for a part of, or their entire program.

4.9.1.4. Ecumenical Exposure

Colleges may require students to take courses at other colleges or in other traditions.

4.9.1.5. Program Delivery Modes

Where program and college have been approved to offer a program in more than one delivery mode, the individual college may choose not to offer admission to all approved delivery modes every year.

4.9.2. Restrictions

Such latitude ought not to lead to substantial divergence from similar programs at other TST colleges, especially in the following respects.

4.9.2.1. Additional Credit Requirements

Individual colleges may require up to two additional courses for a basic degree program.

4.9.2.2. Additional Non-Credit Requirements

For the MDiv, 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 program.

4.9.2.3. Field Education

For the MDiv, all field education or contextual education requirements included within the 30 required courses are to be carried out under instructors duly approved in accord with TST policies on the approval of teaching staff.

4.9.2.4. Changes Require Approval

Major modifications (as defined in the University of Toronto Quality Assurance Process [UTQAP]) in curriculum, admissions standards, degree requirements, addition of streams

within a degree or grading practices require prior consultation with the Office of the Vice-President and Provost of the University of Toronto.

4.9.2.5. Ecumenical Dimensions

Colleges should encourage students to take some of their courses outside their own tradition.

4.9.2.6. Program Delivery Modes

Where program and college have been approved to offer a program in more than one delivery mode and an individual college has chosen not to offer admission to one or more delivery modes in any given year, the college is required to support students through to graduation in their declared program delivery option.

5. Admission

5.1. College Administration of Basic Degree Admissions

Except as otherwise herein provided, each member college is free to set, interpret, and administer its own academic and non-academic standards and policies, consistent with its explicit educational mission (as informed by an ecclesiastical mission where such exists), for the admission of students to a conjoint basic degree program.

For professional degree programs requiring educational placements in situations of ministry, a member college may limit admission to persons who meet criteria reasonably imposed for appointment to such placements; such criteria may include a satisfactory police check, a record of community service, an understanding of and sensitivity to human interaction, an aptitude for ministry, skills required for a proper observance of the TST's Standards for Professional Practice Behaviour, and conformity to standards lawfully established for appointment to the placements. See §15.3 *Standards of Professional Practice Behaviour*.

5.1.1. Certificate in Spiritual Care and Psychotherapy

By exception, colleges offering this Certificate may admit students only on the recommendation of the Basic Degree Common Stream Committee (see §2.5.3 *BD Common Stream Committee: SCP Certificate*). This provision allows coordination among the participating colleges in admitting students to a Category 2 Certificate (see §4.1.3.9 *Spiritual Care and Psychotherapy Certificate*) where enrolment sizes are subject to a TST-wide cap.

5.1.2. Certificate in Theological Studies

Applicants must have a bachelor's degree from a recognized university, college, or Indigenous Institute with a CGPA of 2.7 for the entire degree. Normally this should be a Bachelor of Arts degree with a concentration in a field of the humanities or social sciences. Where applicants have a different post-secondary background, TST may require them to begin their conjoint Certificate with courses that will build their skills of research, critical thinking, and expository writing. Each college

will administer admissions according to its procedures and deadlines for second-entry undergraduate programs.

5.2. Non-Discrimination

As provided in the Human Rights Code of Ontario, admission to conjoint basic degree programs is without discrimination because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status or handicap.

5.3. Baccalaureate Requirement

Applicants to a conjoint basic degree program must hold an appropriate baccalaureate degree with adequate standing (normally at least B- standing in their final year) from an institution approved by a Canadian provincial quality assurance agency, or accredited by a US agency recognised by the Council for Higher Education Accreditation, or demonstrated educational equivalent of a North American baccalaureate degree as judged by the Admissions and Procedures Committee, which may make reference to information provided by the School of Graduate Studies of the University of Toronto. In cases where an institution is not from an institution approved by a Canadian provincial quality assurance agency, or accredited by a US agency recognized by the Council for Higher Education Accreditation, the TST member college must submit a transcript, brief information about the institution, including faculty and their academic credentials, and an accompanying letter indicating its desire to admit the student to the TST Registrar, who serves as Secretary to the A & P Committee, for consideration by the Committee. The college representative on BDC will present the case to the A & P Committee at its meeting. The A & P Committee has the authority to make decisions on non-standard credentials. In cases where precedents have been set by the Admissions and Procedures Committee, TST colleges may admit graduates from such institutions without submitting a request for consideration. A college may appeal the decision of the Admissions and Procedures Committee in respect of equivalent credentials to the Basic Degree Council.

5.3.1. Admission Without Baccalaureate

In an exceptional case, a college may admit to the CTIE, CTS, MDiv, MPS, MRE, or MTS program a student without a baccalaureate degree or equivalent (see §5.8 *Exceptions to Admissions Regulations*). All of the following restrictions apply:

5.3.1.1. Post-Secondary Requirement

Such applicants must present evidence of successful completion of the equivalence of 10 x 0.5 FCEs of Arts and Science study from an accredited institution (or the equivalent as assessed by the Admissions and Procedures Committee of TST).

5.3.1.2. Prior Theological Study

For degree programs, such applicants must have successfully completed at least the equivalent of 10 x 0.5 FCEs theological study, or the successful completion of the TST CTS or CTIE which may be counted towards the degree as advanced standing subject to §6.3 *Advanced Standing*.

No prior theological study is required for admission to the CTS or CTIE (Category 1 Certificates).

5.3.1.3. Life Experience

Such applicants must have life experience that has helped them prepare for theological study at the second-entry undergraduate (SEUG) level.

5.3.1.4. Consistency with College Standards

Admission of such applicants must be consonant with the mission statement and stated academic policies of the college.

5.4. English Language Proficiency

It is essential that all incoming students have a good command of English. Applicants whose mother tongue is not English, and who have not completed a previous degree in English, must demonstrate facility in the English language by taking one of the following tests and achieving the stated minimum result. Test results that are older than two years at the time of application cannot be accepted.

- **Test of English as a Foreign Language (TOEFL).** If the test is taken in paper format, required score is 580 overall and 5 in Test of Written English; if the test is taken in internet format, 93 overall and at least 22 in each of the speaking and writing sections.
- **International ESL-Academic Preparation Level 60 (Advanced)** offered by the School of Continuing Studies at the University of Toronto. Required score: B.
- **International English Language Testing System (IELTS).** Required score: 7.0 overall.

A college basic degree director may in compelling cases use other evidence to determine English fluency. Other tests and minimum results recognized by the [UofT School of Graduate Studies](#) may serve as a guide.

5.5. Declaration of Delivery Mode Option

Applicants to programs with more than one delivery mode option (e.g., in-person; online) are required to indicate in their application which mode of delivery they wish to pursue. Where a declaration in the application has not been made at the time of application, this must be done prior to September 30 for those admitted to the Fall and January 31 for those admitted to the Winter (or previous working day if these dates fall on a weekend). See §3.6 *Program Delivery Modes*. If more than one delivery mode is offered by a college and the student has not made a declaration by the stated deadline for the session of entry, the student will be registered in the in-person delivery mode.

5.6. Conditional Admissions

A student who cannot demonstrate clear qualifications for admission may be admitted into a conjoint degree program for up to one year, on the condition that by the end of that time they must demonstrate that they ought to be fully admitted, in default of which they must withdraw. The conditions are to be clearly formulated and made known to the student.

5.7. Non-Degree Students

A person who wishes to take courses in the basic degree division without an immediate intention to pursue a degree program may be admitted by a college as a non-degree student (in some colleges called a special student or an occasional student). Courses taken by a non-degree student will not necessarily be accepted at a later date for credit to a degree program. Colleges may set procedures and regulations pertaining to non-degree students, including a limit on the number of courses which such students may take. Normally a student wishing to take one course should register in the college offering the course.

Students not in conjoint programs should contact their college registrar for course registration, change of addresses, invoices and account history and academic histories.

Students not admitted to conjoint programs are not students of the University of Toronto or of TST. Such students do not have access to UofT Services. They are entirely under the authority of their college of registration in academic matters and in matters of non-academic discipline, and do not have access to avenues of appeal or grievance at either TST or the University of Toronto.

See §5.7.2.3 *Letter of Permission* and §9.3.8 *Courses on Letter of Permission* for information on students studying on a Letter of Permission.

5.7.1. Auditors

Some colleges admit persons not enrolled in a degree program or as a non-degree student to audit individual courses taught in the college. Each college sets regulations and fees for such auditors. Assignments are not required of auditors, and, if presented, are not formally evaluated. See §9.4.5 *Audited Courses*.

5.7.2. External Students

An external student is one registered in a degree program outside TST who has been permitted to take courses in a TST college. The following regulations apply.

5.7.2.1. Students at TST Affilite Schools

Prospective external students registered at Conrad Grebel University College, The Institute for Christian Studies, or NAITTS will apply to register via the TST Registrar.

5.7.2.2. Other Students

All other external students will apply to the TST college of their choice, which may accept them as their discretion.

5.7.2.3. Letter of Permission

Prior to application to TST or a TST college as an external student, the student must obtain a Letter of Permission from his or her school, faculty, or program areas (biblical, historical, pastoral & practical theology and theological studies), as the case may be, to take the course(s) in question towards their degree.

A student may attend a TST college as a non-degree student on a Letter of Permission at the discretion of the college and be considered conjoint if:

- Their home college in Ontario is provincially funded and they are currently registered in a provincially approved and funded program; OR
- Their home institution is outside of Ontario; AND
- Their academic standing at their institution meets the admission requirements of a BD conjoint program.

All non-degree students on a Letter of Permission are required to adhere to policies and regulations as set out in the BD Conjoint Degree Handbook.

5.7.2.4. Restrictions on Undergraduate Students

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; and colleges may accept such students only if they fall within non-graduate quotas defined by ATS standards. However, students wishing to take elementary New Testament Greek or Biblical Hebrew need not have completed two years of university work. Undergraduate students will not normally be permitted to enrol in 3000-level courses.

5.8. Exceptions to Admissions Regulations

If a college wishes to waive a minimum TST requirement for a particular student, the waiver must be approved by the A&P Committee (see §2.5.1 *The Admissions and Procedures Committee*). The college may appeal a decision of the A&P Committee to the BDC. In cases where the A&P Committee has already approved an exception that carries the force of precedent, the TST Registrar will so advise the College.

5.9. Appeals of Admissions Decisions

Admissions decisions are not subject to appeal under §16 *Academic Appeals* of this Handbook.

6. Credit for Academic Work Completed Outside the Current Degree Program

6.1. Determination of Credit

Each college determines, according to the following general rules and additional rules of its own, whether to give credit towards a degree for work completed by a student outside the degree program or outside TST. The college makes decisions about advanced standing¹⁰, advanced placement, and transfer of credit only for students who are registered in one of its degree programs.

¹⁰ The Association of Theological Schools has different definitions for Advanced Standing and Shared Credits.

6.2. On-Admission Transfer of Credit

Transfer credit is course credit towards graduation from a degree program that has not been completed or conferred, on the basis of one TST course credit for each equivalent course credit earned at another recognized institution (or institutions). The college will ensure that the courses proposed for transfer credit were eligible for post-baccalaureate credit in the institution(s) at which they were taken (see §6.7.1 *Conditions for Transfer Credit*). Colleges may exclude as transfer credits courses that they deem outdated over the limits stated in §6.7 *Guidelines for Awarding Transfer Credits and Advanced Standing*. The number of transferable credits, from all institutions, is limited to one half of the credits required by any program requirement (for example, §4.4.2.1 *Additional Credit Requirements*). Colleges may stipulate additional limitations on the number of allowable transfer credits. The number of credits awarded on admission will impact the student's eligibility to take courses on a Letter of Permission as these are also considered transfer credits (see §9.3.8 *Courses on Letter of Permission*). See §3.4 *Minimum Period of Registration*.

6.3. Advanced Standing

A college may award a student credit for work applied to another degree program from which they have graduated, including a degree program previously completed at the same or higher level and in the same discipline at an accredited institution. Not more than half of the credits required for the previous degree may be transferred into a new program and not more than half the credits required in the new program may be earned on the basis of Advanced Standing. Colleges may stipulate additional limitations on the number of allowable credits awarded for Advanced Standing. A college may award a pro tanto amount of credit for a completed degree, such as ten course credits towards an MDiv on the basis of a completed MA in theology; This is sometimes referred to as “shared credits”.

6.4. Advanced Placement

Advanced Placement refers to a college's decision to exempt a student from (a) certain course(s) normally required in a program because the student has the knowledge, competence, or skills that would normally be provided by those courses. Such knowledge, competence, or skills can be evidenced by academic transcripts of courses previously taken, by an appropriate written and/or oral assessment, or by other objective demonstration. Advanced placement cannot be granted for cohort courses. Advanced placement cannot be automatically granted on the basis of life or ministerial experience. Advanced placement does not reduce the number of courses required for graduation, and the college determines an appropriate course for the student to take in place of the course that the student has been exempted from. College policies may exclude the possibility of advanced placement.

6.5. Creditworthiness

Transfer and shared credits can be received by TST colleges towards graduation from a conjoint degree program only if they meet the test of creditworthiness.

6.5.1. ATS-Accredited Schools

Credits granted by a school accredited by the ATS are considered creditworthy.

6.5.2. ATS Associate Members

Credits granted by a school which is an Associate Member of ATS can be considered creditworthy under the following circumstances: (a) the student must have been academically qualified to be admitted to a degree program at TST when admitted to the Associate Member school; (b) the student has received first- or second-class standing; (c) the instructor holds a generally recognized academic degree in the field of instruction (e.g., PhD, ThD, DMin); it is the responsibility of the student to document the professor's academic standing. A maximum of five credits may be received from an ATS Associate Member, and ten credits from an ATS Candidate for Accreditation School.

6.5.3. Other Institutions

Credits from other institutions will be dealt with on a case-by-case basis by each school; the standard to be applied is whether a course for which credit is sought was taught similarly to a course at an ATS institution in respect of (a) level, (b) workload, (c) method, (d) learning outcomes, and (e) academic credibility. The grade earned by the student may also be taken into account.

6.6. Precedents and Guidelines

The Admissions and Procedures Committee may establish precedents and guidelines for the guidance of colleges.

6.7. Guidelines for Awarding Transfer Credits and Advanced Standing

Usually, courses completed within eight years of entry into the program will be considered for transfer if they have not been used as part of a completed degree or in the case of Advanced Standing, degrees that have been conferred within eight years of the start of the program the student is entering into. Coursework, including courses offered online, can be considered for transfer credit.

Students can be awarded Advanced Standing and Transfer Credit, however the total credits awarded cannot exceed half the credits required in the TST program they are registering in. Future courses taken on a Letter of Permission are also included in this limit and therefore may prevent the student from being eligible to take courses on a Letter of Permission.

6.7.1. Conditions for Transfer Credit

Transfer credits can be given under the following conditions, subject to §6.1 *Determination of Credit* and §6.2 *On-Admission Transfer of Credit*:

- Courses must be completed at regionally accredited degree-granting institutions (see §6.5 *Creditworthiness*).
- Courses must be comparable in character, content, and quality to courses offered by TST. Assessment may include (but not be limited to) comparisons of learning outcomes, scope and level of content, assessment strategies, hours of instruction, student success in subsequent courses, program accreditation and provincial or national certification

requirements. Course or program outlines that contain all the elements necessary for the assessment of equivalence should be provided by the student.

- The minimum grade for individual course transfer is normally a passing grade, as defined by the institution awarding the original credit. A higher course grade should not be required by the TST member college unless the same requirement applies to the equivalent internal course.
- Course numbers, titles, grades, and credit values must appear on the source institution's official transcript, and the course numbers and titles must be consistent with the regular offerings described in that institution's general catalog.
- Course work taken at postsecondary institutions outside of Canada must meet ATS and UofT's requirements with respect to the recognition and educational quality of the overseas institution concerned.
- Courses must be post-baccalaureate course(s).
- The request must be made in the first session of registration in the program.
- Transfer Credits are recorded as "CR" on the student's academic record and do not contribute to the CGPA of the TST program.

Transfer credit **cannot** be given for:

- Credit earned for courses that have been repeated.
- Audited courses.
- Co-op, internship and practicum credit(s).
- Credit given by another college for life/work experience.

6.7.2. [Arithmetical Basis for Credit](#)

Where courses taken at another institution are weighted in terms of credit hours, credit, if it is to be granted at all, will be given on the basis of ten TST credits for a full year's study at the other institution, defined as one-half the credits required by that institution for the completion of a two-year degree or one-third the credits required by that institution for the completion of a three-year degree, or the like; or a smaller or larger number of TST credits in proportion to the amount of study at the other institution.

6.7.3. [Stale-dated Courses](#)

Factors such as the student's continued involvement in the field may extend the limitation of eight years to ten years, subject to review and approval of the BDC A&P Committee. Requests to the BDC A&P Committee are to be presented by the college of the student's registration along with supporting documentation. When reviewing such cases, members of the committee should ensure that all the elements in the syllabus provided are current, and valid to the learning outcomes of the program in which the student is registered. Both criteria need to be shown to have been met for the transfer credit to be granted.

The stale-dating of courses/credits within the program of registration does not apply when the student has maintained continuous registration (Fall and Winter Semesters) from the first semester of their year of entry.

6.8. Appeals

A student may appeal to the Admissions and Procedures Committee regarding a college decision on transfer credit, shared credit, advanced standing, or advanced placement. The Committee can overrule a college decision in these matters only if the decision fails to observe a clear TST standard, or if it violates a published standard of the college itself. The Committee cannot vacate college standards that are additional to TST standards.

