

Emmanuel College

2023–24

Policies and Guidelines



EMMANUEL COLLEGE
OF VICTORIA UNIVERSITY IN
THE UNIVERSITY OF TORONTO

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POLICIES & GUIDELINES

ACADEMIC INTEGRITY & CONDUCT

Emmanuel College Student Complaint Process

1. Preamble

- 1.1. Emmanuel College is an educational institution affiliated with Victoria University, the Toronto School of Theology (henceforth the “TST”), and the University of Toronto (henceforth the “U of T”).
- 1.2. Emmanuel College (henceforth “EM”) strives to be a welcoming, respectful, and supportive community for all its members. However, we recognize that students may become sufficiently dissatisfied with some aspect of their experience in EM to lodge a complaint and seek remedy for their concerns.
- 1.3. EM commits to investigate in a just and timely fashion all complaints that are formally submitted using the procedures outlined in this document. The institution believes it is in the interests of all parties to resolve complaints as soon as possible and at the lowest possible level, that is, at the level of those parties closest to the immediate concerns. When receiving a complaint, EM will seek to ascertain and redress the concerns, clarify and explain its procedures, or actions, and to review and modify its practices as necessary.
- 1.4. Students enrolled in courses at Emmanuel College seeking to lodge a complaint may be guided by:
 - 1.4.1. the complaint protocol established by the Office of the Vice-Provost at the University of Toronto;
 - 1.4.2. the complaint process, if there is one, of the college in which they are matriculated.
 - 1.4.3. the complaint process of Emmanuel College as set out below.

2. Scope

- 2.1. Complaints to EM must relate to matters that are under the authority and remit of the institution. These may include, but are not limited to teaching, instruction, curriculum, library resources, governance, programs, policies, or experiences of the institution. For the kinds of matters covered by this process, see the following:
 - 2.1.1. U of T Office of the Vice-Provost, Students (Student Complaints) and the University of Toronto's [Policy on Prohibited Discrimination](#).
 - 2.1.2. Complaints relating to academic offences by a student or faculty member are governed by the University of Toronto's Code of Behaviour on Academic Matters (July 1, 2019).
 - 2.1.3. Matters related to the conduct of other students are covered under the U of T Code of Student Conduct.
- 2.2. Complaints and concerns relating to the following matters are not addressed in this process:
 - 2.2.1. Sexual harassment and sexual misconduct are covered in the Governing Council of the University of Toronto's [Sexual Violence and Sexual Harassment Policy](#)
 - 2.2.2. Reviews or appeals of an assigned grade should follow the Academic Appeals policy, which is applicable to basic degree, certificate, and graduate students.

3. Definitions

- 3.1. This process understands a "complaint" to be an expression of dissatisfaction or concern with matters that are under EM authority and remit that has not been disposed of by other institutional (Victoria University, TST, and/or U of T) procedure.
- 3.2. This process understands a "student" to be a present enrollee in a program of study offered under EM oversight.
- 3.3. This process refers to the student filing a complaint as the "complainant."
- 3.4. "Recipient" refers to the person with whom the complainant files the complaint, ordinarily the Vice Principal or Graduate Degree Director.

4. Procedure for addressing a complaint in Emmanuel College

- 4.1. Students who experience dissatisfaction with some matter under EM authority are encouraged first to address the issue informally with the related party (that is, the person about whom the student wishes to complain) **within 30 days** of the original occurrence. The student may also address the issue in a conversation with their Academic Advisor, their Program Director or the Spiritual and Community Life Coordinator or other appropriate personnel.
- 4.2. If the student feels dissatisfied with the initial attempt at resolution, the student (henceforth the 'complainant') may discuss their concerns with their Program Director and/or the Vice Principal.
- 4.3. If the issue remains unresolved, students have the option to file a formal complaint. To file a formal complaint the student shall submit it in writing to the Vice Principal. The written complaint will clearly identify the nature of the concern and the desired outcome, detailing prior efforts to resolve the issue with the offending party. The written complaint should be made **within 60 days** of the initial occurrence.
- 4.4. Upon receipt of the complaint, the Vice Principal will acknowledge receipt of a written complaint **no later than 5 business days** (not including holidays). This acknowledgement may include an invitation to meet in person with the complainant, indication of how the recipient intends to address the matter, and when the complainant can expect further communication from the recipient. The acknowledgement response may also advise the complainant that the issue is not under the authority and remit of EM and is best addressed in another venue. The Vice Principal is also to ensure that the complainant is aware of and has access to this process.
- 4.5. The Vice Principal will review to the extent possible the circumstances, procedures, individuals, and prior efforts to resolve the complaint and address the complaint **within 60 days**.
- 4.6. A complaint is considered resolved when the Vice Principal responds with a clear, written communication to the complainant indicating what steps have been taken and what decisions (if any) taken as a result of the complaint.

5. Appeals

- 5.1. A complainant who is dissatisfied with the resolution communicated under 4.6 may appeal in writing to EM Principal. This appeal must be made **within 10 business days** (not including holidays) of receipt of the communication from the recipient.

5.2. The EM Principal will review appeals to ensure that this process was correctly implemented, and that principles of fairness and justice were upheld.

6. Record Keeping

6.1. Complaints as well as a record of any action taken as a result, will be logged, monitored, and stored in a confidential file under the supervision of the EM Principal.

7. False or Frivolous Complaints

7.1. If the complaint is deemed to be false, frivolous, vexatious, or made in bad faith, the matter will be referred to either the EM Principal or the Principal of the complainant's college, to determine whether the act or intention contravenes Article 6 of the U of T policy's Code of Student Conduct.

7.2. Sanctions, as described in Section E in the U of T policy on the Code of Student Conduct may be imposed by EM Principal on the complainant for contravening Article 6 of the U of T policy.

8. Complaints related to faculty, staff or students at another TST College

8.1. The complaint process follows that of the institution to which the one complained against is associated.

9. Supporting Documents (embedded URLs)

9.1. U of T Code of Student Conduct (December 13, 2019)

9.2. U of T Code of Behaviour on Academic Matters (July 1, 2019)

9.3. U of T Office of the Vice-Provost, Students (Student Complaints)

9.4. Emmanuel College Academic Appeals policy (2020)

9.5. Emmanuel College Student Handbooks

[Emmanuel College Regulations](#)

Emmanuel College academic regulations are established by the faculty and interpreted and administered by the Basic Degree Committee.

Privacy Policy

Emmanuel College is under the jurisdiction of Victoria University's Privacy Policy (FIPPA). Personal information may be shared with faculty, the University of Toronto, Ministry of Colleges and Universities, Association of Theological Schools, and ordaining judicatory on a need-to-know basis.

Sexual Violence and Sexual Harassment (Policy on)

All members of the University of Toronto community should have the ability to study, work and live in a campus environment free from Sexual Violence, including Sexual Assault and Sexual Harassment. The Governing Council of the University of Toronto has approved a [Policy on Sexual Violence and Sexual Harassment](#) to protect members of the community. The highest standards of confidentiality are maintained to protect any party against unsubstantiated claims which might result in harm or malicious gossip.

Toronto School of Theology Academic Regulations

As a member of the Toronto School of Theology, Emmanuel College adheres to the academic policies and procedures outlined in the [TST Handbooks](#). The regulations that are in effect the year a student is admitted are the regulations under which the student is entitled to graduate.

U of T Code of Behaviour on Academic Matters

By the Memorandum of Agreement, University of Toronto has exclusive disciplinary jurisdiction over all TST students, whether in conjoint or non-conjoint programs, and students are required to adhere to The University of Toronto's [Code of Behaviour on Academic Matters](#). (See section 15 of the [TST Basic Degree Handbook](#)).

As section 15.1.4 of the *Code* states, "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.

Emmanuel College, through its Orientation information, occasional tutorials, teaching, library and research resources, endeavors to support students' academic integrity. See, for example, the collection of helpful resources and videos at:

<https://guides.library.utoronto.ca/academicintegrity>

Where an instructor has reasonable grounds to believe an academic offense such as plagiarism has been committed by a student, the instructor shall inform the student, invite the student to discuss the matter, and proceed according to procedures outlined in the Emmanuel College Faculty Handbook and in accord with the [TST Basic Degree Handbook](#) (section 16) and the [UofT Code of Behaviour on Academic Matters](#) (e.g., sections C.i(a) and (b)).

U of T Code of Student Conduct

As of January 2003, all Victoria University students – students of both Victoria College and Emmanuel College – are covered by the [University of Toronto Code of Student Conduct](#). This code is administered by the College Principals respectively, and each College is required to appoint a hearing officer. Mona Tokarek LaFosse is the Emmanuel College Council Hearing Officer for the current academic session. The Investigating Officer is Judith Newman. Please also refer to the [Students Companion](#) to the Student Code of Conduct.