7. Registration

7.1. Responsibility for Knowing Requirements

Curricular requirements for each program offered by a college are published in the printed or online program requirement document, program handbook and/or calendar of the college. Students are responsible for knowing the published requirements. Where there is a discrepancy between the College Program Handbook (or equivalent) and the *TST Basic Conjoint Degree Handbook* or, where the college Program Handbook makes no reference, then the current edition of the *TST Basic Conjoint Degree Handbook* shall prevail.

7.2. College Registration

Students must observe the registration instructions and deadlines provided by their college and/or by TST. Instructions may be received at any time of the year.

7.2.1. Registration in Delivery Mode Option

Where more than one delivery option is available for a program (e.g., in-person, online), a student must declare with their college of registration which delivery option they intend to complete (see §3.6 *Program Delivery Modes* and §5.5 *Declaration of Delivery Mode Option*). This declaration must be done by January 31 for those intending to graduate in the Spring and July 31 for those intending to graduate in the Fall (or previous working day if these dates fall on a weekend). Colleges may request that students declare their intended delivery mode on an annual basis; in this case the annual deadline is September 30.

Only the final delivery option upon graduation is recorded in the student's academic record, for degree auditing and statistical data gathering purposes. The delivery mode is not recorded on the student's transcript nor the parchment.

7.3. Registration System

The University of Toronto's Repository of Student Information (ROSI) is accessible to students through the Accessible Campus Online Resource Network (ACORN). It is the means by which students in conjoint degree programs register for courses, communicate their addresses, and receive invoices, among other things.

Students not in conjoint programs should contact their college registrar for course registration, change of addresses, invoices and academic histories.

7.4. Course Enrolment

7.4.1. Course Enrolment Deadlines

Students are expected to enrol in courses via ACORN by the deadline as stated in the [Key Academic Dates](#). Colleges may set earlier dates. For the summer session, enrolment deadlines are given in the [course catalogue](#). Students are responsible for being familiar with the requirements of their degree program and may need to consult with their college academic adviser according to the procedures of their college before enrolling in courses.

For Fall and Winter sessions, the deadline to enrol in a course is typically the last day of the first week of classes. In the summer session, a student must enrol in a course before the first four hours of instruction have concluded. The official Last Day to Add dates for the Fall and Winter Sessions are published in the [Key Academic Dates](#) each year. For summer courses, the Last Day to Add the course is published in the [course catalogue](#).

7.4.2. Course Withdrawal

The final day for withdrawing from a course without academic penalty is generally when one-third of the hours of class instruction have concluded; the precise dates are published in [Key Academic Dates](#). Students who do not intend to complete a course must cancel their enrolment in the course via ACORN before the deadline for withdrawal without academic penalty. Students still enrolled in a course after the final date to cancel the course will receive a grade for that course. Not attending classes or ceasing to complete further coursework or not writing the examination do not constitute grounds for cancellation without academic penalty from a course; the course remains on the record with the grade earned, including "0" for incomplete work.

7.4.2.1. Restriction on Course Withdrawal

Students are not permitted to cancel or withdraw from a course in which an allegation of academic misconduct is pending from the time of the alleged offence until the final disposition of the accusation.

7.4.3. Maximum Courseloads

A full-time course load in the Fall and Winter sessions is five courses (5 x 0.5 FCE). Normally no more than six (6 x 0.5 FCE) courses may be taken by a student in any session. In the summer, no more than four (4 x 0.5) courses may be taken.

7.5. Simultaneous Registrations

Students may not be enrolled in two full-time programs simultaneously. If permitted by the college or colleges of registration, students may be enrolled in a part-time program and a full-time program. Students who are enrolled in programs at other institutions must inform their colleges of registration.

7.6. Terminating or Suspending Registration

7.6.1. Leave of Absence

With the approval of the college of registration, a student in a conjoint basic 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 which the college may allow for the completion of a program. Leaves of Absence cannot be granted retroactively for previous academic sessions.

7.6.2. Continuation of Registration

Colleges may set registration requirements for students who do not take courses in an academic session. See §4.6 *Post-Baccalaureate Certificates (Category 1 Certificates)* for continuous registration requirements for students studying in Post-Baccalaureate Certificate Programs.

7.6.3. Withdrawal

A student may withdraw from a program by application in writing to their college of registration.

7.6.4. Construed Withdrawal

A student who does not register for courses in a given year, does not apply for a leave of absence, and does not apply for continuation of registration, may be deemed to have withdrawn from studies. If such a student decides at a later date to resume studies, they may be required to apply for re-admission. Re-admission will not be guaranteed.

7.7. Fees

7.7.1. Liability for Fees

Registration is not complete until fees are paid according to the instructions given by the student's college. Tuition fees are set by Governing Council of the University of Toronto on the recommendation of TST Senior Executive Council.

All fees and charges are posted to the student's ACORN account and are payable when billed. Students are responsible for planning sufficient time for payments to reach the University's bank account and to be recorded in the student's ACORN account, by the payment due date (registration deadline). Any outstanding account balance is subject to a monthly service charge.

See [UofT Student Accounts](#) for information on invoices, payment deadlines and service charges.

7.7.2. Refunds

TST Colleges follows the [UofT schedule for refunds](#) of fees for students who withdraw from courses.

7.7.3. Penalties

A college will withhold a candidate's degree parchment and academic transcripts when the candidate has outstanding tuition, incidental and/or ancillary fees, unpaid library fines, or other indebtedness to their college of registration, another TST college, or UofT.

8. Correspondence

8.1. Address Notification

Students are responsible for maintaining on ACORN a current and valid postal address as well as the address for a University of Toronto-issued email account. Colleges may also require that students communicate address changes to the college in an additional manner.

8.2. Email Correspondence

Every TST student in a conjoint degree program must activate a University of Toronto email account before the first day of classes. Functions within many electronic teaching tools at the university require a UofT email account.

The TST, the colleges, faculty members, and the libraries use the University of Toronto email system to communicate with students in conjoint degree programs about enrolment, course registration, academic and non-academic discipline, course requirements, fees, and program progress, among other matters. Such communication may include essential time-sensitive information, or may require a timely response from the student. An email message from TST, its colleges, or its faculty members will be considered as delivered on the day that it is sent to the student's email account of record. A student who fails to monitor their UofT email account as recorded in ACORN for such correspondence incurs many risks which may include financial penalties, lost credits, and jeopardy to their program. Students who are not in conjoint degree programs should make comparable alternative arrangements in consultation with the registrar of their college of registration.

8.2.1. Non-University Email

TST and college offices and faculty members are not required to open an email message from a student in a conjoint degree which is not sent from a University of Toronto email account and are not required to reply to a student at a non-UofT email account. Students not in conjoint degree programs should make their alternative email arrangements known to their course instructors and other interested parties.

8.2.2. Forwarding Email

A student remains responsible for ensuring that all TST electronic message communications sent to their official UofT-issued account are received and read, in cases where the student has chosen to forward their UofT-issued email account to an account issued by another email service provider. Students are discouraged from doing so as forwarding email to an outside account can result in delays and lost emails (due to the categorization of emails sent to numerous recipients as “spam”).

8.3. Appropriate Use of Technology

The student is required to honour the University of Toronto’s expectations concerning use of information and communication technology as articulated in [Appropriate Use of Information and Communication Technology](#).

9. Courses

9.1. Course Codes

Each TST course has a course code with the alphanumeric pattern: ABC1234WX.

9.1.1. College

Every TST course is sponsored by at least one college, or, rarely, by TST itself. The first two digits of the course code indicate the college offering the course (EM=Emmanuel, KN=Knox, RG=Regis, SA=St. Augustine’s, SM=St. Michael’s, TR=Trinity, WY=Wycliffe, TS=Toronto School of Theology). For a course sponsored by more than one college, the first two letters of the course identifier are TX.

Every TST course requires the approval of the college offering the course and the approval of the TST Curriculum Committee.

9.1.2. Program Area

The third digit of the course code indicates the program area within which the course falls (B=Biblical, H=historical, P=pastoral & practical theology, T=theological). For an interdisciplinary course, the third letter of the course identifier is J.

9.1.3. Level

The fourth digit of the course code indicates the level at which the course is being taught. 1000-level courses (1000-1999) are introductory or foundational. 2000-level courses are general or survey courses that do not normally have prerequisites. 3000-level courses are specialized courses for which prerequisites are normally required.

9.1.4. Course Weight

The eighth digit of the course code (the first letter after the sequences of three numbers) indicates the weight of the course. Within TST, a course is normally worth 0.5 credits and spans one academic session. Such courses are referred to as “half” courses and are designated within the course code as “H”. Some courses have a weighting of 1.0 credit. Such courses are designated as “Y” courses. “Y” courses can be offered within one session or can span the Fall and Winter sessions.

9.1.5. Term Designator

The last letter of the course code indicates the period within which the course is taught.

- F = first half of the Fall/Winter Sessions (Sep-Dec), or first half of the Summer Session (May and June).
- S = second half of the Fall/Winter Sessions (Jan-Apr), or second half of the Summer Session (July-Aug).
- Y = Fall and Winter Sessions (Sep-Apr), or first and second sub-sessions of the Summer Session (May-August, or therein).

9.2. Calendar Variations in Course Delivery

There is a variety of methods of course delivery within TST. The most common pattern is a one-session H course, meeting for two hours each week for twelve weeks, plus reading week and examination week. There are also several HY and YY courses in the regular session. During the summer session, the equivalent number of hours may be scheduled over a shorter period of time (e.g., two weeks). Some courses are offered exclusively online, and some in a hybrid format with some in-class contact and some online contact. See §9.3.5 *Online and Offsite Courses*.

9.3. Courses Available for Basic Degree Credit

9.3.1. Standard Course

The standard of an “H” course is a course which meets regularly every week over the course of a session and requires roughly three hours of work outside of class for every hour of class time. Some “H” courses in fact run over a longer period of time and some for shorter, and some with more class meetings and some fewer, but the total time commitment expected is roughly the same. An “H” course is considered to represent one-tenth of a year’s full-time study for a student making normal progress towards a degree.

9.3.2. Ineligibility for Graduate Degree Courses

Basic degree students are not normally permitted to register for courses numbered above 3999, which are graduate degree courses. 5000-level courses are intended exclusively for graduate degree students. Only in a case where a student has exceptional ability and academic background in an area will a basic degree student be allowed to register for a 5000-level course, and then only with the written permission of the instructor, the student’s Basic Degree Director and the TST

Associate Director, Graduate Programs. In similarly exceptional cases a basic degree student may be allowed to register for a 6000-level course, with the written permission of the instructor and the student's Basic Degree Director. A basic degree student who takes a graduate degree course must complete the same course requirements as graduate degree students, and will be graded on the same basis as graduate degree students.

9.3.3. Reading Courses

In exceptional cases and in accord with college regulations, a second-entry undergraduate (SEUG) degree student who is normally in the second half of a program may register for a reading course arranged with a core faculty member. Approval by the designated authority in the student's college of registration, such as the Basic Degree Director, is required.

The student requests enrolment in the reading course by completing the form provided for this purpose, available on the [TST website](#). This form should be completed and approved well in advance of the deadline published for new course enrolment for the session concerned.

Students in the Category 1 Certificates (see §4.6 *Post-Baccalaureate Certificates (Category 1 Certificates)*) are not permitted to take reading courses.

9.3.4. Theses and Summative Exercises

For many basic degree programs, a thesis or a summative exercise is permitted or required. These exercises appear on the transcript with course identifiers as if they were courses. Registration for theses and summative exercises is requested by a Reading and Research Course Form, completed and approved as outlined in §9.3.3 *Reading Courses*.

9.3.5. Online and Offsite Courses

TST colleges offer many courses in different delivery modes and locations. The number of such courses which a student may take towards a degree may be limited. Limitations vary according to program and college. The same course may be offered in more than one delivery method in any given semester; the delivery method is indicated by the lecture section number.

In-Person if the course requires attendance at a specific location and time for some or all course activities. These courses will have lecture section codes starting in 0 or 4. Those starting with 0 are delivered on the St. George Campus. Those starting with 4 are delivered off the St. George Campus.

Online Asynchronous if the course has no requirement for attendance at a specific time or location for any activities or exams. These courses will have a lecture section code starting with 61.

Online Synchronous if online attendance is expected at a specific time for some or all course activities, and attendance at a specific location is not expected for any activities or exams. These courses will have a lecture section code starting with 62.

Hybrid if the course requires attendance at a specific location and time, however 33-66% of the course is delivered online. If online attendance is expected at a specific time, it will be in

place of the in-person attendance. These courses will have a lecture section code starting with 31.

9.3.6. Credit for Undergraduate Courses Not Already Used to Earn a Previous Degree

Since a theological program can be enriched by the study of related disciplines, TST will allow students, under certain circumstances, to receive credit towards a basic degree for undergraduate coursework taken in the Faculty of Arts and Science at the University of Toronto, or equivalent coursework taken elsewhere.

9.3.6.1. Conditions

- a) The student must obtain all required permissions in advance. Permission must always be given by the student's college of registration and by the instructor of the course, and other permissions may be required as well.
- b) In addition to work required for the course, the student must write a short essay relating the work of the course to the learning objectives of his or her theological program; this essay is to be discussed with and counter-signed by a designated TST faculty member, and submitted to the college of registration.
- c) Credit is given on the basis of one basic degree course for one half undergraduate course.
- d) The student must attain at least 70% in the final grade for the course.
- e) Credit for undergraduate courses is limited to not more than 20% of the total number of courses required for the student's basic degree program.

9.3.6.2. Acceptable coursework

- a) *Language other than English.* With the permission of the appropriate college academic authority, a student may credit one year of language study (in addition to Biblical languages taken in TST) where the language is beneficial for a ministry placement, or is recognized as valuable preparation for an academic course, project, or research in a theological discipline at TST. Examples of such languages, depending on circumstances, include languages of the Ancient Near East, classical and medieval Latin, modern Hebrew, Arabic, and First Nations languages. Credit is not given for less than one year of language study.
- b) *Other ancillary or auxiliary disciplines.* With the permission of the appropriate college academic authority, where the student can demonstrate that the study of an ancillary or auxiliary discipline has an important educational purpose within their theological degree program, a student may take appropriate coursework therein.
- c) *Designated interdisciplinary courses.* With the permission of the TST registrar and the appropriate University authorities, a college may designate an undergraduate course in the University as having recognized value for one or more of its programs or program streams. Such courses are identified in the TST Course Catalogue, with any conditions that may apply to registering in the course.
- d) *Cross-listed courses.* In addition, with the permission of the appropriate University authorities, the TST may cross-list a University of Toronto course with a TST course identifier. In this case, the requirement 1(b) above does not apply.

9.3.7. Courses at Affiliate Institutions

Students seeking admission to a course at a TST-affiliated institution must obtain authorization of the affiliate institution offering the course. If the course is cross-listed to the TST course catalogue, the student should register for it both at the affiliated institution and on ACORN. If the course is not included on the TST catalogue, students should request a Letter of Permission from the designated official (usually the registrar) at their college of registration. During the Fall and Winter sessions, fees for courses offered by affiliated institutions are paid directly to the student's home college as per the home college's tuition schedule. In the Summer Session, fees are payable directly to the institution offering the course as per the offering institution's fee schedule.

9.3.8. Courses on Letter of Permission

Students seeking to take courses outside TST for credit to a basic degree program in their college must request a Letter of Permission from the designated authority at their college of registration in advance of registering for the course. No guarantee can be given of transfer credit for courses completed elsewhere without a Letter of Permission. Students are responsible for fulfilling the admission requirements of the other institution and for paying the other institution any fees it requires. At the end of the course, the student must request that an official transcript of the final grade be sent to their college registrar. Transfer credit cannot be given for courses that will be used to meet the requirements of a degree that a student will earn elsewhere. Transfer credit will be awarded only for courses taken at an accredited institution. Students are subject to transfer credit limitations. See §6.2 *On-Admission Transfer of Credit* and §6.7 *Guidelines for Awarding Transfer Credits and Advanced Standing*.

9.3.9. Courses for the SCP Certificate

All courses that are to be counted towards the SCP certificate in CPRO categories 1-7 must be a minimum of 36 contact hours (i.e., 3-hour courses over a 12-week semester or equivalent). Placements being used towards the SCP Certificate must be supervised by qualified Registered Psychotherapist Supervisors as defined by the CRPO.

9.4. Access to Courses

9.4.1. Equal Access

Courses, including those required by individual colleges, are open to all students of the TST, subject to prerequisites, on an equal basis, except for select courses which may be for students in a specific program or area of study.

9.4.2. Accommodation of Disabilities

The TST and its member colleges will make reasonable accommodations in requirements for persons with disabilities, as detailed in its Policy on Accommodation. See §13 *Accommodations for Studies with Disabilities*.

9.4.3. Courses with Limited Enrolment

At the request of the instructor and with the approval of the instructor's program areas (biblical, historical, pastoral & practical theology and theological studies), enrolment in a course may be limited to a maximum number of students. Students will be granted access to limited enrolment courses on a first-come-first-served basis, with the following exceptions: (1) a final-year student who requires the course for graduation will have priority; (2) if the course is required by a college in one or more of its programs, priority will be given to students from that college; (3) the instructor may publish an alternative basis for access to the course (such as no more than two students from the same college); (4) Off-campus courses may have limitations based on liability and insurance. In any case, enrolment limits for courses must be clearly indicated in the course catalogue, and instructions for registration must be given there.