ACADEMIC PROCEDURES: GRADES

Conjoint Basic Degree and certificate students of Emmanuel College have the right to a review and appeal of grades at the College level and, if they remain dissatisfied, to the TST and, in turn, to the University of Toronto. The principles and practices followed by Emmanuel College, as outlined below, follow the policies of the TST (see also [TST Basic Conjoint Degree Handbook](#), sections 11.8 and 16) and the UofT (see UofT Governing Council's [UofT Code of Behaviour on Academic Matters](#)). At the Emmanuel College level, the Vice Principal is responsible for the oversight and support of Basic Degree and certificate student access to fair and confidential processes of grade review and appeals.

| Issue | Step 1: Informal Resolution | Step 2: College Appeal | Step 3: For Emmanuel Students Only | Step 4: TST Appeal |
|---|--|---|--|---|
| Success or failure in meeting an academic standard or other academic requirement of the college or TST (refer to 1.1.1 below) | Program Director/Vice Principal of the student's home college | Vice Principal/ Academic Dean/ Principal/Dean of the student's home college | Principal | Academic Appeals Committee of the BDC |
| Course Marking (refer to 1.2.1 and 1.2.2 below) | Instructor of the course | Vice Principal of the student's home college | Principal | Academic Appeals Committee of the BDC |
| Application of an academic regulation (refer to 1.3.1 below) | Program Director/ Vice Principal of the student's home college | Vice Principal/ Academic Dean/ Principal/Dean of the student's home college | Principal | Academic Appeals Committee of the BDC |

1.1.1 Review of Academic Standards

Students are required to observe and adhere to the academic standards and requirements of Emmanuel College. These standards and requirements apply to all enrolled students for courses offered by Emmanuel College regardless of their home college registration. However, the process of adjudication may differ depending on the student's college of registration.

Emmanuel College academic standard and requirements are established by the faculty and interpreted and administered by the Basic Degree Committee (section 1.4). Emmanuel College's academic policies and procedures adhere to those outlined in [TST Basic Degree Handbook](#) (section 1.5).

In the event of academic violation by students, this Emmanuel College process provided below will apply to Emmanuel College students. If the college of instruction

is different from the student's college of registration, the process of adjudication established by TST will be followed. Please consult the [TST Basic Conjoint Degree handbook](#), section 16.

Stage 1: Information Resolution

1. Explanation by Student - A student will be informed by the Emmanuel College-course professor about the violation and given the opportunity to explain the violation within the two-week period (14-working days) of the incident to the degree program director or Vice Principal of the student's home college.
2. At the meeting where the violation is discussed and decided upon, the proceeding shall be recorded/memo for Emmanuel College students. Supporting documents may be presented by both student and program director.
3. After the meeting, the program director will file an academic incident report including its outcome with the Vice Principal through the Registrar's Office. Supporting documents may be forward as well.

Stage 2: College Appeal

1. Re-evaluation - If the Emmanuel College student remains dissatisfied with the outcome of the informal resolution, a petition (in writing or by email) can be made to the Vice Principal within a month (30-working days).
2. The appeal shall provide the reasons for appeal, points of contention and relevant supporting documents not submitted previously.
3. The Vice Principal will have a month (30-working days) to review the appeal and render a decision. This decision will be shared with the student, the program director, and the principal.

Stage 3: Principal Appeal

1. For Emmanuel College students, an appeal to the principal is the final channel at the college level. If the student remains dissatisfied, with the outcome of the formal review, a petition (in writing or by email) can be made to the principal within a month (30-working days).
2. The appeal shall provide the reasons for appeal, points of contention and relevant supporting documents not submitted previously.
3. The principal will have a month (30-working days) to review the appeal and render a decision. This decision will be shared with the student, the program director, and the Vice Principal.

Stage 4: Appeal to TST

If the student remains dissatisfied and has exhausted all channels at the college level, they may appeal to the TST Academic Appeals Committee of the TST Basic Degree Council. Procedures, exceptions and timelines can be found in section 16 of the [TST BD Handbook](#). Note that an appeal at the TST level pertains to the observance of due process, not the new mark (see section 16.1.1.1 [TST BD Handbook](#)).

1.2.1 Review of Marks on Assignments

Stage 1: Informal Resolution

1. Explanation by Instructor

A student who is dissatisfied with a mark on assignment or academic exercise within a course should first request a meeting with the person who assigned the mark to seek an explanation. If the person who has assigned the mark is not the instructor of the course, the student should meet and consult with the instructor of the course within the two-week period following the receipt of the mark. The instructor and the student should record/memo this meeting.

2. Re-evaluation by Instructor

If the student remains dissatisfied, they may request that the instructor re-read 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 mark, a lower mark, or a higher mark to the assignment.

Stage 2: Petition to the Vice Principal

1. Petition to the Vice Principal

If the student remains dissatisfied, they may petition (in writing or by email) the Vice Principal within a month of receiving the instructor's newly assigned mark, requesting a review of the instructor's mark and including the record/memo of the meeting between the student and the instructor. If the college of instruction is different from the student's college of registration, the student may ask the Vice Principal to provide initial assistance to access the process of review within another College.