9.4.4. Course Cancellations

A college may cancel a course listed in the TST Course Catalogue. Colleges should give public notice of a course cancellation on the TST Course Catalogue according to the document TST Course Listings: General Information, Including Policies for Course Cancellation, as approved by Academic Council.

9.4.5. Audited Courses

Students enrolled in a college as a degree student or as a special student may audit courses with the permission of the instructor and, if required, another college official. Auditing permits attendance at classes only. The auditing fee is set by and is payable to the college offering the course. The auditing of a course is not recorded on the student's academic record or transcript. A student should not later take for credit a course they have previously audited.

Basic Degree students are not permitted to audit 5000- or 6000-level courses.

9.5. The Course Syllabus

9.5.1. Preliminary Syllabus

Each instructor should publish online a preliminary syllabus for each course to be offered by August 1 of each year for courses in the regular session and by March 1 of each year for courses in the summer session. The place of publication should be linked from the TST Course Catalogue. The preliminary syllabus advises of the expected learning outcomes, topics, readings, assignments, and methods by which student performance will be evaluated. This should include the methods of evaluation, whether essays, tests, class participation, seminar presentations, examinations or other; the weight of these methods in relation to the overall grade (see §11.4.2 *Multiple Evaluations*); and the timing of each major evaluation, but is understood to be preliminary and subject to change, and sometimes substantial change, up to the time the course begins. See §9.5.3 *Changes to Syllabus* and §11.4.6 *Changes to the Method of Evaluation*.

9.5.2. Publication of Syllabus

Each instructor must publish a final syllabus by the first day of the course. For courses with class meetings, the first day means the time of the first class meeting of the course; for online courses,

the first day means the day announced as the first day of the course. The syllabus shall be distributed in hard copy to class members, or made available electronically on the Quercus site, or both.

9.5.3. Changes to Syllabus

Occasionally as a course proceeds it may appear advisable to make certain changes in topics, readings. Instructors must consult with students in the course before making such changes. The instructor may make no change without the consent of at least a simple majority of the students enrolled in the course, provided the vote is announced no later than in the previous class. The instructor must inform the students in writing of such changes and report the changes to the designated official of his or her college. The only exception to this is in the case of the declaration of a disruption (see the [University of Toronto Policy on Academic Continuity](#)). For changes in method of evaluation, see §11.4.6 *Changes to the Method of Evaluation*.

9.6. Assignment Deadlines

Professors are responsible for ensuring that clear deadlines are established at the beginning of each course for the completion of each item of course work assigned, within the parameters outlined below. Students are responsible for submitting all work for each course by the established deadline or seeking an extension of due date. An instructor may and should assign deadlines for completion of every assignment and other evaluated academic exercise, and may deduct marks or assign other penalties for late work. Deadlines and penalties for late work must be disclosed in the final course syllabus.

9.6.1. Consequences for Late Submission

Instructors are not obliged to accept late work, except where there are legitimate, documented reasons beyond a student's control. In such cases, a late penalty is normally not appropriate. Where an instructor intends to apply penalties to other late assignments, this must be set out clearly in the course syllabus and be approved by the appropriate authority at the college.

9.7. Course Deadlines

9.7.1. Prima Facie Deadline

In publishing deadlines for coursework, the professor may not choose a deadline after the last day of the examination week for the session in which the course is taken. If for any reason a professor fails to clearly specify in writing the deadline for a piece of work, the prima facie deadline applies.

9.7.2. Coursework Extensions

In exceptional circumstances, an individual student may be granted an extension of the prima facie deadline on compassionate grounds for reasons such as illness, bereavement, or compassionate grounds. Such an extension must be approved both by the designated official of his or her college and by the professor of the course for which an extension is sought. The extension allows the student to submit work by a later specified date. Each college determines for its own students the procedures and deadlines for applying for such an extension. Professors should publish this

information in their syllabus for each course, but a professor's failure to publish this information will not excuse the student from a failure to comply with published college regulations. When such an extension has been granted, the temporary non-grade course report SDF ("standing deferred") is assigned. If the student completes coursework before the new deadline approved by the professor and the student's college, the grade SDF will be changed to a letter and number grade. If the student does not complete the work by the deadline set by the professor and no further extension is granted, the professor will assign and submit a final grade (numerical or letter, including FZ) or, if the student successfully petitions for one, a permanent incomplete (INC) (see §11.3.3 *Permanent Incomplete (INC)*).

9.7.3. Outstanding Course Requirements

In cases where a student has not fulfilled the requirements of the course, but has not requested and been granted an SDF, WDR or AEG, the professor will assign a numerical grade or an FZ.

9.7.4. Course Registration with Multiple SDFs

There is no TST policy in relation to this, and students should refer to their college of registration.

9.7.5. Absolute Deadlines

The absolute deadline for any TST course is the last day of the examination week falling within the twelfth month following the end of the course.

A student taking a course offered by the UofT School Graduate Studies or another entity outside TST having an earlier institutional deadline than that defined in §9.7.5 is bound to that earlier deadline.

9.8. Examination Conflicts

Students who have two TST examinations in the same time slot, or three consecutive final examinations within a 24-hour period (e.g., morning, afternoon, evening; or afternoon, evening, next morning), should contact the registrar of their college of registration before the examination period begins.

9.9. Ethics Review of Course-Based Research

Normally, course-based research projects involving human subjects are covered by a template submitted by the course instructor along with an ethics application that includes the template information and consent forms, recruitment scripts or directions, and sample questions or tools. Students are expected to work within the parameters provided, and maintain and/or submit evidence of consent.

9.9.1. Student-Initiated Projects

From time to time, students may, with the permission of the instructor, conduct course-based research projects that are not covered by a course template where the course instructor has completed and submitted the ethics application, including template information and consent forms, recruitment scripts, and sample questions or tools. Any approved projects that fall outside of the parameters of the template, must be submitted separately as a student-initiated project.

They must submit a protocol for review to the TST Delegated Ethics Review Committee (DERC). Course-based research reviewed through the TST Delegated Ethics Review Committee (DERC) must be minimal risk. Minimal risk is defined as the probability and magnitude of possible harms implied by participation in the research can reasonably be expected by participants to be no greater than those encountered by the subject in those aspects of his or her everyday life that relate to the research, or during the performance of routine physical or psychological examinations or tests. Course instructors have access to the required forms and templates, and are required to sign off on the proposed project before submitting it to the TST Delegated Ethics Review Committee (DERC) via the TST Registrar. Approval lasts for a maximum period of 12 months. Re-approval is required each academic year.

In exceptional circumstances, where the student has permission to conduct higher risk course-based research, the student must submit the protocol through MRHP for full board REB review.

Instructors and students are recommended to [determine if a protocol qualifies for a delegated review before submission](#).

10. Theses

In some basic degree programs, qualified students are permitted to elect the writing of a thesis. The following common standards apply to theses written in TST basic degree programs, subject to exceptions as determined by the student's college. Colleges may have additional requirements and stipulations for theses.

10.1. Constituent Parts

The thesis should contain the following elements.

10.1.1. Title Page

This includes the thesis title, the student's name, the name of the thesis director, the student's program, the student's program areas (biblical, historical, pastoral & practical theology and theological studies), the student's college of registration, and the date of submission.

10.1.2. Abstract

A summary statement of no more than 500 words should apprise the reader briefly of the essentials of the study, such as its focus, scope, primary sources, and thesis statement.

10.1.3. Table of Contents

This should list the titles and beginning page numbers of at least the introduction, chapters, notes (if they are endnotes), and bibliography.

10.1.4. Introduction

The most important part of the introduction is the thesis statement, setting out in the briefest possible form the exact proposition or hypothesis which the thesis will demonstrate. The introduction also provides the context necessary to show why the thesis statement is important. To this end it identifies the research question and describes its broader setting in academic research. It gives attention to previous enquiry and available secondary literature (the *status quaestionis*). The introduction should also include a description of the project as a whole.

10.1.5. Method

A section on method, which may form part of the introduction, describes the relevant primary literature and the methods to be used for interpreting it. It gives a rationale for the method and indicates how it will be used to generate dependable conclusions and verify the thesis statement.

10.1.6. Exposition

The main body of the thesis is the clarification, development, and demonstration of the thesis statement, using authoritative evidence. The exposition is typically organized as parts of an argument. The interrelationship of the parts of the exposition, and the direct relevance of each part of the exposition to the thesis statement, should be clear to the reader.

10.1.7. Conclusion

The thesis statement should be recapitulated, the demonstration should be summarized, the limitations of the demonstration and the remaining uncertainties should be acknowledged, and the implications of the study for the theological community, the Church, the wider scholarly community, and/or the world should be set forth.

10.1.8. Bibliography

Books, articles, and other sources that have been used must be listed. Primary and secondary literature should always be distinguished, and other divisions may be appropriate as well.

10.2. Form of the Thesis

10.2.1. Style

The thesis must be in proper intelligible English (unless permission has been given to use French); decisions about technical style should be applied consistently; spelling must be consistent with a recognized Canadian standard.

10.2.2. Degree Specification

A sample form of degree specification for the MTS thesis is given here:

“A thesis submitted in partial fulfilment of the requirements for the degree of Master of Theological Studies awarded by [the formal name of the college of registration] and the University of Toronto.”

10.3. Evaluation of the Thesis

As a best practice, a basic degree thesis should be evaluated by at least a second examiner in addition to the supervisor. The second examiner, if there is to be one, is normally selected by the student's college, which is free to invite a qualified faculty member from another institution to serve that role.

11. Grades

11.1. Purpose of TST's Grading Policy

The grading policy of TST's basic degree division is intended to be consistent with the University of Toronto's University Assessment and Grading Practices Policy, with the intent that (a) its grading practices will reflect appropriate academic standards, that (b) student performance will be evaluated in a fair, accurate, consistent and objective manner in compliance with these academic standards.

11.2. Grading Scale

Numerical Grade	Letter Grade 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, and broad knowledge base.				
90-100	A+	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
85-89	A	4.0	Outstanding	
80-84	A-	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.				
77-79	B+	3.3	Very Good	Good critical capacity and analytic ability; reasonable understanding of relevant issues; good familiarity with the literature
73-76	B	3.0	Good	

70-72	B-	2.7	Satisfactory at a post-baccalaureate level	Adequate critical capacity and analytic ability; some understanding of relevant issues; some familiarity with the literature
0-69	FZ	0	Failure	Failure to meet the above criteria

11.3. Grades Without Numerical Equivalent

Grades without numerical equivalent are as follows:

11.3.1. Pass/Fail (P/FL)¹¹

This nomenclature may be used to evaluate courses in field and contextual education and clinical courses, with the approval of the program areas (biblical, historical, pastoral & practical theology and theological studies) in which the course is being offered. It may exceptionally be used in other courses with the approval of the college and the program areas (biblical, historical, pastoral & practical theology and theological studies). 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.

11.3.2. Standing Deferred (SDF)

This is assigned when a student has been granted an extension of course deadline for medical or similar reasons. It is assigned by the designated official of the student's college of registration where a request has been made by the student (or, if the student is incapacitated, by the instructor alone), documented and duly approved by the course instructor and the student's college of registration according to the process established by the college. It is a temporary report and eventually will be replaced by a final numerical grade or a final letter grade such as FZ or INC.

Where a student who has received an SDF in a course fails to complete the work of the course by the extended deadline set by her or his college of registration, or by TST's absolute deadline (see §9.7.5 *Absolute Deadlines*), and where the SDF has not already been replaced by a final grade, the student may petition for an INC on the grounds of compelling extenuating circumstances. The petition should be addressed in writing to both the instructor and to the basic degree director, or other designated official, of the student's college of registration, and both the instructor and the college must approve the petition.

11.3.3. Permanent Incomplete (INC)

This is a final report where course work is not completed but where there are not grounds for assigning a failing grade. Examples of appropriate circumstances for assigning an INC are significant medical difficulties, compelling compassionate reasons, and a substantial change in the student's situation. This report can be assigned only with the agreement of both the instructor of the course and the basic degree director or other designated official of the student's college of registration. INC carries no credit for the course and is not considered for averaging purposes.

¹¹ P/FL replaces the earlier CR/NCR designation.

11.3.4. Withdrawal Without Academic Penalty (WDR)

This report can be assigned by the student's college of registration where the college has approved a student's petition for late withdrawal from a course in unusual circumstances. It is normally applied only while the course is in progress, after the deadline for withdrawing from the course without academic penalty. The grade of WDR has no credit value, numerical equivalent, or grade point value, and is not included in the GPA calculation.

11.3.5. Aegrotat (AEG)

This standing may be granted by the college of registration, based on medical evidence or similar, to a student within five courses (5 x 0.5 FCEs) of completing his or her degree program, or within 2 courses (2 x 0.5 FCEs) of completing a certificate program, who has completed at least 60% of the coursework but because of illness has been unable to complete the whole course, and who would not otherwise be able to convocate. AEG is assigned by the college of registration upon approval of a student's petition. It carries credit for the course but is not included in the GPA calculation. The petition for AEG standing should be made to the student's home college within 60 days of the final grade being posted to ACORN.

11.3.6. Did Not Write (DNW)

This report does not appear on transcripts but may be entered by an instructor of a course for a student who did not attend, did little work, or did not complete the examination or summative exercise. The college of registration will change the symbol according to the circumstances.

11.3.7. Grade Withheld Pending Review (GWR)

This report is assigned by the student's college of registration where a course grade is being reviewed under the Code of Behaviour on Academic Matters, and will be replaced after the completion of the review. It carries no credit and is not considered for averaging purposes.

11.3.8. No Grade Available (NGA)

This is assigned by the student's college of registration or by the TST Registrar in the extraordinary case that a grade is not available for a student enrolled in a course. The college of registration must investigate the circumstances of this report and replace it as quickly as possible with a regular grade.

11.3.9. In-Progress (IPR)

This report is used when a course has been continued into a subsequent term. This report carries no credit and is not considered for averaging purposes.

11.4. Guidelines for Course Grading

To ensure that the method of evaluation in every course reflects appropriate academic standards and fairness to students, classroom procedures must be consistent with the practices below.

11.4.1. Timely Evaluation

It is recommended that at least one graded piece of work which is a part of the evaluation of student performance for the course, whether essay, quiz, review, etc., shall be returned to the student prior to the last date for withdrawal from the course without academic penalty. This recommendation may also be met by a written evaluation of seminar or class participation if it counts towards the final course grade. If no work is to be returned by this date, this must be made clear in the information described in §9.5.1 *Preliminary Syllabus*.

11.4.2. Multiple Evaluations

It is recommended that student performance in a course shall be assessed on more than one occasion.

11.4.3. Student Participation

An instructor may stipulate a participation requirement in the syllabus and base a portion of the course grade on participation. Further, an instructor may require a minimum level of class attendance by stating the requirement in the course syllabus, and may assign a failing grade, without possibility of supplemental examination, to a student who does not meet this level of attendance.

If participation in classroom-based courses forms part of the final grade it must not constitute more than 20%.

11.4.4. Examinations

There is no requirement for final examinations in courses. In courses that meet regularly as a class, it is recommended that there shall be a written or oral examination or comparable summative exercise which a student will sit at a designated time or within a designated period of time. The summative exercise is intended to test the student's overall achievement of the intended learning outcomes of the course. Where examinations are used, the relative value of each part of an examination should be indicated to the student (see §9.5 *The Course Syllabus*). The evaluation of a final examination shall be worth at least 20% of the final grade.

11.4.4.1. Special Provisions for Examinations

- (a) Students should be provided with clear information about the expectations of the examiner, including the types of anticipated questions.
- (b) Students have the opportunity to review their answers in written examinations within two months of the reporting of the grades. A recovery fee may be set to cover administrative costs, including photocopying.

11.4.5. Commentary

Commentary on assessed work and time for discussion of it shall be made available to students.

11.4.6. Changes to the Method of Evaluation

After the methods of evaluation or the relative weights of methods of evaluation have been published in the final syllabus, they may not be changed by the instructor without the consent of at least a simple majority of the students enrolled in the course. This should be done as early as possible in each course and no later than the last date for course enrolment. The instructor must inform the students in writing of such changes and report the changes to the designated official of his or her college. The only exception to this is in the case of the declaration of a disruption. See the [University of Toronto's Policy on Academic Continuity](#).

11.4.7. Course Grades

The instructor shall recommend a grade for each student in reference to the approved grade scales on the basis of the student's overall performance.

11.4.7.1. Principle of Assessment

The student's final grade for the course should reflect the extent to which he or she has demonstrated a successful achievement of the intended learning outcomes of the course. As a best practice, the instructor may want to publish rubrics of assessment reflecting the levels of demonstrated achievement for each learning outcome evidenced in each assignment.

11.4.7.2. Distribution of Grades

The distribution of grades in any course, examination or other academic assessment must not be predetermined by any system of quotas that specifies the number or percentage of grades allowable at any grade level.

11.4.7.3. Communication of Grades

As course grades recommended by instructors are subject to review by their colleges, an instructor who communicates to a student the grade which is being submitted for him or her for the course should advise the student that the grade is subject to change.

11.4.7.4. Assessment in Field and Clinical Settings

Colleges may make reasonable exemptions to these procedures in circumstances such as field or clinical courses. Nevertheless, it is obligatory that the assessment of the performance of students in clinical or field settings be fair, humane, valid, reliable, and in accordance with the principles enunciated in the University of Toronto's *University Assessment and Grading Practices Policy*. Where a student's performance in a clinical or field setting is to be assessed for credit, the valuation must encompass as a minimum:

- a) a formal statement describing the evaluation process, including available mechanisms for appeal. This statement should be available to all students before or at the beginning of the clinical or field experience;
- b) a mid-way performance evaluation with feedback to the student; and
- c) written documentation of the final assessment.

Colleges are responsible for ensuring that clinical and field assessors are fully informed regarding the grading policies of the University, the TST, and the college.

11.4.7.5. Scrutiny of Extreme Grades

A grade of 90% should be rare and grades over 90% should be exceptionally rare; where such grades are given, the college grade review committee should request an explanation from the instructor.

11.4.7.6. Conflict of Interest

Situations where the instructor or a student is in a position of a conflict of interest, where there may be an appearance of a conflict of interest, or where a fair and objective assessment may not be possible, should be brought to the attention of the designated official of his or her college who is responsible for taking steps to ensure fairness and objectivity.

11.5. Approval of Grades

11.5.1. Grade Review Committee

Each college appoints a college Grade Review Committee, which may delegate its routine work to one member. The college Grade Review Committee administers the TST basic degree grading policy as prescribed in the Basic Degree Handbook, and reviews, adjusts, and approves course grades recommended by instructors.

11.5.1.1. Function of the Grade Review Committee

The college Grade Review Committee has the final responsibility for assigning course grades, subject to a student's right of appeal (see §16.1.1 *Right of Appeal to TST*). The Grade Review Committee may adjust grades according to the considerations of section; according to its independent assessment of a student's performance in the course; or for other reasons. In the case of a student from another college, the Grade Review Committee may seek the advice of the Grade Review Committee in the other college.

11.5.1.2. Requesting Explanation of Grades

The Grade Review Committee of the college may request an explanation of any grade for a course that appears not to meet Basic Degree guidelines, is not based on the approved grade scale (see §11.2 *Grading Scale*) or otherwise appears anomalous in reference to the grading policy.

11.5.2. Authority for Recording Grades

Grades may not be entered into the student's record unless signed by the instructor giving the course and countersigned by the designated member of the Grade Review Committee of the college in which the instructor is appointed.

11.5.3. Case of Urgency

Where an instructor fails to submit a grade within three days of the stated deadline for submitting grades for a student who requires the grade in order to graduate, the Grade Review Committee in the student's college, after consultation with the Grade Review Committee in the instructor's college (if it is different), may assign a grade which is the average of grades already submitted for the student in his or her degree program. This action is to be reported to the TST registrar. The student must be notified of this action, and may appeal the grade according to the usual procedure for academic appeals.

11.6. Minimum Acceptable Evaluations

11.6.1. Coursework Minimums

The minimum grade for credit towards a conjoint degree is B- (70%). Courses with grades of CR, P, and AEG are also credited.

11.6.2. Degree Minimums

The minimum cumulative GPA acceptable for graduation and conferral of a conjoint degree is 2.7. This GPA will include grade points assigned for failed courses.

11.6.2.1. Exceptions to Degree Minimums

Where a member college judges that exceptional circumstances warrant consideration of an exception to this minimum GPA policy, it may refer the matter to the Admissions and Procedures Committee, which has the authority to waive or mitigate this requirement. In any event the degree cannot be conferred unless the student has received credit for the number of courses required for graduation in his or her degree program.

11.7. Supplementals

A student who receives a final grade for a course between 65% and 69% may petition in writing within thirty days of the posting of the grade to the instructor of the course, with a copy to the basic degree director or other designated official, of his or her college of registration, for permission to write a supplemental examination or exercise. Such permission is normally granted routinely, except where the student's class attendance or on-line participation through the term has been deficient. The instructor and student, in consultation with the designated official of the college, will agree on an arrangement for supplemental work and a deadline for completion, which may be no later than six months after the date on which the grade was posted. If the student receives a passing grade of at least 70% in the assigned supplemental work, the course grade is changed to 70% (B-).

11.7.1. Supplementals in Pass/Fail Courses

A student who fails a pass/fail course may petition for permission to write a supplemental examination or exercise as in the previous paragraph. The instructor should grant the petition only if in his or her judgment the student's performance was on the verge of satisfactory. In field and clinical courses, where typically a student's performance throughout the term is expected to be consistent and reliable, the privilege of a supplemental may not be appropriate. If, however, the instructor and the college of registration grant the student's petition for supplemental, the matter proceeds as in the previous paragraph.

11.8. Reviews of Grades

11.8.1. Reviews of Grades on Assignments

A student who is dissatisfied with a grade on an assignment, essay, quiz, examination, or other academic exercise in a course should first seek an explanation from the person who has assigned

the grade. If the student remains dissatisfied, then, if the person who has assigned the grade is not the instructor of the course, the student should consult with the instructor of the course within the two-week period following the receipt of the grade. If the student remains dissatisfied, he or she may request a re-read of the assignment, identifying any specific areas of concern. In such a case the instructor must re-evaluate the assignment in a timely manner, such as within two weeks, and may then assign the same grade, a lower grade, or a higher grade to the assignment. If the student remains dissatisfied, he or she may petition the official designated for this purpose by the college in which the course is offered within a month of receiving the instructor's newly assigned grade. If the college of instruction is different from the student's college of registration, the student may ask the registrar, program adviser, or another member of the staff of the student's college to provide initial assistance. According to the regulations in effect in the college of instruction, the official will assign another qualified reader to evaluate the assignment. Where possible, the second reader should not be apprised of the identity of the student (nor the student the identity of the second reader), and should read the assignment free of evaluative comments of others. The syllabus, and if available, the grading rubric and assignment instructions, should be given to the second reader. The grade assigned by the second reader, whether lower than, the same as, or higher than the original grade, will become the new grade. The Dean or Principal will communicate the final grade to the student and the course instructor.

11.8.2. Reviews of Final Course Grades

A student who is dissatisfied with a final grade in a course should first seek an explanation from the instructor of the course within the two-week period following the receipt of the grade. If the student remains dissatisfied, he or she may submit a petition for review, identifying any specific areas of concern, to the official designated for this purpose by the college in which the course is offered within a month of receiving the decision of the instructor. The designated official will review the grade according to the policies and procedures of that college. If the student is registered in a college other than the one in which the course is offered, the student may seek the counsel and assistance of the registrar, basic degree director, or other official of his or her college of registration. In some courses, such as those in which learning outcomes are evaluated to a substantial extent in ways other than written work, a review may not be possible. The official charged with the review will seek to mediate between the student and the instructor. The final grade may be lower than, the same as or higher than the original grade. The review of the final course grade fee is set by and is payable to the college offering the course.

11.9. Permissible Alterations of FZ Grades

Where a college confers a diploma for a non-conjoint title or award on a student who because of a deficiency in grades or for other reasons is not qualified to graduate with a conjoint degree, the college may indicate the acceptability of course grades between 60% and 69% by replacing the letter grade FZ with the letter grade CR. The numerical grades must remain on the student's academic record and must be disclosed on transcripts of academic record. Unless decided otherwise by a college, the GPA required to graduate with a diploma is 2.7. Courses in which a student receives a final grade between 60% and 69% cannot be credited to a subsequent TST degree program, and, if such courses have been credited to a college diploma, the TST would recommend to other educational institutions that they should be considered unavailable for transfer of credit.

11.10. Older Grading Scale

TST 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 §11.2 *Grading Scale*. TST courses taken prior to the fall semester of 1999 in which the student has received a grade of C+, C, or C- are considered passed courses but the grades will not count in the calculation of the student's cumulative grade-point average. TST courses taken prior to the fall semester of 1999 in which a grade of D+, D, D-, or F was assigned are considered failed courses, and are valued at 0.0 in the calculation of the student's cumulative GPA.

11.11. Transcripts of a Student's Academic Record

11.11.1. Responsibility for Transcripts

The only institution authorized to produce a transcript of the student's academic record is the student's college of registration.

11.11.2. Principle of Transcripts

The information in transcripts must be communicated to the user, whether within or outside the University, in an accurate, clear, and meaningful way.

11.11.3. Contents of Transcripts

Transcripts issued by TST colleges should include the student's enrolment history, summarizing chronologically the student's entire participation at the TST member college (including courses taken at other TST member colleges while a student of a TST member college); a cumulative final grade-point average on a four-point scale; the numeric grade and letter grade equivalent, where possible, for all courses; course weight values, where a weight of one represents a TST "H" course; transfer credits granted; and academic honours, scholarships, and awards if and as directed by college officials.

11.11.4. Interpretation of Transcripts

Transcripts issued by TST colleges must indicate the grading scale, the meanings of grades, the equivalence between letter grades and numerical grades, and the meaning of non-grade symbols.

11.12. Procedures in the Event of Disruption

Classes and academic exercises can be disrupted for many reasons, including weather, labour action, and civil uncertainty. In such an event, the TST, the member colleges, and the instructors will be guided by the procedures published in the University of Toronto's University Assessment and Grading Practices Policy.

11.13. Liability for Academic Probation

A student whose cumulative grade-point average at the end of any semester falls below 2.6 will be placed on Academic Probation. The Registrar of the student's college of registration will advise the

student accordingly by sending the student an official Statement of Standing to the mailing address and/or email address on the student's record. The standing of Academic Probation will be re-evaluated after the student has attempted three or more additional TST courses. If the standing of Academic Probation is then continued, it will be re-evaluated again after the student has attempted three or more additional TST courses, and so on until Academic Probation can be removed.

11.13.1. Terms of Academic Probation

Each member college sets the conditions of Academic Probation for each student. Each member college is responsible to advise the student on supportive campus services that may identify strategies that will assist the student towards greater academic success.

11.13.2. Deficient Academic Performance

Should a student fail to attain a minimum 2.0 overall grade-point average on total courses attempted while on Academic Probation, the student should consider that it may not be arithmetically possible to attain the minimum threshold for graduation, and that withdrawal from the program may be indicated. If the student's cumulative grade-point average remains below 2.0 for two successive semesters, the college will terminate the student's registration.

11.13.3. Intra-TST Transfers

A TST member college may not admit to any program a student who is on Academic Probation at another TST member college.

12. Convocation

12.1. Schedule of Annual Convocations

Each TST college has a regular annual convocation for the awarding of degrees. Regis, St. Augustine's, and St. Michael's usually hold their convocations in November; Emmanuel, Knox, Trinity, and Wycliffe usually hold their convocations in May.

12.2. Eligibility to Graduate

A student is eligible to graduate when he or she has met (a) all program requirements for the degree and/or certificate, and (b) any additional graduation requirements imposed or enforced by his or her college of registration.

12.3. Application to Graduate

Students must apply to their college of registration to graduate at the convocation ceremony immediately following their eligibility to graduate. See §14.4 *Name for Graduation* and §12.5.1 *MPS Nomenclature on Parchment*. Students with a pending academic appeal who wish to continue with their appeal should defer their graduation until the conclusion of the appeal process (see §16 *Academic Appeals*).

12.4. Student Indebtedness

A college may suspend a student's eligibility to graduate, and may withhold a student's diploma and academic transcripts, where the student has outstanding tuition fees, unpaid library fines, or other indebtedness to the college, another TST college, or the University of Toronto.

12.5. Parchments

The parchment for conjoint degrees lists the degree only; no additional information is given. All additional elements such as a stream or certificate offered in conjunction with a degree program appear on the academic transcript. Program delivery mode is not shown on the parchment nor transcript.

12.5.1. MPS Nomenclature on Parchment

Students who entered the MPS prior to Fall 2024 and are graduating in Spring 2025 or later can opt to have either "Master of Pastoral Studies" or "Master of Psychospiritual Studies" on their parchment. Students are required to confirm, in writing, their degree titling no later than March 15¹². This would normally be declared by the student when applying to their home college to graduate. Colleges may set an earlier deadline. Where the student does not submit in writing their degree titling by the March 15 deadline, "Master of Pastoral Studies" will be assumed. No late requests are permitted.

Students entering the MPS from Fall 2024 and after do not have the option to declare the MPS nomenclature and their parchments will show "Master of Psychospiritual Studies".

13. Accommodations for Students with Disabilities

13.1. Principle of Non-Discrimination

Under the Human Rights Code of Ontario, every person has the right to equal treatment without discrimination because of disability. The TST and its colleges aim to provide students with disabilities (including physical, learning, and mental health disabilities) the opportunity for the same quality of educational experience as that available to students without disabilities. To that end, the TST and its colleges will comply with its legal obligations by arranging reasonable accommodations for students with disabilities. Accommodations do not alter program or course requirements or expectations.

¹² When the date falls on a weekend or public holiday, then the request is considered to be on time if received on or before the next business day.

13.2. Procedures for Accessing Accommodations

13.2.1. Students in Conjoint Degree Programs

Such students should develop an individual plan in partnership with the professionals at [Accessibility Services](#) at the University of Toronto. The student initiates this service by registering with Accessibility Services. In requesting accommodation on the student's behalf, Accessibility Services will not disclose confidential information about the student without their permission. A student with a disability should not seek accommodation directly with instructors, since they are not trained to determine suitable accommodations, and will usually not be familiar with the University's policies and procedures in this area.

13.2.2. Students in Non-Conjoint Degree Programs

Such students should consult with their college of registration.

13.3. Redress

A student who is denied accommodations recommended by a disability counsellor at Accessibility Services, or who has otherwise experienced discrimination as defined by the Human Rights Code, should contact the head of his or her college, or the TST Executive Director. The student also has a statutory right to file a complaint with the Ontario Human Rights Tribunal.

14. Student Records and Privacy

14.1. Notice of Collection

Personal information is requested of students and collected for the purpose of the proper functioning of the TST member colleges, including verifying the student's identity, administering admission, registration, academic programs, university-related student activities, activities of student societies, financial assistance and awards, graduation, the issuing of transcripts and official documents, and university advancement, and for discharging obligations of statistical reporting in aggregate form to government agencies.

14.2. Recording of Information

Academic and personal information about students is entered into the Repository of Student Information (ROSI), and information may also be kept on file locally by the TST and by the colleges. This information includes information submitted on the Student Information Form, registration and enrolment information, grades for courses, and degrees completed.

14.3. Obligation to Report Changes

Students must immediately report any change in the following to the registrar of their college of registration: (a) legal name; (b) citizenship or residency status in Canada. Students should also report inaccuracies in any other information which they find in their academic records, including grades for courses and degrees completed.

14.4. Name for Graduation

Students approved for graduation will graduate under the name specified on Repository of Student Information (ROSI). This name appears on all grade reports provided to students on various occasions throughout each academic year. The student may request a change or correction of name through her or his college registrar on a form prescribed for that purpose, which must be accompanied by supporting documentation. Such requests must be made by March 15 for Spring convocation ceremonies and September 15 for Fall convocation ceremonies¹³. Colleges may set earlier deadlines.

14.5. Official Record-Keeping

The official student academic record is maintained by the student's college of registration. This record includes information concerning the student's admission and the student's academic performance while registered at the college. Specifically, the official student academic record contains:

- a. personal information which is required in the administration of official student academic records such as name, student number, citizenship;
- b. registration and enrolment information;
- c. results for each course and academic period;
- d. narrative evaluations of a student's academic performance, used to judge his or her progress;
- e. the basis for a student's admission such as the application for admission and supporting documents;
- f. results of petitions and appeals;
- g. medical information relevant to a student's academic performance, furnished at the request or with the consent of the student;
- h. letters of reference, whether or not they have been provided on the understanding that they shall be maintained in confidence; and
- i. personal and biographical information such as address and telephone number.

¹³ When the date falls on a weekend or public holiday, then the request is considered to be on time if received on or before the next business day.

14.6. Access to Student Records

In determining access to student records, TST and member colleges will generally follow the University of Toronto's [Policy on Access to Official Student Academic Records](#) and the guidelines of the University of Toronto's [Freedom of Information and Protection of Privacy Office](#). In summary: A student desiring access to his or her student records may deliver a request in writing to the designated official within his or her college. Access will not be granted to see letters of reference which have been provided on the assumption that they will remain confidential.

Faculty and staff members of the student's college and TST are allowed access to relevant portions of an official student academic record for purposes related to the performance of their duties.

14.7. Sharing of Information

14.7.1. Implicit Consent

In registering as a student, a person gives implicit consent for the following information to be given to enquirers: the college in which the student is or has been registered, the degree program or programs in which the student is or has been registered, the periods of time in which the person attended as a student, and the degree or degrees conferred on the student as well as the date or dates of convocation.

14.7.2. Release of Coursework on an Anonymous Basis

Course work in a format which is not personally identifiable may be used for purposes of program assessment or evaluation.

14.7.3. Waivers

Students may be asked to sign waivers indicating their consent to release personal information and/or personally identifiable course work for such purposes as recommendations to ecclesial bodies.

15. Discipline

15.1. Academic Discipline

15.1.1. University Jurisdiction

By the Memorandum of Agreement, the TST and its member colleges have agreed that the University of Toronto has exclusive disciplinary jurisdiction over all TST students, whether in conjoint or non-conjoint programs, and students are required to adhere and submit thereto. The University of Toronto's Code of Behaviour on Academic Matters, as amended from time to time, governs the exercise of this jurisdiction. In the application of the Academic Code, the roles, rights, and duties of the Dean and program area Chair (biblical, historical, pastoral and theological

studies) are assumed and exercised by the Dean or Principal, as the case may be, of the member college in which the student is registered.