2. Evaluation by Another Qualified Reader

According to the regulations in effect in the college of instruction, the Vice Principal or relevant 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 marking rubric and assignment instructions, should be given to the second reader. The mark assigned by the second reader, whether lower than, the same as, or higher than the original mark, will become the new mark. The Vice Principal or relevant official will communicate the final grade to the student and the course instructor.

Stage 3: Appeal to TST

If the student remains dissatisfied and has exhausted all channels at the college level they may appeal to the TST Academic Appeals Committee of the TST Basic Degree Council. Procedures, exceptions and timelines can be found in section 16 of the [TST Basic Conjoint Degree Handbook](#). Note that an appeal at the TST level pertains to the observance of due process, not the new mark (see 16.1.1.1 [TST BD Handbook](#)).

1.2.2 Review of Final Course Grades

Stage 1: Informal Resolution

Explanation by Instructor

A student who is dissatisfied with a final grade in a course should first request a meeting with the instructor of the course within two weeks of the grade being posted on ACORN. The instructor and the student should record/memo this meeting.

Stage 2: Petition to the Vice Principal

1. Petition to the Vice Principal

If the student remains dissatisfied, they may petition (in writing or by email) the Vice Principal within a month of final grade being posted on ACORN, requesting a review of the instructor's final course grade and including the record/memo of the meeting between the student and the instructor. If the college of instruction is different from the student's college of registration, the student may ask the Vice Principal to provide initial assistance to access the process of review within another College.

2. Evaluation by the Vice Principal

The Vice Principal or other college's designated official will review the final grade according to the policies and procedures of that college and seek to mediate between the student and the instructor. The new final grade may be lower than, the same as or higher than the original grade. The Principal will communicate the new final grade to the student and the course instructor.

Note

- Where the review of a final course grade entails the review of specific assignments within the course, the Vice Principal, in consultation with the instructor and student, may choose to modify this process, incorporating aspects of the procedure for Review of Marks on Assignments, as outlined above (including evaluation by other qualified readers).
- In some courses, such as those in which learning outcomes are evaluated to a substantial extent in ways other than written work, a review of some or all aspects of the final course grade may not be possible.
- A review of the final course grade fee of \$36 will be charged by and payable to the college.

Stage 3: Appeal to TST

If the student remains dissatisfied and has exhausted all channels at the college level they may appeal to the TST Academic Appeals Committee of the TST Basic Degree Council. Procedures, exceptions and timelines can be found in section 16 of the [TST Basic Conjoint Degree Handbook](#). Note that an appeal at the TST level pertains to the observance of due process, not the new mark (see 16.1.1.1 [TST BD Handbook](#)).

1.3.1 Academic Regulations

Students are required to observe and adhere to the academic regulations of Emmanuel College. These regulations apply to all enrolled students for courses offered by Emmanuel College regardless of their home college registration. However, the process of adjudication may differ depending on the student's college of registration.

Emmanuel College academic regulations are established by the faculty and interpreted and administered by the Basic Degree Committee (section 1.4). Furthermore, Emmanuel College's academic regulations adhere to those outlined in [TST Basic Degree Handbook](#) (section 1.5).

In the event of academic violation by students, this Emmanuel College process provided below will apply to Emmanuel College students. If the college of instruction is different from the student's college of registration, the process of adjudication established by TST will be followed. Please consult the [TST Basic Conjoint Degree Handbook](#), section 16.

Stage 1: Information Resolution

1. Explanation by Student - A student will be informed by the Emmanuel College-course professor about the violation and given the opportunity to explain the violation within the two-week period of the incident to the degree program director or Vice Principal of the student's home college.
2. At the meeting where the violation is discussed and decided upon, the proceeding shall be recorded/memo for Emmanuel College students. Supporting documents may be presented by both student and program director.
3. After the meeting, the program director will file an academic incident report including its outcome with the Vice Principal through the Registrar's Office. Supporting documents may be forward as well.

Stage 2: College Appeal

1. Re-evaluation - If the student remains dissatisfied with the outcome of the informal resolution, a petition (in writing or by email) can be made to the Vice Principal within a month (30-working days).
2. The appeal shall provide the reasons for appeal, points of contention and relevant supporting documents not submitted previously.
3. The Vice Principal will have a month (30-working days) to review the appeal and render a decision. This decision will be shared with the student, the program director, and the principal.

Stage 3: Principal Appeal

1. For Emmanuel College students, an appeal to the principal is the final channel at the college level. If the student remains dissatisfied, with the outcome of the formal review, a petition (in writing or by email) can be made to the principal within a month (30-working days).
2. The appeal shall provide the reasons for appeal, points of contention and relevant supporting documents not submitted previously.
3. The principal will have a month (30-working days) to review the appeal and render a decision. This decision will be shared with the student, the program director, and the Vice Principal.