15.1.2. Code of Behaviour on Academic Matters

It will be seen that the [*Code of Behaviour on Academic Matters*](#) (an extract is given in Appendix III), covers such offences as falsifying documents, giving or receiving unauthorized assistance on assignments or examinations, personating another person, submitting work for credit that has been previously submitted for credit elsewhere, and plagiarizing. Students, faculty members, and academic administrators of TST are responsible to know the entire *Code*. All TST students should be familiar with it, and all academic administrators and faculty members, if they apprehend a violation of any of its provisions by anyone, must be scrupulous to follow its procedures exactly.

15.1.3. Interpretations of the Code

- (a) Where a student is believed to have committed an offence, the student's college of registration has responsibility over the student in the matter.
- (b) In section C.i.(a)4, the instructor shall make a report of the matter through the head of his or her college to the head of student's college of registration.
- (c) In the remainder of C.i.(b), TST understands both the "Dean" and "the program area Chair (biblical, historical, pastoral & practical theology and theological studies)" to be the head of the student's college of registration.

15.1.4. Plagiarism

Plagiarism, defined in the *Code* as "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," can sometimes be committed inadvertently by students at an early stage of their program, but inadvertence is not in itself an acceptable excuse. Students must strenuously avoid (1) quoting passages from any source without using quotation marks, and (2) presenting information or ideas from other sources without properly referenced citations. Before presenting any written work in a TST course, students should be sure that have a clear and accurate understanding of what constitutes plagiarism, and to avoid any embarrassment they should verify this understanding with their instructors or college officials if they have any uncertainty. Even a single instance of plagiarism may result in expulsion from studies.

15.1.5. Reporting of Academic Discipline to UofT

After the end of each academic year, the Director, in consultation with the TST member colleges, will compile a record of cases disposed of throughout TST under section C.i.(a) of the University's *Code of Behaviour on Academic Matters*. The Director will make this information available to officials administering academic discipline at the TST and the TST member colleges, and such information may be used by college officials, or officials of the University Tribunal, in connection with a decision to prosecute, for any subsequent offence that may be committed by a student. The Director will also report these cases for statistical purposes, without identifying the student(s) involved, to the Secretary of the University Tribunal, in the format required by the Provost's Office.

15.2. Non-Academic Discipline

15.2.1. Policy on Sexual Violence and Sexual Harassment

All members of the TST community should have the ability to study, work, and live in a campus environment free from sexual violence, including sexual assault and sexual harassment. To guard against sexual violence and harassment, the Governing Council of the University of Toronto has approved the [Policy on Sexual Violence and Sexual Harassment](#). All complaints will be guided by a spirit of fairness to each party through an impartial reporting and hearing process. Under the policy, complainants have the right to seek a remedy and respondents have the right to know both the allegations and the accuser. The highest standards of confidentiality are maintained, except in cases of risk of imminent and serious harm to members of the university community or where required by law. Please contact your respective college or TST concerning the application of this policy to TST students, faculty and staff.

15.2.2. Non-Academic Matters Under College Discipline

Each of the seven member colleges administers codes concerning non-academic discipline. Questions and complaints in this area should be addressed to the head of the college in which the student is registered.

15.2.3. The Code of Student Conduct

A college may choose to accept the University of Toronto [Code of Student Conduct](#) either in whole or with stated exceptions. This code covers certain non-academic offences, including endangerment of health and safety, vexatious conduct, disruption, offences against property, unauthorized use of University facilities, and unauthorized possession of firearms. For the purposes of this policy, the TST understands the “division” to be the college in which a student is registered.

15.3. Standards of Professional Practice Behaviour

Students in field placements and similar settings under the educational authority of a member college are bound by TST’s Standards of Professional Practice Behaviour, published separately.

16. Academic Appeals

16.1. General Considerations

16.1.1. Right of Appeal to TST

A conjoint basic degree student of a member college of the TST may appeal (a) a decision by his or her college or by the TST as to his or her success or failure in meeting an academic standard or other academic requirement of the college or the TST; (b) a decision by a college concerning guidelines for course grading (see §11.4 *Guidelines for Course Grading*); and (c) a decision as to the applicability to his or her case of any academic regulation of a college or the TST, including

University academic regulations that are administered by the college or the TST. This right of appeal occurs after the student has exhausted all levels of academic appeal at the college level.

An appeal may also be made by a person not currently registered who was registered at the time the adverse grade was submitted, or the adverse decision was taken, unless the student has since graduated from the degree program (and subject to the timelines noted in the sections below). Students with a pending academic appeal who wish to continue with their appeal should defer their graduation until the conclusion of the appeal process (see §12.3 *Application to Graduate*).

16.1.1.1. Exceptions

Recourse under this section does not apply to a sanction imposed on a student as a matter of academic discipline; nor to any admissions decision; nor to a grade assigned on an academic exercise or in a course; nor to issues arising within a course that concern the pedagogical relationship of the instructor and the student, such as the organization of a course, the evaluation of a student's work, or the conduct of instructors.

Decisions made by the admissions committees of TST member colleges, the Admissions and Procedures Committee of BDC and/or the TST Basic Degree Common Stream Committee are not subject to appeal.

16.1.2. Standard

The standard of review is reasonableness.

16.1.3. Guiding Principles

The implementation of all appeals shall be informed by the principles identified in the policy document of the Governing Council of the University of Toronto entitled [*Policy on Academic Appeals within Divisions*](#), which is available from the website of the Governing Council.

These principles may be summarized as (a) diversity, equity, and accommodation; (b) consistency; (c) flexibility; (d) transparency and timeliness; (e) fairness and confidentiality; (f) the goal of academic excellence. Deadlines defined in this section may be adjusted to accommodate the particular circumstances of the appeal and to avoid inappropriate prejudice to the student, the college or colleges involved, and the TST. The student may raise matters of concern at any time during the process of appeal without fear of disadvantage.

16.1.3.1. Timely Resolution

All parties involved in an appeal have the right to expect timely progress of an appeal through its several stages and a timely resolution. Accordingly, students, faculty members, administrative bodies and any others involved in an appeal have a responsibility to be aware of the pertinent timelines and to respond appropriately. Where warranted by particular circumstances, however, the TST Registrar has the authority to waive or extend deadlines. The TST Registrar may consult with the TST Executive Director.

16.1.3.2. Confidentiality

Students are assured that throughout the process they can raise matters of proper concern to them without fear of disadvantage and in the knowledge that privacy and confidentiality will be appropriately respected. Documentation and other evidence related to the appeal are

confidential, meaning that only those persons have access who require it for the performance of their duties in respect of the appeal.

16.2. Channels of Recourse

Matter	Step 1: Informal Resolution	Step 2: College Appeal	Step 3: TST Appeal	Step 4: UofT Appeal
Success or failure in meeting an academic standard or other academic requirement of the college or TST	BD Director or Program Director of the student's program	College of the student	Academic Appeals Committee of the BDC	UofT Governing Council – for students in UofT conjoint programs
Course Grading (see §11.4 & §16.1.1.1)	Instructor of the course	College of the instructor	Academic Appeals Committee of the BDC	UofT Governing Council – for students in UofT conjoint programs
Application of an academic regulation	BD Director or Program Director of the student's program	College of the student	Academic Appeals Committee of the BDC	UofT Governing Council – for students in UofT conjoint programs

16.3. Informal Resolution (Step 1)

A conjoint basic degree student in a TST college seeking recourse under this section ought in the first instance to consult with the faculty or staff member responsible for the decision. In an issue regarding the academic aspects of a course, the person responsible is the instructor. Such consultation should take place within two months of the matter or decision complained of, or within two months of the end of the course, whichever is later. Both the staff member and the student are advised to record memoranda of such consultation. If that attempt is unsuccessful, then the matter may proceed to a formal appeal at Step 2.

16.4. College Appeal (Step 2)

16.4.1. Where Only One College Is Directly Involved

If the matter is not resolved to the satisfaction of the student at an initial stage under §16.3 *Informal Resolution (Step 1)*, and if the faculty or staff member responsible for the decision is a faculty or staff member of the college in which the student is enrolled, the student shall next seek recourse according to the policies of the student's college.

16.4.2. Where More Than One College Is Directly Involved

If the matter is not resolved to the satisfaction of the student at an initial stage under §16.3 *Informal Resolution (Step 1)*, and if the faculty or staff member responsible for the decision is not a faculty or staff member of the college in which the student is enrolled, then the student shall seek the assistance of the basic degree director or other designated official in his or her college. That official may be able to address the matter effectively in an informal way. Otherwise, the student shall submit an appeal seeking redress in the following manner: if the matter primarily involves a course, then the appeal will be submitted to the college in which the course is taught for disposition according to the policies and procedures of that college; if the matter does not primarily involve a course, the colleges involved shall decide which college will take jurisdiction.

16.4.3. Documentation

The student shall provide the decision of the College, including its disposition, and, in the event of a further appeal under §16.5 *TST Basic Degree Academic Appeals Committee (Step 3)*, shall make such documentation available to the appropriate authorities of the TST.

16.4.4. Timelines

In step 2 of the appeals process, the student must abide by the timelines for appeals set out by the college to which the student is appealing.

16.5. TST Basic Degree Academic Appeals Committee (Step 3)

16.5.1. Jurisdiction

The TST Basic Degree Academic Appeals Committee hears academic appeals from TST conjoint basic degree students. It has power to issue the final decision. Conjoint degree students have the right to appeal to the Academic Appeals Committee of the Governing Council of The University of Toronto. See §16.6 *UofT Academic Appeals Committee (Step 4)*.

16.5.2. Membership

The BDC shall appoint an Appeals Committee consisting of three persons; one core faculty member, a UofT faculty member, and a conjoint BD student. The TST faculty member will be appointed as Chair of the BD Academic Appeals Committee. In addition, the BDC should identify at least one alternate member for each individual on the committee. Alternate members may be appointed by the TST Executive Director, or designate, in situations where a conflict of interest has been identified or where a regular member is unable to serve. The TST Registrar is a non-voting member who serves as Secretary. Faculty members are typically appointed for two-year terms, while students are typically appointed annually.

16.5.3. Interpretive Principles

In considering the academic regulations, standards, and requirements pertinent to the student's appeal, the Academic Appeals Committee will consider the written academic regulations, requirements and standards of the TST and those of the college in which the student is enrolled, including regulations of the University of Toronto which apply in the TST or the college. In the event

of a conflict between the academic regulations, requirements, and standards of the TST and those of the college, the Academic Appeals Committee will consider those of the TST to set a minimum level of observance which those of the college may exceed.

Committee decisions are made by a simple majority of the three voting members of the committee. In other words, the decision does not have to be unanimous. The Chair has a vote. In the event of a non-unanimous decision, the Chair will release a majority decision, accompanied by a dissenting opinion.

16.5.4. Procedures for TST Appeals

16.5.4.1. Initiation of the Appeal

A student (or former student qualified under §16.1.1 *Right of Appeal to TST*) who has not been satisfied by the foregoing processes and has exhausted all appeal channels at the college level may appeal to the Academic Appeals Committee of the BDC. The student initiates the appeal by completing the [Notice of Academic Appeal form](#). The submission of an appeal should include the following: identification of the decision being appealed; name or names of the person or persons who made the decision, if known; the resolution being sought; reasons that the original reason is thought to be incorrect and that the proposed resolution is more appropriate; list of supporting documentation, if any; and copies of the supporting documentation in the student's possession. The appellant is advised to consult the student legal assistance centre on campus or other qualified counsel when preparing the statement of appeal.

Any party to an appeal, may at his/her expense, be represented by counsel or other agent at any stage of the appeal process.

The complete appeals form must be received by the TST Registrar within three months of the appellant's receipt of notification of the decision made in Step 2.

The above time limits can be extended at the discretion of the TST Registrar at the request of the appellant. The TST Registrar may consult with the TST Executive Director.

16.5.4.2. Right of Withdrawal

The student may withdraw the appeal at any time.

16.5.4.3. Withdrawal Due to Non-Response

If the student initiates an appeal but does not respond to a request for revision of the appeal or to attempts to schedule an appeal hearing within ten business days, the appeal will be considered withdrawn. The TST Registrar will notify the student in writing that the TST has withdrawn the appeal because of non-response.

16.5.4.4. Additional Documentation

In filing an appeal, the student gives permission for all those involved in adjudicating the appeal, including administrative staff, to have access to records that are or may be relevant to the matter of the appeal, including records relating to himself or herself. The student should make disclosure at an early stage of any and all information relevant to the disposition of the appeal.

16.5.4.5. Acknowledgment of Receipt

Within 10 business days of the receipt of the appeal by the TST Registrar's Office (or, in the period between May 1 and August 31, within 60 calendar days), the TST Registrar sends a letter to the appellant acknowledging receipt of the appeal. If the Registrar identifies any deficiencies in the appeal or its documentation, the Registrar may set a deadline by which such deficiencies must be addressed if the appeal is to go forward. The letter should also indicate that the appeal will be conducted according to the regulations set out in this Handbook.

16.5.4.6. Response of the Respondent College

Within 10 business days of the receipt of the appeal by the TST Registrar's Office (or, in the period between May 1 and August 31, within 45 calendar days), the TST Registrar sends the appellant's submission to the respondent college having responsibility for the previous decision and invites a response in writing.

The respondent college has 30 days in which to file their response. This period of time can be extended at the discretion of the TST Registrar at the request of the respondent college. Copies of all such responses are copied to the appellant.

Following the receipt of the respondent college's response, the appellant has a further 30 days in which to provide a reply response. If the appellant will not be submitting a reply the appellant will notify the Registrar.

Once the hearing date has been scheduled (see §16.5.5 *Hearings*), any other submissions are due at least 10 days prior to the date of the scheduled hearing.

16.5.4.7. Offering Alternative Resolution

If at any time, the parties consent to resolution outside of the formal hearing process, the TST Executive Director shall facilitate a resolution of the dispute on consent of the parties. If a resolution is reached, the appeal will be treated as withdrawn.

16.5.5. Hearings**16.5.5.1. Purpose**

The purpose of the hearing is to assist the Academic Appeals Committee in forming an understanding of the circumstances relevant to the appeal. The hearing is intended for the resolution of a dispute and is not intended to be adversarial.

16.5.5.2. Arrangement of Hearing

If the matter has not otherwise been resolved without a hearing, and when the TST Registrar has received responses from all interested parties under paragraph §16.5.4.6 (or when the deadline for responses has passed) and a reply from the appellant (if one is forthcoming), the TST Registrar arranges a hearing of the matter before the Academic Appeals Committee at a reasonable time, giving the student notice at least seven days in advance of the date, time, and place of the hearing. Normally the appeal should be heard within sixty days of the receipt of all the appeal materials.

16.5.5.3. Procedures for the Hearing

- The Chair decides all procedural matters.

- All hearings are open. Due to space constraints, the Registrar may request that interested members of the public confirm their attendance prior to the hearing.
- The Chair will explain the procedures at the hearing and the expected timeframe (appeals are usually allocated three hours).
- The student appellant presents his/her case and calls witnesses, if any, to provide information on his/her behalf.
- The Chair asks if the panel members or the respondent college wish to ask any clarifying questions of the appellant.
- The respondent college has the opportunity to present their case and call any witnesses. The panel members and the appellant are asked by the Chair if they have any clarifying questions they wish to ask the respondent college.
- The parties present closing statements.
- The parties leave the hearing and the panel deliberates.
- The panel releases a written decision with reasons within 30 days following the hearing.

16.5.5.4. Disposition

The BD Academic Appeals Committee may:

- send a decision back to the decision-making person or body for reconsideration to correct a procedural flaw or to address new information presented at the hearing that was not available to the prior decision-maker at the time the decision was made;
- take any action that was available to the person or decision-making body at the time it considered the petition; or
- deny the appeal.

16.5.5.5. Decision

The decision of the BDC Academic Appeals Committee is final and the BDC Academic Appeals Committee has the power to issue the decision. The Chair of the Appeals Committee will communicate the decision in writing within thirty days to the appellant and the respondent. The letter accompanying the decision from the Registrar will remind the appellant of the applicable right of further appeal as outlined in §16.6 *UofT Academic Appeals Committee (Step 4)*.

16.5.5.6. Further Reporting

The TST Registrar will communicate the decision to the BDC.

16.6. UofT Academic Appeals Committee (Step 4)

All students in conjoint programs have the right to appeal the final decision of a TST appeals process (Step 3) to the [Academic Appeals Committee of Governing Council of the University of Toronto](#) (Step 4).

17. Grievances

Information is available on the [TST website](#) under general policies. For further information, please contact the TST Registrar at tst.registrar@utoronto.ca.