Stage 4: Appeal to TST

If the student remains dissatisfied and has exhausted all channels at the college level, they may appeal to the TST Academic Appeals Committee of the TST Basic Degree Council. Procedures, exceptions and timelines can be found in section 16 of the [TST BD Handbook](#). Note that an appeal at the TST level pertains to the observance of due process, not the new mark (see section 16.1.1.1 [TST BD Handbook](#)).

ACADEMIC STANDING

[Academic Progress and Probation Policy](#)

To be in good academic standing, a student registered in a degree program must make satisfactory progress toward the completion of the degree. Failure to do so may result in academic probation and/or termination.

The Basic Degree Committee may place a student on academic probation

1. who fails to complete a course in a satisfactory manner (i.e., receives a grade report of 'FZ' or 'NCR' in a course or receives a non-grade report of 'INC')
2. whose session average falls below a GPA of 2.70 (69.99% or less)
3. who has not completed two or more courses extending into the subsequent session.

The Basic Degree Committee may terminate the registration and eligibility of a student

1. who is on academic probation for two sessions;
2. who has consistently or repeatedly failed to perform academically at a satisfactory or acceptable level;
3. who fails to comply with the regulations and policies of the college, TST and UofT.

[Academic Sanctions for Students who have Outstanding Obligations to the University](#)

Academic sanctions are applicable to any student who has an outstanding obligation to the University.

Recognized obligations are as follows:

1. tuition fees
2. academic and other incidental fees
3. residence fees and other residence charges
4. library fines
5. bookstore accounts
6. loans made by colleges, faculties or the University
7. health service accounts
8. unreturned or damaged instruments, materials and equipment
9. orders for the restitution, rectification, or the payment of damages, fines, bonds for good behaviour, and requirement of public service work imposed under the authority of the Code of Student Conduct.

The following academic sanctions will be imposed on students who have outstanding recognized financial obligations to the University.

1. Statements of results or official transcripts of record, or both will not be issued.
2. The University will not release the official document (called the diploma) which declares the degree earned, nor provide oral confirmation or written certification of degree status to external enquirers. Indebted graduands will be allowed to walk on stage and have their names appear on the convocation program.
3. Registration will be refused to a continuing or returning student. Payments made by continuing or returning students shall be applied first to outstanding University debts, and second, to current fees.

For a complete text of this policy, please see the [University of Toronto Governing Council](#) website.

Leave of Absence

A student may be granted up to 3 four-month blocks parental, health or compassionate leave, to be counted during the academic year (Fall or Winter session). This period of leave does not count toward the maximum number of years permitted for the completion of the student's program. A Leave of Absence is deemed to halt the period of study. When a student applies for, and is granted, a Leave of Absence, every effort should be made to fulfill outstanding coursework according to agreed-upon deadlines.

Construed Withdrawal (Lapsed Candidacy)

Students who do not register for courses in a given academic year, do not apply for a leave of absence, and do not apply for continuation of registration, are considered lapsed and will be deemed to have withdrawn from studies. The college will automatically withdraw them after 12 months of lapsed candidacy. The college is not obliged to inform students of their withdrawal under these circumstances.

Students who decide later to resume studies will be required to apply for readmission. Readmission will not be guaranteed.

Degree Granting and Graduation

University of Toronto residency requirement requires at least half of a student's degree program to be completed at the degree-granting educational institution.

Students must submit an Intent to Graduate form in late fall to the college registrar, who will review their academic record to determine their eligibility. Graduation requires the completion of the degree program with not less than a B- standing in all

courses, and a minimum overall average of B-. Convocation is normally held on a Thursday afternoon at 16:00 in mid-May in the Victoria University Isabel Bader Theatre.

Lapsed Candidacy (see Construed Withdrawal above)

Transcripts

The transcript of a student's record reports their complete registration history at the university including courses in progress and the standing in all courses attempted along with course average, information about the student's academic status including records of suspension and refusal of further registration, current academic sanctions, and completion of degree requirements.

At the end of each session, a sessional GPA is calculated. A cumulative GPA is calculated only at the end of the winter session.

Students can print an unofficial copy of their academic history from ACORN. An official copy can be requested through the Emmanuel College Main Office by completing the [online form](#).

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

Students requiring academic accommodations 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 his or her permission. A student requiring accommodations should not negotiate regarding their needs with instructors, since instructors are not trained to determine suitable accommodations, and will usually not be familiar with the University's policies and procedures in this area. A student should provide the instructor with an academic accommodation letter by the end of the first week of class. For further information, refer to the [U of T Accessibility Services Student Handbook](#).