Appendix I: General Degree-Level Expectations and Common TST Learning Outcomes for Basic Degree Programs

Master of Divinity (MDiv)

Baccalaureate/Bachelor's degree: Honours (DLE)	General Degree-Level Expectations (DLEs) for Basic Degree Programs This degree is awarded to students who have demonstrated the following:	Learning Outcomes for Master of Divinity (MDiv) Program This degree is awarded to students who have demonstrated the following:
1. Depth and breadth of knowledge a) Developed knowledge and critical understanding of the key concepts, methodologies, current advances, theoretical approaches and assumptions in a discipline overall, as well as in a specialized area of discipline; b) Developed understanding of many of the major fields in a discipline including, where appropriate, from an interdisciplinary perspective, and how the fields may intersect with fields in related disciplines; c) Developed ability to: i. Gather, review, evaluate and interpret information; and ii. Compare the merits of alternate hypotheses or creative options, relevant to one or more of the major fields in a discipline; d) Developed, detailed knowledge of and experience in research in an area of the discipline; e) Developed critical thinking and analytical skills inside and outside the discipline; and f) Ability to apply learning from one or more areas outside the discipline.	Developed and critical comprehension of the methods, sources, and norms of the faith tradition(s) engaged by the member College, including, a respectful, comparative dialogue with Christian belief(s) or other spiritual tradition(s).	• Developed knowledge and critical understanding of the content, nature and interpretation of Scripture, Doctrine, and the history of the Church and its mission; • A detailed understanding of the theology and practice of at least one Christian tradition; and • Critical understanding of the similarities and differences between the practices, cultural contexts, theology, and mission for ordered and lay ministries engaged by the member College with different Christian denominations and/or other spiritual traditions.
2. Knowledge of methodologies An understanding of methods of enquiry or creative activity, or both, in their primary area of study that enables the student to: a) Evaluate the appropriateness of different approaches to solving problems using well established ideas and techniques:	• Ability to articulate what the dominant methodologies are in an area of focus (e.g. scriptural, historical, practical, systematic, etc.) and to evaluate their role in developing theological arguments; and • Ability to critically engage current scholarship on methods, sources and norms of the faith or spiritual tradition(s) engaged by the member College.	• Ability to evaluate critical distinctions between authoritative primary sources and relevant secondary sources for the study of at least one Christian tradition and the practice of spiritual leadership within it; • Application of a wide range of methodological approaches towards interpretation, analysis, and construction to primary and secondary sources of scripture,

b) Devise and sustain arguments or solve problems using these methods; and c) Describe and comment upon aspects of current research or equivalent advanced scholarship.		doctrine, and the history of the Church and its mission; and Developed understanding of spiritual care, social services, mission and leadership within the denominations/ tradition(s) engaged by the member College including dialogue with Christian belief(s) or other spiritual tradition(s).
3. Application of Knowledge The ability to review, present and critically evaluate qualitative and quantitative information to: a) Develop lines of argument; b) Make sound judgments in accordance with the major theories concepts and methods of the subject(s) of study; c) Apply underlying concepts, principles, and techniques of analysis, both within and outside the discipline; d) Where appropriate use this knowledge in the creative process; and The ability to use a range of established techniques to: a) Initiate and undertake critical evaluation of arguments, assumptions, abstract concepts and information; b) Propose solutions; c) Frame appropriate questions for the purpose of solving a problem; d) Solve a problem or create a new work; and e) Make critical use of scholarly review and primary sources.	- Ability to employ appropriate methodologies, sources and norms of at least one Christian or spiritual tradition to: - Engage in respectful dialogue with other disciplines and traditions; - Interpret cultural contexts; - Formulate theological arguments; - Communicate theological concepts; - Exercise responsible citizenship, and social leadership; and - Critical use of established concepts and techniques to address problems and analyze contextual concerns.	The ability to: - Apply a wide range of methodologies and skills in research, theological/spiritual reflection, and communication to make sound judgements in supervised experiences in pastoral or social ministry; - Formulate lines of argument in accordance with major theological and biblical concepts and traditions of the Church; - Explain critical perspectives on, and practical expertise in, the task of spiritual and social leadership as applied to pastoral or social ministry; and - Provide evidence of critical self-awareness with regard to one's own and others' faith perspectives, practices and theologies, including an integrated theological framework that promotes justice and mission of the Church.
4. Communication Skills The ability to communicate information, arguments, and analyses accurately and reliably, orally and in writing to a range of audiences.	Ability to foster a safe and respectful environment within which to communicate arguments and analyses effectively and collegially, orally and in writing, to a range of different audiences.	- Developed ability for respectful comparative engagement with another tradition and/or discipline; - Developed ability to plan and present initiatives and responses towards diverse pastoral or spiritual contexts; and - Developed ability to communicate, including, where appropriate, to proclaim with sympathy and conviction, information, arguments, and analyses accurately and reliably, orally and in writing to a range of audiences.
5. Awareness of Limits of Knowledge	Awareness of limits of knowledge within the methods, sources, and	Developed critical self-awareness with regard to one's own and

An understanding of the limits to their own knowledge and ability, and an appreciation of the uncertainty, ambiguity and limits to knowledge and how this might influence analyses and interpretations.	articulated norms of faith/spirituality; and • Respectful engagement with socio-cultural influences, perspectives of Christian or other spiritual traditions, and contributions of other scholarly disciplines.	others' faith perspectives, practices and theologies; • Articulated understanding of the complex cultural realities and structures within which the church lives and carries out its mission; and • Recognition of the uncertainties and limits inherent in both faith-based and non-confessional academic interpretations of Scripture and Christian traditions.
6. Autonomy and Professional Capacity Qualities and transferable skills necessary for further study, employment, community involvement and other activities requiring: a) The exercise of initiative, personal responsibility and accountability in both personal and group contexts; b) Working effectively with others; c) Decision-making in complex contexts; d) Ability to manage their own learning in changing circumstances, both within and outside the discipline and to select an appropriate program of further study; and e) Behaviour consistent with academic integrity and social responsibility.	• Ability to develop and evaluate strategies for ongoing professional development to advance the emotional maturity, collaborative teamwork, effective decision-making, moral integrity, academic integrity, and spiritual sensibilities required for specialized leadership.	• The intellectual, affective, and professional capacities required for a skillful life of pastoral and public leadership; • Exemplified behaviour consistent with academic integrity and pastoral maturity, including moral integrity, social skills, personal responsibility and discipline, initiative, academic competency, spiritual sensibilities, and social concern; • Ability to respond to human needs with openness to diversity of context; and • Developed practice of professional ethics including interpersonal boundaries.

Master of Theological Studies (MTS)

Streams:

- (a) **Theology, Spirituality and the Arts** at Emmanuel College, Regis College, Trinity College and St. Michael's College.
- (b) **Urban Community Development** at Wycliffe College.

Baccalaureate/Bachelor's degree: Honours (DLE)	General Degree-Level Expectations (DLEs) for Basic Degree Programs This degree is awarded to students who have demonstrated the following:	Learning Outcomes for Master of Theological Studies (MTS) This degree is awarded to students who have demonstrated the following:
1. Depth and breadth of knowledge a) Developed knowledge and critical understanding of the key concepts, methodologies, current advances, theoretical approaches and assumptions in a discipline overall, as well as in a specialized area of discipline; b) Developed understanding of many of the major fields in a discipline including, where appropriate, from an interdisciplinary perspective, and how the fields may intersect with fields in related disciplines; c) Developed ability to: i. Gather, review, evaluate and interpret information; and ii. Compare the merits of alternate hypotheses or creative options, relevant to one or more of the major fields in a discipline; d) Developed, detailed knowledge of and experience in research in an area of the discipline; e) Developed critical thinking and analytical skills inside and outside the discipline; and f) Ability to apply learning from one or more areas outside the discipline.	• Developed and critical comprehension of the methods, sources, and norms of the faith tradition(s) engaged by the member College, including, a respectful, comparative dialogue with Christian belief(s) or other spiritual tradition(s).	• Foundational knowledge of Scripture as well as a broad understanding of the historical and theological development of at least one Christian belief(s) or other spiritual tradition(s); and • Foundational knowledge of Christian ethics of at least one Christian belief(s) or other spiritual tradition(s) and be able to give a reasoned theological response to contemporary ethical and social issues.
2. Knowledge of methodologies An understanding of methods of enquiry or creative activity, or both, in their primary area of study that enables the student to: a) Evaluate the appropriateness of different approaches to solving problems using well established ideas and techniques:	• Ability to articulate what the dominant methodologies are in an area of focus (e.g. scriptural, historical, practical, systematic, etc.) and to evaluate their role in developing theological arguments; and • Ability to critically engage current scholarship on methods, sources and norms of the faith or spiritual tradition(s) engaged by the	• Ability to apply wide range of methodological approaches towards interpretation and analysis of primary and secondary sources of scriptural and theological texts; and • Ability to critically evaluate engagement and dialogue with other traditions and integrate this in area of focus.

b) Devise and sustain arguments or solve problems using these methods; and c) Describe and comment upon aspects of current research or equivalent advanced scholarship.	member College.	
3. Application of Knowledge The ability to review, present and critically evaluate qualitative and quantitative information to: a) Develop lines of argument; b) Make sound judgments in accordance with the major theories concepts and methods of the subject(s) of study; c) Apply underlying concepts, principles, and techniques of analysis, both within and outside the discipline; d) Where appropriate use this knowledge in the creative process; and The ability to use a range of established techniques to: a) Initiate and undertake critical evaluation of arguments, assumptions, abstract concepts and information; b) Propose solutions; c) Frame appropriate questions for the purpose of solving a problem; d) Solve a problem or create a new work; and e) Make critical use of scholarly review and primary sources.	• Ability to employ appropriate methodologies, sources and norms of at least one Christian or spiritual tradition to: ○ Engage in respectful dialogue with other disciplines and traditions; ○ Interpret cultural contexts; ○ Formulate theological arguments; ○ Communicate theological concepts; ○ Exercise responsible citizenship, and social leadership; and • Critical use of established concepts and techniques to address problems and analyze contextual concerns.	• Upon completion of more focused and advanced study in an area of focus or in an interdisciplinary theme, to select and apply the relevant theological knowledge and methods to one or more historical or contemporary issues; • through optional streams offered by individual colleges or groups of colleges with the MTS, to appraise theological knowledge and methods within an interdisciplinary context, such as global and urban development or spirituality and the arts.
4. Communication Skills The ability to communicate information, arguments, and analyses accurately and reliably, orally and in writing to a range of audiences.	• Ability to foster a safe and respectful environment within which to communicate arguments and analyses effectively and collegially, orally and in writing, to a range of different audiences.	• Good oral and written communication skills in making sound theological arguments for course assessment and any summative assessment selected.
5. Awareness of Limits of Knowledge An understanding of the limits to their own knowledge and ability, and an appreciation of the uncertainty, ambiguity and limits to knowledge and how this might influence analyses and interpretations.	• Awareness of limits of knowledge within the methods, sources, and articulated norms of faith/spirituality; and • Respectful engagement with socio-cultural influences, perspectives of Christian or other spiritual traditions, and contributions of other scholarly disciplines.	• Upon completion of more focused and advanced study in an area of focus or in an interdisciplinary theme, identify lacunae in current theological research and to articulate how other belief traditions may provide insight into a theological issue;

6. Autonomy and Professional Capacity Qualities and transferable skills necessary for further study, employment, community involvement and other activities requiring: a) The exercise of initiative, personal responsibility and accountability in both personal and group contexts; b) Working effectively with others; c) Decision-making in complex contexts; d) Ability to manage their own learning in changing circumstances, both within and outside the discipline and to select an appropriate program of further study; and e) Behaviour consistent with academic integrity and social responsibility.	• Ability to develop and evaluate strategies for ongoing professional development to advance the emotional maturity, collaborative teamwork, effective decision-making, moral integrity, academic integrity, and spiritual sensibilities required for specialized leadership.	• Ability to articulate how one can integrate theological study with pastoral or ministerial work, that is, to be able to describe how one may think theologically and act pastorally.
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Master of Psychospiritual Studies (MPS) and Spiritual Care and Psychotherapy (SCP) Certificate

Streams:

- (a) **Spiritual Care** at Emmanuel College, Knox College, Regis College, St. Michael's College and Trinity College.
- (b) **Spiritual Direction** at Regis College, St. Michael's College and Trinity College.
- (c) **Social Service** at Emmanuel College and Knox College.
- (d) **Social Justice Ministries** at Regis college, St. Michael's College and Trinity College.

Foci:

- (a) **Buddhist Studies, Christian Studies, Muslim Studies** at Emmanuel College (must be registered in Spiritual Care stream).
- (b) **Interfaith Studies** at Emmanuel College (must be registered in Social Service stream).
- (c) **Jewish Studies** at Knox College (must be registered in Spiritual Care stream).

Category 2 Certificate:

- (a) **Spiritual Care and Psychotherapy** at Emmanuel College and Knox College (must be registered in Spiritual Care stream).

Baccalaureate/Bachelor's degree: Honours (DLE)	General Degree-Level Expectations (DLEs) for Basic Degree Programs:	Learning Outcomes for Master of Psychospiritual Studies (MPS) Program	Learning Outcomes for Spiritual Care and Psychotherapy (SCP) Cert.
	This degree is awarded to students who have demonstrated the following:	This degree is awarded to students who have demonstrated the following:	This category two certificate is awarded to students who have demonstrated the following:
1. Depth and breadth of knowledge a) Developed knowledge and critical understanding of the key concepts, methodologies, current advances, theoretical approaches and assumptions in a discipline overall, as well as in a specialized area of discipline; b) Developed understanding of many of the major fields in a discipline including, where appropriate, from an interdisciplinary perspective, and how the fields may intersect with fields in related disciplines;	Developed and critical comprehension of the methods, sources, and norms of the faith tradition(s) engaged by the member College, including, a respectful, comparative dialogue with Christian belief(s) or other spiritual tradition(s).	- Developed and critical understanding of their religious or spiritual heritage, including its sacred texts; history; traditions of thought/tenets of the faith; faith-based ethics; cultural and multi-faith contexts; and practice of spiritual-religious leadership; - Developed awareness of current issues in global religious thought, life, and practice; - Developed a thorough understanding of theory and practice of psycho-spiritual therapy and spiritual care- Spiritual Care & Psychotherapy Stream (SCP);	<i>Depth.</i> Through in depth research, experiential practicum and in-class activities students will demonstrate knowledge and integration of psychological theories and development, and of established theories in Spiritual Care and Psychotherapy in relation to spiritually integrated theory and practice (CRPO, Entry-to-Practice Competency Profile [EPCP] #1 & 5). Students will demonstrate thorough in-depth knowledge of one or more spiritually integrated modalities of psychotherapy, an ability to compare and contrast with other modalities and a capacity to integrate

c) Developed ability to: i. Gather, review, evaluate and interpret information; and ii. Compare the merits of alternate hypotheses or creative options, relevant to one or more of the major fields in a discipline; d) Developed, detailed knowledge of and experience in research in an area of the discipline; e) Developed critical thinking and analytical skills inside and outside the discipline; and f) Ability to apply learning from one or more areas outside the discipline.		• Developed comprehensive and discriminating familiarity with at least one tradition within their faith focus; and • Developed knowledge and familiarity with diverse religious/spiritual traditions.	knowledge of comparative psychotherapy relevant to practice (CRPO, EPCP #1). Students will demonstrate in-depth capacity to relate spiritually integrated modalities to at least one spiritual-religious tradition. Students will demonstrate competence in recognizing how oppression, power, privilege and social injustice impact communities, the therapeutic relationship and process and will develop skills to address these (CRPO, ETPC #1.5). <i>Breadth:</i> Students will demonstrate knowledge and integration of human, cultural, and spiritual diversity into their practice and hermeneutical analysis of context (CRPO, EPCP #1.5).
2. Knowledge of methodologies An understanding of methods of enquiry or creative activity, or both, in their primary area of study that enables the student to: a) Evaluate the appropriateness of different approaches to solving problems using well established ideas and techniques: b) Devise and sustain arguments or solve problems using these methods; and c) Describe and comment upon particular aspects of current research or equivalent advanced scholarship.	• Ability to articulate what the dominant methodologies are in an area of focus (e.g. scriptural, historical, practical, systematic, etc.) and to evaluate their role in developing theological arguments; • Ability to critically engage current scholarship on methods, sources and norms of the faith or spiritual tradition(s) engaged by the member College.	• Ability to explain critical distinctions between authoritative primary sources and relevant secondary sources for the study of their respective religious or spiritual heritage and the practice of spiritual leadership; • Ability to apply techniques of enquiry, interpretation, analysis, and construction to primary and secondary sources in order to test premises and perspectives and to acquire knowledge; • Critical evaluation of current research and interpretation in the study of sacred texts, theology/tenets of the faith, the history of their religious or spiritual tradition, and faith-based ethics within their tradition, and integrate this with established understandings in spiritual care/ spiritually integrated psychotherapy, social services, or congregational leadership; and • Ability to conduct library research, develop and	Through research assignments and case based presentations, students will demonstrate capacity to remain current with professional literature and to use research findings to inform clinical practice. This will be evidenced through student's ability to access, assess, critically analyze research sources in relation to the applicability to particular clinical situations, to integrate knowledge of research into methods and to enhance practice (CRPO, EPCP #5).

		support a sustainable argument in written form, or in application to specialized spiritual leadership practices such as spiritual care/ spiritually integrated psychotherapy, social services, or congregational leadership.	
3. Application of Knowledge The ability to review, present and critically evaluate qualitative and quantitative information to: - Develop lines of argument; - Make sound judgments in accordance with the major theories concepts and methods of the subject(s) of study; - Apply underlying concepts, principles, and techniques of analysis, both within and outside the discipline; - Where appropriate use this knowledge in the creative process; and The ability to use a range of established techniques to: - Initiate and undertake critical evaluation of arguments, assumptions, abstract concepts and information; - Propose solutions; - Frame appropriate questions for the purpose of solving a problem; - Solve a problem or create a new work; and - Make critical use of scholarly review and primary sources.	- Ability to employ appropriate methodologies, sources and norms of at least one Christian or spiritual tradition to: - Engage in respectful dialogue with other disciplines and traditions; - Interpret cultural contexts; - Formulate theological arguments; - Communicate theological concepts; - Exercise responsible citizenship, and social leadership; and - Critical use of established concepts and techniques to address problems and analyze contextual concerns.	Ability to: - Apply classroom learning, research skills, theological/ spiritual reflection and communication under supervised experiences; - Explain critical perspectives on, and practical expertise in, the tasks of spiritual leadership as applied to pastoral practice; - Identify an issue in their practice in a field setting, reflect on it critically, situate it theologically, historically, and culturally, and consider and compare alternative approaches to it whether in spiritual care/spiritually integrated psychotherapy, social services or congregational leadership; - Apply diverse methods to the cultural contexts of the student's specialization; and - Provide evidence of critical self-awareness with regard to their own and other faith perspectives and practices of spiritual care/therapeutic practices in a variety of contexts.	Students will demonstrate entry to practice competence in relation to their application of knowledge to the Therapeutic Process and Professional Responsibilities through practicum experiences and experiential exercises students. This will include the ability to orient clients to their spiritually integrated practice, establishing and maintaining core conditions for therapy, conducting risk assessments, structuring and facilitating the process of spiritually integrated psychotherapy, making referrals, and conducting effective closure, complying with legal and professional obligations, applying ethical decision making process, ability to evaluate and enhance professional practice and maintaining self care and level of health necessary for responsible therapy (CRPO ETPC #3 & 4). Students will demonstrate competence to integrate theory of human psychological functioning into practice and to work within a framework based upon established spiritually integrated psychotherapeutic theory and integrate knowledge of comparative psycho-spiritual therapy relevant to practice (CRPO, ETPC #1). Students will demonstrate competence in the Safe and Effective Use of Self in relation to the therapeutic relationship and will be able to articulate their own self awareness and use of self in the therapeutic relationship (CRPO ETPC #3.4).