ADMISSIONS POLICY

The Admissions Committee of Emmanuel College oversees the Basic Degree and certificate admissions process and sets minimum admission requirements for all Basic Degree programs and certificates as mandated by Emmanuel College, the Toronto School of Theology, the University of Toronto and the Association of Theological Schools.

All admission decisions are final. The committee does not disclose the reason(s) for declining admission, nor do we accommodate requests for personalized feedback on

rejected applications. Decisions related to admission to a Basic Degree program or certificate are not subject to appeal.

For applicants who are in the ordination process, the chair of the Admissions Committee is authorized to share, in general terms, the reason(s) for declining admission when formally requested by an ecclesiastical judicatory.

When submitting an admission application, an applicant is required to certify that the personal information and documents submitted are true, complete and correct in all aspects. If evidence is found to the contrary, the admission to the Emmanuel College may be rescinded, registration may be revoked or the applicant subject to additional academic penalties. Other educational institutions may also be notified.

COURSES

Attendance

In Person Course

Attendance is mandatory. A high rate of attendance is key to student success, given the nature of theological education and the importance of classroom interaction and learning at Emmanuel College. Students should not accept significant outside obligations during the academic term.

For a regular course, students who register and miss two (2) classes may receive a lower or failing grade for the course. In order to avoid this penalty, students must notify their instructor with a valid reason for any absence before class. Students missing twenty-five (25) percent or more of a course will be automatically withdrawn from that course.

Intensive Course

Full attendance is mandatory no matter what the delivery method is.

Online or Remote Delivery Course

Unless otherwise stated in the course syllabus, online or “remote” delivery of courses will follow a similar expectation of attendance and participation. Students who register and miss learning activities requiring class participation (such as discussion forums, synchronous class meetings, or group project meetings) equivalent to 2/12 or 17% of the course may receive a lower or failing grade for the course. In order to avoid this penalty, students must notify their instructor with a valid reason for any absence before such portions of the course. Similarly, students missing or failing to participate in 25% percent of compulsory course activity will be automatically withdrawn from that course.

Computers in Examinations

Students may not use laptops or other computers to write regularly scheduled examinations in Emmanuel courses. Students with special needs who find it difficult to hand-write an examination should make alternative arrangements through the U of T [Accessibility Services](#).

Course Load of Six

Incoming Basic Degree and certificate students are not permitted to take a sixth course in their first semester of studies. To be eligible to take a sixth course, a Basic Degree or certificate student must have attained at least a B+ standing.

Course Selection

First-year students should not register for 3000-level courses. Only exceptional cases, upon consultation with the Academic Advisor and Program Director, may be considered.

Course Substitution

A petition to the Academic Advisor and Program Director is required if a student requests another course to substitute for a required course.

Course Work Extension

All term work is due by the dates established by course instructors and announced at the beginning of the course. Students who, *for good reason*, cannot complete course work by the established deadlines at the end of the term must petition for extensions using the standard extension form.

The petition form must be signed by both the student and the instructor of the course for which the extension is required and submitted to the Emmanuel College Registrar by the established college deadline. If you are requesting an exceptional extension, appropriate supporting documentation is required. i.e., If your petition for an extension requires the support of a medical certificate, you must use the standard University of Toronto [Verification of Student Illness or Injury form](#). Other medical certificate forms and doctors' notes are not acceptable.

The requirement to petition for extensions applies to all courses – those given by Emmanuel College and those given by other TST Colleges. A late grade cannot be recorded unless there is an approved petition form on file.

The *reason* for requesting an extension must be provided. Serious illness or a death in the immediate family are normally the only acceptable reasons for requesting extensions. If you have family responsibilities or a pastoral charge, if English is your second language, or if you have other life circumstances that may affect your academic work, you are expected to manage your academic work accordingly. In the event that the initial extension proves insufficient, the Basic Degree Committee will receive one subsequent application for an extension. Assessment of subsequent

applications for extension are guided by the standards of the Toronto School of Theology. The merits of the case and context will be weighed, including reasons for prolonging the extension, teaching load of the instructor (permanent staff or sessional instructor), integrity of the student's program, and integrity of the College's support systems.

When 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 of the [TST Basic Degree Handbook](#).]

Students with SDF grades will be limited in the number of courses they may take in the following semester.

Extra Course

An extra course is a course beyond the number required for the degree sought by a student and is not to be credited towards the degree, although it is recorded on the student's transcript. A student must designate whether a course is to be recorded as "extra" no later than the date listed for withdrawal in the session taken.

Grading Practices, Evaluation and Supplemental Work

Emmanuel College follows the TST grading scheme as outlined under Written Work. Final grades are recommended by the instructor to the Grades Review Committee for review and approval. The grade entered onto ACORN is final and may differ from grades received on assignments in class or posted on Quercus.

| 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 |

For more information, please see Section 11 of the [TST Basic Degree Handbook](#).

A student who receives a final mark for a course between 65% and 69% may petition in writing within 30 days to the instructor in consultation with the Vice Principal to do

supplemental work. Supplemental work must be assigned at a time mutually agreed upon by the instructor and the student. Supplemental work must be completed no later than 6 months after the date on which the grade was submitted. The student must attain a passing grade in the assigned supplemental work (exam or paper or assignment, as negotiated with the instructor). If the supplemental is passed, the course grade is changed to 70% (B-). Students wishing to appeal their grade please refer to Academic Appeals, above.

Ineligibility for Graduate Degree Courses

Basic degree students are not normally permitted to register for courses numbered above 3999, which are advanced degree courses. 5000-level courses are intended exclusively for advanced 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 Vice Principal and the TST Advanced Degree Director. 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 Vice Principal. A Basic Degree student who takes an advanced degree course must complete the same course requirements as advanced degree students, and will be graded on the same basis as advanced degree students ([TST Basic Degree Handbook 9.3.2](#)). The student will be charged graduate tuition rate for the course by the college offering the course.

Inclusive Language

The Emmanuel College faculty expect students to use inclusive language in class and in written assignments. These two resources will assist students in their use of inclusive language (refer to orientation handout for *Inclusive Language Resources*). They are available in the Emmanuel Library.

1. The United Church's inclusive guidelines, which affirm the use of "a variety of human and other metaphors, images and pronouns for God in church documents, worship and liturgy," found in *Just Language* (D.M.C. 1997).
2. "Elimination of Stereotyping in Written Communications" (chapter 14), *The Canadian Style: A Guide to Writing and Editing* (2008).
3. [Celebrating Gender Diversity: A Toolkit on Gender Identity and Trans Experiences for Communities of Faith](#), PDF (UCC June 2019). Also available in the library's Oversize section in the stacks, call number BR115 .S39 C45 2015.
4. [Unbiased Language \(UofT Writing Advice\)](#).

Students are expected to take seriously the underlying theological, spiritual and pastoral issues related to inclusive language.

Letter of Permission

Conjoint Basic Degree students wishing to specialize or to enrich their studies may enrol in courses offered at other ATS member institutions. Requests for Letters of Permission are assessed in accordance with the policies and regulations of Emmanuel College and the Toronto School of Theology and, where necessary, in consultation with the departmental advisors for the disciplines being assessed.

Students will need to submit a course syllabus to the Program Director for review and approval. Once a decision has been made, the Registrar will email the student and the host institution with a letter of permission. Please consult with the Registrar about registration procedures and fees. Students should also consult the University school or department offering the course to ascertain if cross-registered students are required to complete additional forms or to follow further procedures. The student will be responsible in requesting an official transcript upon the completion of the course.

The college is not required to accept a transfer of credit request after a student has completed a course at another institution without prior permission from the college.

Non-Credit Study (Auditing of Courses)

Persons not in a degree program or a non-degree student may apply to audit individual Basic Degree courses at Emmanuel College.

Course instruction and readings are in English. Auditors must meet the minimum English language competency requirement and computer technical skills. Approval as an auditor depends on the permission of both the instructor and the college. Priority may be given to those with prior education formation in the course topic.

Courses that are audited will, under no circumstance, be assigned a grade; neither will they be considered for credit. Instructors will not mark written work for auditors. Auditors are expected to prepare for classes. Guidelines for participating in class exercises and discussions are to be established in consultation with the instructor.

Registration to audit a course is not done through ACORN, but directly through Emmanuel College. Course audits are **not** recorded on student transcripts at Emmanuel College.

Online and Offsite Courses

Students may take up to a maximum of 1/3 of their courses online and/or offsite (e.g., Letter of Permission and/or Study Abroad) in their approved degree program. Exceptions were applied to COVID-19 related delivery method accommodations.

P/FZ (Pass/Fail)

This nomenclature may be used to evaluate Contextual Education and TST Choir requirements and other courses, if judged appropriate by the department. A grade of P has **no numerical equivalent or grade point value**. A grade of FZ, which is a failure, also has no grade point value.

Reading Course Policy

Directed reading courses for Basic Degree students are *exceptional*. They are only permitted in a student's final academic session if they have at least an overall B+ average, if the proposed area of study is not covered by core faculty, and if a core faculty member is available and willing to direct the course. Basic Degree students are expected to complete reading courses in the term in which the courses are registered.

Sequence of Courses

In order to meet the prerequisite standards for second-level courses, Basic Degree stream students must take required courses for their programs in the sequence outlined in the curriculum.