4. Communication Skills The ability to communicate information, arguments, and analyses accurately and reliably, orally and in writing to a range of audiences.	• Ability to foster a safe and respectful environment within which to communicate arguments and analyses effectively and collegially, orally and in writing, to a range of different audiences.	• Ability to plan and carry out effective and collegial communication both verbally and in writing; • Developed communication skills that include the demonstration of growth in personal faith, emotional maturity, moral integrity, and public witness; and • Ability to plan, design and carry out initiative, responsibility, and accountability in personal relationships and group contexts.	Students will demonstrate entry to practice competence in use of effective professional communication through verbal, non-verbal and written means, a capacity to maintain effective relationships and to contribute to a collaborative and productive atmosphere (CRPO ETPC #2). Students will demonstrate a competence in communicating psycho-spiritual education tools and spiritually integrated practices to a broad audience (CRPO ETPC #3.6).
5. Awareness of Limits of Knowledge An understanding of the limits to their own knowledge and ability, and an appreciation of the uncertainty, ambiguity and limits to knowledge and how this might influence analyses and interpretations.	• Awareness of limits of knowledge within the methods, sources, and articulated norms of faith/spirituality. • Respectful engagement with socio-cultural influences, perspectives of Christian or other spiritual traditions, and contributions of other scholarly disciplines.	• Ability to analyze the insights of the humanities, the social sciences, the arts, and the natural sciences in their study of the several disciplines included within theological education and in the practice of spiritual leadership/care or therapy, respectful of insights from the spectrum of theological traditions and socio-cultural backgrounds; • Ability to conduct public spiritual leadership/care or therapy through growing critical self-awareness as informed by diverse knowledge and experience; • Appreciation of the uncertainties inherent in both faith/value-based and non-confessional academic interpretations of religious or spiritual tradition; and • Critical self-awareness of developing pastoral/therapeutic/healing and professional capacities—intellectual and affective, individual and corporate, ecclesial and public—that are requisite to a life of spiritual leadership.	Students will demonstrate awareness of the limits of their knowledge and expertise in relation to the clinical practice of spiritually integrated psychotherapy. In particular, they will demonstrate their understanding of the scope of practice for psychotherapy and how this relates to other regulated and non-regulated professions. They will demonstrate their knowledge of the provincial and federal laws to which they are responsible, including laws governing consent and confidentiality, malpractice and grievances (CRPO ETPC #3 & 4). They will be able to articulate the parameters of their practice in relation to the need for supervision and obtaining consultation and feedback in order to modify practice. They will demonstrate capacity to engage in risk assessments in relation to clients and their own practice (CRPO ETPC #3 & 4).

6. Autonomy and Professional Capacity Qualities and transferable skills necessary for further study, employment, community involvement and other activities requiring: - The exercise of initiative, personal responsibility and accountability in both personal and group contexts; - Working effectively with others; - Decision-making in complex contexts; - Ability to manage their own learning in changing circumstances, both within and outside the discipline and to select an appropriate program of further study; and - Behaviour consistent with academic integrity and social responsibility.	Ability to develop and evaluate strategies for ongoing professional development to advance the emotional maturity, collaborative teamwork, effective decision-making, moral integrity, academic integrity, and spiritual sensibilities required for specialized leadership.	- Developed intellectual, affective, and professional capacities required for a life of spiritual leadership in the helping professions; - Exemplified emotional maturity, moral integrity, social skills, personal responsibility and discipline, initiative, academic integrity, spiritual sensibilities, and social concern in both school and field situations; - Ability to explain an account of the premises, character and commitments of a specific religious tradition (Christian, Muslim or Buddhist) and to situate it theologically, in terms of how it relates to the larger traditions of thought within the given tradition; - Ability to plan, design and carry out spiritual leadership for public and spiritual/religious settings; - Ability to analyze the variety of pathways and spiritual practices within a religious tradition, and an ability to reflect critically on their own sense of vocation to spiritual leadership; and - Ability to develop strategies to foster spiritual/psycho-spiritual growth, well-being of self and others, and demonstrate capacity for self-reflexive and spiritual practices to promote therapeutic and healing goals within communities of faith and/or other professional contexts.	Students will develop intellectual, affective and professional competence required for spiritually integrated therapeutic practice and a capacity to provide leadership for spiritually integrated practices and psychoeducation for individual and groups. In demonstrating integration of competencies related to Collegial and Interprofessional Relationships and Professional Responsibilities (CRPO ETPC #2 & 3) skills will be transferable across diverse settings. Through practicum experiences and the capstone course, students will demonstrate their entry to practice level of competence to work autonomously within the requirements of supervision for the CRPO according to the CRPO entry to practice competencies (CRPO ETPC #1-5).
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Master of Religious Education (MRE)

Baccalaureate/Bachelor's degree: Honours (DLE)	General Degree-Level Expectations (DLEs) for Basic Degree Programs This degree is awarded to students who have demonstrated the following:	Learning Outcomes for Master of Religious Education (MRE) Program This degree is awarded to students who have demonstrated the following:
1. Depth and breadth of knowledge a) Developed knowledge and critical understanding of the key concepts, methodologies, current advances, theoretical approaches and assumptions in a discipline overall, as well as in a specialized area of discipline; b) Developed understanding of many of the major fields in a discipline including, where appropriate, from an interdisciplinary perspective, and how the fields may intersect with fields in related disciplines; c) Developed ability to: i. Gather, review, evaluate and interpret information; and ii. Compare the merits of alternate hypotheses or creative options, relevant to one or more of the major fields in a discipline; d) Developed, detailed knowledge of and experience in research in an area of the discipline; e) Developed critical thinking and analytical skills inside and outside the discipline; and f) Ability to apply learning from one or more areas outside the discipline.	Developed and critical comprehension of the methods, sources, and norms of the faith tradition(s) engaged by the member College, including, a respectful, comparative dialogue with Christian belief(s) or other spiritual tradition(s).	- Foundational knowledge of Scripture as well as a broad understanding of the historical and theological development of at least one Christian tradition represented in the Toronto School of Theology; and - Foundational knowledge of Christian ethics of at least one Christian tradition, and be able to give a reasoned theological response to contemporary ethical and social issues.
2. Knowledge of methodologies An understanding of methods of enquiry or creative activity, or both, in their primary area of study that enables the student to: a) Evaluate the appropriateness of different approaches to solving problems using well established ideas and techniques; b) Devise and sustain arguments or solve problems using these methods; and c) Describe and comment upon aspects of current research or equivalent advanced scholarship.	- Ability to articulate what the dominant methodologies are in an area of focus (e.g. scriptural, historical, practical, systematic, etc.) and to evaluate their role in developing theological arguments; - Ability to critically engage current scholarship on methods, sources and norms of the faith or spiritual tradition(s) engaged by the member College.	- Integrated critical and constructive theological reflection into the content and processes of educational ministry; and - Ability to critique and evaluate educational, social, and behavioural sciences that undergird educational practice, as well as the cultural contexts in which educational ministry occurs.
3. Application of Knowledge The ability to review, present and critically evaluate qualitative and quantitative information to:	Ability to employ appropriate methodologies, sources and norms of at least one Christian or spiritual tradition to:	Ability to theologically analyze educational programming in terms of its design, administration and assessment.

a) Develop lines of argument; b) Make sound judgments in accordance with the major theories concepts and methods of the subject(s) of study; c) Apply underlying concepts, principles, and techniques of analysis, both within and outside the discipline; d) Where appropriate use this knowledge in the creative process; and The ability to use a range of established techniques to: a) Initiate and undertake critical evaluation of arguments, assumptions, abstract concepts and information; b) Propose solutions; c) Frame appropriate questions for the purpose of solving a problem; d) Solve a problem or create a new work; and e) Make critical use of scholarly review and primary sources.	○ Engage in respectful dialogue with other disciplines and traditions; ○ Interpret cultural contexts; ○ Formulate theological arguments; ○ Communicate theological concepts; ○ Exercise responsible citizenship, and social leadership; and ● Critical use of established concepts and techniques to address problems and analyze contextual concerns.	
4. Communication Skills The ability to communicate information, arguments, and analyses accurately and reliably, orally and in writing to a range of audiences.	● Ability to foster a safe and respectful environment within which to communicate arguments and analyses effectively and collegially, orally and in writing, to a range of different audiences.	● Good oral and written communication skills within a context of making sound theological arguments for course assessment and any summative assessment selected.
5. Awareness of Limits of Knowledge An understanding of the limits to their own knowledge and ability, and an appreciation of the uncertainty, ambiguity and limits to knowledge and how this might influence analyses and interpretations.	● Awareness of limits of knowledge within the methods, sources, and articulated norms of faith/spirituality. ● Respectful engagement with socio-cultural influences, perspectives of Christian or other spiritual traditions, and contributions of other scholarly disciplines.	● Ability to articulate how religious education theories and programs can address current social contexts, and what they cannot address; and ● Ability to describe how religious education can fit within the broader context of pastoral ministry of at least one Christian tradition.
6. Autonomy and Professional Capacity Qualities and transferable skills necessary for further study, employment, community involvement and other activities requiring: a) The exercise of initiative, personal responsibility and accountability in both personal and group contexts; b) Working effectively with others; c) Decision-making in complex contexts; d) Ability to manage their own learning in changing circumstances, both within and	● Ability to develop and evaluate strategies for ongoing professional development to advance the emotional maturity, collaborative teamwork, effective decision-making, moral integrity, academic integrity, and spiritual sensibilities required for specialized leadership.	● Ability to articulate how one can integrate theological study with educational ministry.

outside the discipline and to select an appropriate program of further study; and e) Behaviour consistent with academic integrity and social responsibility.		
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Master of Sacred Music (MSMus)

Baccalaureate/Bachelor's degree: Honours (DLE)	General Degree-Level Expectations (DLEs) for Basic Degree Programs This degree is awarded to students who have demonstrated the following:	Learning Outcomes for Master of Sacred Music (MSMus) Program This degree is awarded to students who have demonstrated the following:
1. Depth and breadth of knowledge a) Developed knowledge and critical understanding of the key concepts, methodologies, current advances, theoretical approaches and assumptions in a discipline overall, as well as in a specialized area of discipline; b) Developed understanding of many of the major fields in a discipline including, where appropriate, from an interdisciplinary perspective, and how the fields may intersect with fields in related disciplines; c) Developed ability to: i. Gather, review, evaluate and interpret information; and ii. Compare the merits of alternate hypotheses or creative options, relevant to one or more of the major fields in a discipline; d) Developed, detailed knowledge of and experience in research in an area of the discipline; e) Developed critical thinking and analytical skills inside and outside the discipline; and f) Ability to apply learning from one or more areas outside the discipline.	Developed and critical comprehension of the methods, sources, and norms of the faith tradition(s) engaged by the member College, including, a respectful, comparative dialogue with Christian belief(s) or other spiritual tradition(s).	- Developed, systematic and discriminating understanding of the Christian heritage, its music, scriptures, history, theological themes, issues and disputes, current issues in global Christian thought, life and practice, for the practice of music ministry; - Developed comprehensive and discriminating familiarity with the music and theology of at least one Christian tradition and ability to identify and respect the diversity of theological viewpoints and pastoral practices within other religious traditions, such as varieties of Christian worship, song repertoire, and competencies for effective music leadership; - Developed ability to: - Interpret music as it relates to scripture and religious texts using a variety of methods, sources and norms; and - Demonstrate critical understanding of one's area of musical specialization in relation to faith practices, cultural contexts, and leadership; - Ability to evaluate current research and interpretation in the study of Scripture, theology, musical arts and the history of Christianity, and apply learning to diverse contexts of worship practices.
2. Knowledge of methodologies An understanding of methods of enquiry or creative activity, or both, in their primary area of study that enables the student to: a) Evaluate the appropriateness of different approaches to solving problems using well established ideas and techniques: b) Devise and sustain arguments or solve problems using these methods; and Describe and comment upon aspects of current research or equivalent advanced scholarship.	- Ability to articulate what the dominant methodologies are in an area of focus (e.g. scriptural, historical, practical, systematic, etc.) and to evaluate their role in developing theological arguments; - Ability to critically engage current scholarship on methods, sources and norms of the faith or spiritual tradition(s) engaged by the member College.	- Developed ability to employ library and information resources to identify authoritative primary sources and relevant secondary sources for the study of Christian religious heritage, sacred repertoire, and the practice of music ministry; - Developed techniques of enquiry, interpretation and analysis of sources in order to test premises and perspectives and to acquire knowledge and performative skills; - Ability to report research systematically and intelligibly, and develop and support a sustained argument in written form, or in application to specialized

		instances of musical and liturgical cultural practices; and • Ability to articulate one's own liturgical and theological position(s) in relation to their leadership of congregational music ministries.
3. Application of Knowledge The ability to review, present and critically evaluate qualitative and quantitative information to: - Develop lines of argument; - Make sound judgments in accordance with the major theories concepts and methods of the subject(s) of study; - Apply underlying concepts, principles, and techniques of analysis, both within and outside the discipline; - Where appropriate use this knowledge in the creative process; and The ability to use a range of established techniques to: - Initiate and undertake critical evaluation of arguments, assumptions, abstract concepts and information; - Propose solutions; - Frame appropriate questions for the purpose of solving a problem; - Solve a problem or create a new work; and - Make critical use of scholarly review and primary sources.	• Ability to employ appropriate methodologies, sources and norms of at least one Christian or spiritual tradition to: ◦ Engage in respectful dialogue with other disciplines and traditions; ◦ Interpret cultural contexts; ◦ Formulate theological arguments; ◦ Communicate theological concepts; ◦ Exercise responsible citizenship, and social leadership; and • Critical use of established concepts and techniques to address problems and analyze contextual concerns.	• Ability to apply classroom learning and skills in music leadership, research, theological reflection, and communication; • Critical comprehension of, and practical expertise in, the tasks of musical leadership as applied to congregational practice; • Ability to identify issues of relevance to community ministry in a field setting, reflect on them critically, situate them theologically, aesthetically, historically, and culturally, and consider and compare alternative approaches to solve problems or address concerns; and • Ability to give evidence of critical self-awareness with regard to one's own and other faith perspectives, understandings of music repertoire and praxis, and practices of ministry in a variety of contexts.
4. Communication Skills The ability to communicate information, arguments, and analyses accurately and reliably, orally and in writing to a range of audiences.	• Ability to foster a safe and respectful environment within which to communicate arguments and analyses effectively and collegially, orally and in writing, to a range of different audiences.	• Ability to function effectively and collegially in their school community both inside and outside the classroom; • Ability both to appreciate the differing views of others and to convey and support their own views clearly, orally and in writing, to a range of different audiences; • Evidence of the development of communication skills that include the demonstration of growth in personal faith, emotional maturity, moral integrity, and public witness; and • Evidence of the capacity for spiritual practices requisite to music leadership in church and community.

5. Awareness of Limits of Knowledge An understanding of the limits to their own knowledge and ability, and an appreciation of the uncertainty, ambiguity and limits to knowledge and how this might influence analyses and interpretations.	• Awareness of limits of knowledge within the methods, sources, and articulated norms of faith/spirituality. • Respectful engagement with socio-cultural influences, perspectives of Christian or other spiritual traditions, and contributions of other scholarly disciplines.	• Ability to make use of insights of the humanities, the social sciences, the arts, and the natural sciences in the study of the several disciplines included within theological education and in the practice of music ministry; • Understanding of the ways in which varied expressions of Christian belief and practice are shaped by cultural contexts and the experience of other faith traditions; • Appreciation of the uncertainties inherent in both faith-based and non-confessional academic interpretations of Scripture and Christian teaching, worship, preaching or practice of music; and • Critical self-awareness of developing pastoral capacities – intellectual and affective, individual and corporate, ecclesial and public – that are requisite to a life of pastoral leadership by a musician.
6. Autonomy and Professional Capacity Qualities and transferable skills necessary for further study, employment, community involvement and other activities requiring: a) The exercise of initiative, personal responsibility and accountability in both personal and group contexts; b) Working effectively with others; c) Decision-making in complex contexts; d) Ability to manage their own learning in changing circumstances, both within and outside the discipline and to select an appropriate program of further study; and e) Behaviour consistent with academic integrity and social responsibility.	• Ability to develop and evaluate strategies for ongoing professional development to advance the emotional maturity, collaborative teamwork, effective decision-making, moral integrity, academic integrity, and spiritual sensibilities required for specialized leadership.	• The intellectual, musical, communication, and professional capacities required for a life of leadership in pastoral music; • Reliable music skills, academic integrity, moral integrity, social skills, personal responsibility and discipline, initiative, spiritual sensibilities, social concern, and accountability in personal relationships and group contexts related to the praxis of music in a variety of ministry situations; • Capacities of leadership as construed in a faith tradition, and competence in tasks required in congregational settings; and • Ability to attend to the spiritual development and well-being of self and others and display the capacity for self-reflexive and spiritual practices within communities of faith.