DEGREE PROGRAMS

Co-Curricular Requirement (discontinued as of September 2023)

Colloquia

Purpose

Colloquia at Emmanuel College serve to further the curricular objectives of Basic Degree programs. They are designed to serve one or more of the degree program outcomes for each degree. Their purpose is to provide a community-wide educational event that (1) brings together students from different degree programs and different stages of those degree programs in order to (2) advance learning in materials either supplementing or unable to be covered ordinarily through individual course offerings. Colloquia may consist of individual speakers, panel presentations, or other mediums of learning.

Full-time/Part-time Study

During the academic year (September to April), full-time study consists of enrollment in 2.0 - 2.5 UT course credit weight (equivalent to 4 - 5 HF/HS EM/TST courses) per fall or winter session. Part-time study is 1.75 or fewer UT course credit weight (equivalent to 3 or less HF/HS EM/TST courses) in any academic session. HY course (0.50 UT course credit weight) is weighted as 0.25 fall and 0.25 winter. During the summer session, full-time study is equivalent to 4 HF courses.

The definition of full-time study varies for different purposes. Whatever the case, the university's definition supersedes all other. For example, different provincial student loan programs and the university health plans have different definitions of full-time and part-time study. International students are required to take a minimum of 3 courses per fall or winter session to meet the full-time study requirement at Emmanuel College for student visas.

Stale Dating

Free-standing credits, i.e., those not applied to a degree, become stale dated after eight years. Degrees, however, never become stale dated.

Summer Study

Courses are offered for credit during the summer by the various TST colleges, and students register for these in the usual way using the ACORN system. The maximum number of courses a student may take is four.

Time Allowed for Completion of Programs

The course work for the MDiv, MPS, MTS or MSMus must be completed within eight years.

TRANSFER CREDITS

The college makes decisions about advanced standing, advanced placement, and transfer of credit only for students who are registered in one of its degree programs.

On-admission transfer of credits

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 of credit were eligible for post-baccalaureate credit in the institution(s) at which they were taken. Colleges may exclude as transfer credits courses that they deem outdated. The number of transferrable credits (from all institutions) is limited to one-half of the credits required by any program requirement. Colleges may stipulate additional limitations on the number of allowable transfer credits. The number of credits awarded on admission will affect the student's eligibility to take courses on a Letter of Permission as these are also considered transfer credits.

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 a MDiv on the basis of a completed MA in theology; This is sometimes referred to as 'shared credits'.

Advanced placement

Advanced Placement means 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.

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. Course work, 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.

Transfer credits can be given under the following conditions, subject to [TST Basic Degree Handbook](#) sections 6.1 and 6.2:

- Courses must be completed at regionally accredited degree-granting institutions (see 6.5.1, 6.5.2 and 6.5.3);
- 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.
- Must be post-baccalaureate course(s).
- The request is made in the first semester 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.

Please note that the University of Toronto residency requirement requires at least half of a student's degree program to be completed at the degree granting educational institution.

Procedure for transfer credit assessment upon admission

- Students, in conversation with their Academic Advisor, must complete a [transfer credit request form](#) to review their academic transcript(s) for transfer credits. Completed courses must have a minimum GPA of 2.70 (70% or B-) to be considered. Course syllabi and, if applicable, the faculty member's curriculum vitae be required.
- Academic assessment may take several weeks.
- Once a decision has been made, the Registrar will email the students along with a copy of the program checklist so that the students will know how the transfer credits have been applied to their degree programs.

UNITED CHURCH OF CANADA THEOLOGICAL COLLEGE REPORT

As a theological college affiliated with The United Church of Canada, Emmanuel College is required to submit annually a theological report for each student who is a candidate preparing for ministry. Faculty, as a whole, prepares these reports at a March meeting based on faculty's observations; however, the student's Academic Advisor (or Program Director if the advisor is on research leave) signs the report.

Following preparation of the reports, students in the UCC Candidacy Pathway process are notified to come to the College office within two weeks to review and sign their reports. A student's signature on the report indicates only that they have seen it, and

does not necessarily mean that they concur with the content. Students who require clarification of any aspect of their reports are encouraged to see their Academic Advisor.

Students who believe that their reports are unfair, inaccurate, or poorly stated, or who are dissatisfied with them for any other reason, may seek further clarification. Given that the reports are prepared by faculty as a whole, requests for further clarification must be made in writing to faculty as a whole through an Academic Advisor and copied to the college registrar. They should set out in detail the nature of the request. Requests for further clarification are considered by faculty only at its mid-April meeting. Therefore, these requests are to be made as soon as possible, and no later than the time of the April faculty meeting.

In order to meet the report deadline of April 30, reports are submitted to the Office of Vocations regardless of whether they are signed by the student.