Master of Arts in Ministry and Spirituality (MAMS)

Baccalaureate/Bachelor's degree: Honours (DLE)	General Degree-Level Expectations (DLEs) for Basic Degree Programs This degree is awarded to students who have demonstrated the following:	Learning Outcomes for Master of Arts in Ministry and Spirituality (MAMS) This degree is awarded to students who have demonstrated the following:
1. Depth and breadth of knowledge a) Developed knowledge and critical understanding of the key concepts, methodologies, current advances, theoretical approaches and assumptions in a discipline overall, as well as in a specialized area of discipline; b) Developed understanding of many of the major fields in a discipline including, where appropriate, from an interdisciplinary perspective, and how the fields may intersect with fields in related disciplines; c) Developed ability to: i. Gather, review, evaluate and interpret information; and ii. Compare the merits of alternate hypotheses or creative options, relevant to one or more of the major fields in a discipline; d) Developed, detailed knowledge of and experience in research in an area of the discipline; e) Developed critical thinking and analytical skills inside and outside the discipline; and f) Ability to apply learning from one or more areas outside the discipline.	Developed and critical comprehension of the methods, sources, and norms of the faith tradition(s) engaged by the member College, including, a respectful, comparative dialogue with Christian belief(s) or other spiritual tradition(s).	- Developed, critical, comparative comprehension of the methods, sources, norms and practices of two schools of spirituality; and - Critical understanding of the implications of social sciences for the development of theories and practices of spirituality.
2. Knowledge of methodologies An understanding of methods of enquiry or creative activity, or both, in their primary area of study that enables the student to: a) Evaluate the appropriateness of different approaches to solving problems using well established ideas and techniques; b) Devise and sustain arguments or solve problems using these methods; and c) Describe and comment upon aspects of current research or equivalent advanced scholarship.	- Ability to articulate what the dominant methodologies are in an area of focus (e.g. scriptural, historical, practical, systematic, etc.) and to evaluate their role in developing theological arguments; and - Ability to critically engage current scholarship on methods, sources and norms of the faith or spiritual tradition(s) engaged by the member College.	- Ability to employ and interrelate contextual analysis and one other methodology to compare major figures and disciplines of spirituality in world religions; - Critical, personally articulated understanding of the relationship of religious experience with the methods, sources and norms of world religious traditions; and - Practiced ability to participate in the methods and disciplines of prayer and contemplation.

3. Application of Knowledge The ability to review, present and critically evaluate qualitative and quantitative information to: a) Develop lines of argument; b) Make sound judgments in accordance with the major theories concepts and methods of the subject(s) of study; c) Apply underlying concepts, principles, and techniques of analysis, both within and outside the discipline; d) Where appropriate use this knowledge in the creative process; and The ability to use a range of established techniques to: a) Initiate and undertake critical evaluation of arguments, assumptions, abstract concepts and information; b) Propose solutions; c) Frame appropriate questions for the purpose of solving a problem; d) Solve a problem or create a new work; and e) Make critical use of scholarly review and primary sources.	• Ability to employ appropriate methodologies, sources and norms of at least one Christian or spiritual tradition to: ○ Engage in respectful dialogue with other disciplines and traditions; ○ Interpret cultural contexts; ○ Formulate theological arguments; ○ Communicate theological concepts; ○ Exercise responsible citizenship, and social leadership; and • Critical use of established concepts and techniques to address problems and analyze contextual concerns.	• Ability to use anthropological, psychological, sociological and theological insights to enter and accompany others in their worlds of meaning to: ○ Identify and empathize with an other's horizon of meaning; ○ Ask open ended and evocative questions; and ○ Engage in reflective leadership and join/lead others in a process of spiritual discernment to identify and respond to specific ministerial needs.
4. Communication Skills The ability to communicate information, arguments, and analyses accurately and reliably, orally and in writing to a range of audiences.	• Ability to foster a safe and respectful environment within which to communicate arguments and analyses effectively and collegially, orally and in writing, to a range of different audiences.	• Ability to practice contemplative listening and to facilitate others in the process of contemplative dialogue.
5. Awareness of Limits of Knowledge An understanding of the limits to their own knowledge and ability, and an appreciation of the uncertainty, ambiguity and limits to knowledge and how this might influence analyses and interpretations.	• Awareness of limits of knowledge within the methods, sources, and articulated norms of faith/spirituality; and • Respectful engagement with socio-cultural influences, perspectives of Christian or other spiritual traditions, and contributions of other scholarly disciplines.	• Critical ability to identify the limitations of their cultural context and its implications for their expression of belief and experience of other faith/spiritual traditions; and • Ability to articulate and evaluate their own operative theology.
6. Autonomy and Professional Capacity Qualities and transferable skills necessary for further study, employment, community involvement and other activities requiring: a) The exercise of initiative, personal responsibility and accountability in both personal and group contexts;	• Ability to develop and evaluate strategies for ongoing professional development to advance the emotional maturity, collaborative teamwork, effective decision-making, moral integrity, academic integrity, and spiritual sensibilities required for specialized leadership.	• Traits of the professional praxis of ministry, including: ○ Adoption of a code of ethics; ○ Identifying and maintaining personal boundaries; ○ Developing a self-care strategy; ○ Establishing and maintaining a peer network for support

b) Working effectively with others; c) Decision-making in complex contexts; d) Ability to manage their own learning in changing circumstances, both within and outside the discipline and to select an appropriate program of further study; and e) Behaviour consistent with academic integrity and social responsibility.		and referrals; and o Establishing a context of ongoing professional supervision.
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Appendix II: Common TST Learning Outcomes for Conjoint Post-Baccalaureate Certificates (Category 1)

Certificate in Theological Studies (CTS)

Baccalaureate/Bachelor's degree: Honours (DLE)	TST General Degree-Level Expectations (DLEs) for Second Entry Undergraduate Certificate Programs The student will be able to demonstrate:	Learning Outcomes for Certificate in Theological Studies (CTS) Program This certificate is awarded to students who have demonstrated the following:
1. Depth and breadth of knowledge a) Developed knowledge and critical understanding of the key concepts, methodologies, current advances, theoretical approaches and assumptions in a discipline overall, as well as in a specialized area of discipline; b) Developed understanding of many of the major fields in a discipline including, where appropriate, from an interdisciplinary perspective, and how the fields may intersect with fields in related disciplines; c) Developed ability to: i. Gather, review, evaluate and interpret information; and ii. Compare the merits of alternate hypotheses or creative options, relevant to one or more of the major fields in a discipline; d) Developed, detailed knowledge of and experience in research in an area of the discipline; e) Developed critical thinking and analytical skills inside and outside the discipline; and f) Ability to apply learning from one or more areas outside the discipline.	Developed and critical comprehension of the methods, sources, and norms of the faith tradition(s) engaged by the member College, including, a respectful, comparative dialogue with Christian belief(s) or other spiritual tradition(s).	- General knowledge and understanding of key concepts, methodologies, theoretical approaches and assumptions in Theological Studies; - Broad understanding of some of the major fields in Theological Studies; and - Ability to identify, gather, review, and evaluate information and significant interpretations in at least one of the sub-disciplines of Theological Studies.
2. Knowledge of methodologies An understanding of methods of enquiry or creative activity, or both, in their primary area of study that enables the student to: a) Evaluate the appropriateness of different approaches to solving problems using well established ideas and techniques; b) Devise and sustain arguments or solve problems using these methods; and c) Describe and comment upon particular aspects of current	- Developed ability to employ and interrelate two or more dominant methodologies in an area of focus (e.g. scriptural, historical, practical, systematic, etc.) and to evaluate their role in developing theological arguments; and - Ability to critically engage current scholarship on methods, sources and norms of the faith or spiritual tradition(s) engaged by the member College.	The ability to: - Identify distinctive methodologies in the various fields of theological studies; - Describe how two or more methodologies can function in a sustained argument; and - Analyze methodologies applied in relevant scholarship in a course and adopt or reject those methodologies in the student's own writing.

research or equivalent advanced scholarship.		
3. Application of Knowledge The ability to review, present and critically evaluate qualitative and quantitative information to: a) Develop lines of argument; b) Make sound judgments in accordance with the major theories concepts and methods of the subject(s) of study; c) Apply underlying concepts, principles, and techniques of analysis, both within and outside the discipline; d) Where appropriate use this knowledge in the creative process; and The ability to use a range of established techniques to: a) Initiate and undertake critical evaluation of arguments, assumptions, abstract concepts and information; b) Propose solutions; c) Frame appropriate questions for the purpose of solving a problem; d) Solve a problem or create a new work; and e) Make critical use of scholarly review and primary sources.	• Ability to employ appropriate methodologies, sources and norms of at least one faith/spiritual tradition to: ○ Engage in respectful dialogue with other disciplines and faith/spiritual traditions; ○ Interpret cultural contexts; ○ Formulate theological arguments; ○ Communicate theological concepts; ○ Exercise responsible citizenship, and social leadership; and • Critical use of established concepts and techniques to address problems and analyze contextual concerns.	• Ability to review, present, and interpret information, and construct theological knowledge, in the light of some of the significant theories, concepts and methods of representative sub-fields of Theological Studies.
4. Communication Skills The ability to communicate information, arguments, and analyses accurately and reliably, orally and in writing to a range of audiences.	• Ability to foster a safe and respectful environment within which to communicate arguments and analyses effectively and collegially, orally and in writing, to a range of different audience.	Ability to: • Function effectively and collegially in their school community both inside and outside the classroom; and • Convey and support their own views clearly both verbally and in writing.
5. Awareness of Limits of Knowledge An understanding of the limits to their own knowledge and ability, and an appreciation of the uncertainty, ambiguity and limits to knowledge and how this might influence analyses and interpretations.	• Awareness of limits of knowledge within the methods, sources, and articulated norms of faith/spirituality. • Respectful engagement of socio-cultural influences, perspectives of other faith/spiritual traditions, and contributions of other scholarly disciplines.	• Appreciation of the differing views of others; • Recognition of the ways in which varied expressions of Christian belief and practice are shaped by cultural contexts; and • Recognition of the uncertainties inherent in both faith-based and non-confessional academic interpretations of Scripture and Christian teaching.

6. Autonomy and Professional Capacity Qualities and transferable skills necessary for further study, employment, community involvement and other activities requiring: a) The exercise of initiative, personal responsibility and accountability in both personal and group contexts; b) Working effectively with others; c) Decision-making in complex contexts; d) Ability to manage their own learning in changing circumstances, both within and outside the discipline and to select an appropriate program of further study; and e) Behaviour consistent with academic integrity and social responsibility.	• Ability to develop and evaluate strategies for ongoing professional development to advance the emotional maturity, collaborative teamwork, effective decision-making, moral integrity, academic integrity, and spiritual sensibilities required for specialized leadership.	• Ability to bring to their theological studies the insights of the humanities, the social sciences, the arts, and the natural sciences.
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Certificate in Theology and Interreligious Engagement (CTIE)

Baccalaureate/Bachelor's degree: Honours (DLE)	TST General Degree-Level Expectations (DLEs) for Second Entry Undergraduate Certificate Programs The student will be able to demonstrate:	Learning Outcomes for Certificate in Theology and Interreligious Engagement (CTIE) Program This certificate is awarded to students who have demonstrated the following:
1. Depth and breadth of knowledge a) Developed knowledge and critical understanding of the key concepts, methodologies, current advances, theoretical approaches and assumptions in a discipline overall, as well as in a specialized area of discipline; b) Developed understanding of many of the major fields in a discipline including, where appropriate, from an interdisciplinary perspective, and how the fields may intersect with fields in related disciplines; c) Developed ability to: i. Gather, review, evaluate and interpret information; and ii. Compare the merits of alternate hypotheses or creative options, relevant to one or more of the major fields in a discipline; d) Developed, detailed knowledge of and experience in research in an area of the discipline; e) Developed critical thinking and analytical skills inside and outside the discipline; and f) Ability to apply learning from one or more areas outside the discipline.	• Developed and critical comprehension of the methods, sources, and norms of the faith tradition(s) represented by the member College, including, a respectful, comparative dialogue with Christian belief(s) or other spiritual tradition(s).	• General knowledge and understanding of at least 2 religious traditions, other than Christianity; • Broad understanding of some of the major fields in comparative theology, theologies/ philosophies of religion, spiritual and ministerial practices; • Ability to identify, gather, review, and evaluate information and significant interpretations in at least one religious tradition's text, context, spirituality and practice, and theological perspective; and • Understanding of religious diversity from a Christian theological perspective.
2. Knowledge of methodologies An understanding of methods of enquiry or creative activity, or both, in their primary area of study that enables the student to: a) Evaluate the appropriateness of different approaches to solving problems using well established ideas and techniques; b) Devise and sustain arguments or solve problems using these methods; and c) Describe and comment upon particular aspects of current research or equivalent advanced scholarship.	• Developed ability to employ and interrelate two or more dominant methodologies in an area of focus (e.g. scriptural, historical, practical, systematic, etc.) and to evaluate their role in developing theological arguments; and • Ability to critically engage current scholarship on methods, sources and norms of the faith or spiritual tradition(s) engaged by the member College.	Ability to: • Identify distinctive methodologies in the various areas of a belief tradition; • Describe how two or more methodologies can function in a sustained argument; and • Analyze methodologies applied in relevant scholarship in a course and adopt or reject those methodologies in the student's own writing.

3. Application of Knowledge The ability to review, present and critically evaluate qualitative and quantitative information to: a) Develop lines of argument; b) Make sound judgments in accordance with the major theories concepts and methods of the subject(s) of study; c) Apply underlying concepts, principles, and techniques of analysis, both within and outside the discipline; d) Where appropriate use this knowledge in the creative process; and The ability to use a range of established techniques to: a) Initiate and undertake critical evaluation of arguments, assumptions, abstract concepts and information; b) Propose solutions; c) Frame appropriate questions for the purpose of solving a problem; d) Solve a problem or create a new work; and e) Make critical use of scholarly review and primary sources.	• Ability to employ appropriate methodologies, sources and norms of at least one faith/spiritual tradition to: ○ Engage in respectful dialogue with other disciplines and faith/spiritual traditions; ○ Interpret cultural contexts; ○ Formulate theological arguments; ○ Communicate theological concepts; ○ Exercise responsible citizenship, and social leadership; and • Critical use of established concepts and techniques to address problems and analyze contextual concerns.	Ability to: • Develop lines of argument appropriate to the interdisciplinary and interreligious nature of the program; • Analyze information; and • Make use of scholarly reviews and primary sources.
4. Communication Skills The ability to communicate information, arguments, and analyses accurately and reliably, orally and in writing to a range of audiences.	• Ability to foster a safe and respectful environment within which to communicate arguments and analyses effectively and collegially, orally and in writing, to a range of different audience.	Ability to: • accurately reflect the views of other religions; and • represent one's own religious views in a multi-religious context.
5. Awareness of Limits of Knowledge An understanding of the limits to their own knowledge and ability, and an appreciation of the uncertainty, ambiguity and limits to knowledge and how this might influence analyses and interpretations.	• Awareness of limits of knowledge within the methods, sources, and articulated norms of faith/spirituality. • Respectful engagement of socio-cultural influences, perspectives of other faith/spiritual traditions, and contributions of other scholarly disciplines.	• Understanding of the diversity of Christian theological approaches and engagements with different faith communities and a recognition that engaging this diversity tends to disrupt settled opinion; • Recognition that it is not possible to fully and adequately represent one's own religious beliefs, let alone those of another religion; and • Ability to articulate the limits of the theology and practice of dialogue and of language, concepts, analogues across different religious traditions.
6. Autonomy and Professional Capacity Qualities and transferable skills necessary for further study, employment,	• Ability to develop and evaluate strategies for ongoing professional development to advance the emotional maturity, collaborative teamwork, effective	• Qualities and transferable skills necessary for further study.

community involvement and other activities requiring: a) The exercise of initiative, personal responsibility and accountability in both personal and group contexts; b) Working effectively with others; c) Decision-making in complex contexts; d) Ability to manage their own learning in changing circumstances, both within and outside the discipline and to select an appropriate program of further study; and e) Behaviour consistent with academic integrity and social responsibility.	decision-making, moral integrity, academic integrity, and spiritual sensibilities required for specialized leadership.	
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Appendix III: University of Toronto Code of Behaviour on Academic Matters

July 1, 2019

Extract from the full version of the [Code of Behavior on Academic Matters](#):

CODE OF BEHAVIOUR ON ACADEMIC MATTERS

The Governing Council of the University of Toronto has approved a Code of Behaviour on Academic Matters applying to members of the University. Below are extracts from the Code covering offences, procedures, and sanctions. The Code is enforced by the Dean, the Provost, and the University Disciplinary Tribunal. In cases involving graduate students, the divisional dean is the Dean of the School of Graduate Studies.

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.

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.