

# POLICIES AND PROCEDURES

## **Academic Grievance Procedure**

A student who is dissatisfied with a faculty member's decision with respect to an academic matter may refer the matter to the Basic Degree Committee within six months of notification of the grade. For further information, please refer to the *TST Basic Degree Handbook*.

## **Academic Matters**

As of January 2000, Emmanuel and the other member Colleges of TST are covered by the University of Toronto Code of Behaviour on Academic Matters (Appendix A), including its definitions, procedures and sanctions for offences.

## **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 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 equipments
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 Web site.

### **Accessibility Services**

Emmanuel College is governed by the policies and procedures of Accessibility Services of the University of Toronto, and Emmanuel students are eligible to use the services provided. Accessibility Services facilitates the inclusion of students with disabilities in all aspects of university life. The focus is on skills development, especially in the areas of self-advocacy and academic skills. Services are provided to students with a documented disability (whether physical or sensory), a learning disability, or a mental health condition. Students with temporary disabilities due to injuries (e.g., broken arm) are also eligible. The Accessibility Services office is located in Robarts Library, 130 St. George Street, at the north end of main floor. For more information call 416-978-8060 or visit the Accessibility Services web site at [www.accessibility.utoronto.ca](http://www.accessibility.utoronto.ca)

### **Admissions Policy**

Emmanuel College does not disclose the reason(s) for denial of admission to applicants for basic degree programs. When formally requested by an ecclesiastical judicatory, the chair of the Admissions Committee is authorized to share, in general terms, the reason(s) for the denial of admission to an applicant who is in the ordination process of the inquiring judicatory.

### **Annual and Final College Reports to Presbytery and Conference**

Faculty as a whole prepare these reports at a meeting held in mid-March. Each student's faculty advisor, or the Basic Degree Director if no advisor has been assigned, assumes responsibility for articulating faculty's observations, for recording these on the printed form, and for signing the form.

Following preparation of the reports students in the candidacy 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 he/she has seen it and does not necessarily mean that he/she concurs with the content. Students who require clarification of any aspect of their reports are encouraged to see their assigned faculty advisor or the Basic Degree Director.

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 directed to faculty as a whole. These requests should to be made in writing and submitted to the office. 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 30th, reports are submitted to Conference and Presbytery regardless of whether they are signed by the student.

### **Guidelines for Preparation of Annual & Final College Reports to Presbytery and Conference**

In accordance with sections 24 (c) and 26 (b) of The Manual, United Church theological colleges are required to submit annual and final reports to the presbyteries and conferences of their registered students who are in the candidacy process using the following format. These reports are due by April 30 and are prepared by faculty as a whole. The faculty, in considering the candidate's suitability and readiness for ordered ministry in the United Church of Canada, may:

recommend that conference proceed with ordination

OR

recommend that conference not proceed with ordination for the reasons attached.

Faculty are also required to endorse the ordination applications of their registered students who are candidates in the fall preceding graduation.

To meet these requirements, the faculty of Emmanuel College have agreed to use the following guidelines in preparing annual and final reports and in endorsing ordination applications.

#### A. Personal Characteristics

##### Integrity

Demonstrates authenticity, sincerity and congruity in word and deed. Operates out of a personal moral and spiritual centre. Able to balance self-interest with the needs of others.

##### Responsibility

Honours commitments, schedules, and promises. Articulates and practises responsible personal and professional ethics. Is not excessively self-interested. Accepts responsibility for mistakes and is open to learn from them. Does not blame other people or circumstances. Manages personal life, including finances, in a realistic and responsible way. Practises adequate self-care.

##### Relationships

Demonstrates respect, loyalty and responsibility in both personal and professional relationships. Is consistent in responding to persons and circumstances. Uses power appropriately. Listens well, communicates honestly and assesses fairly.

##### Flexibility and Tolerance

Able to adapt to new situations and contents. Copes well with the unexpected. Tolerant and respectful of others' needs and of other points of view. Does not manipulate or control others. Able to debate an issue without attacking the person.

##### Sensitivity and Compassion

Sensitive to the needs and feelings of others, especially the marginalized and the disadvantaged. Able to care for others in ways that are appropriate and helpful. Supportive and encouraging of others. Able to speak the truth in love. Offers criticism in a constructive way. Does not use anger to intimidate or manipulate. Avoids aggressive/abusive behaviour.

The above characteristics represent the kind of personal qualities that we are looking for in a candidate for ordered ministry. It must be remembered, however, that any of these, when carried to an extreme, can represent a negative rather than a positive attribute. For example, "responsibility," if carried too far, can lead to inflexibility and/or rigidity.

#### B. Suitability and Readiness for Ministry

##### Vocational Clarity

Has a clear and developing sense of vocational identity and direction.

##### Theology/Faith

Gives evidence of spiritual growth and development. Practices a disciplined life of faith. Able to articulate a well-grounded theology/faith perspective on church and ministry.

### **Commitment**

Demonstrates understanding of and support for the mission of the Church. Concerned about issues of justice and peace. Committed to public ministry.

### **Denominational Collegiality**

Familiar with the history, ethos and values of the United Church of Canada. Willing and able to work within its conciliar structures. Committed to the ministry of the whole people of God.

### **Coping Ability**

Deals with stress in a balanced, healthy way. Understands conflict to be an inevitable part of community life. Encourages openness, fairness and clear communication when dealing with situations of conflict.

### **Attendance Policy**

Academic credit for a course requires regular class attendance, unless otherwise indicated in the course syllabus. Attendance means being present in the class for the entire scheduled class meeting, not just part of it. In the event of absence for any reason including sickness, students are responsible for any information or class content missed. Students are expected to inform the professor prior to class. The professor may require additional work to make up for an absence.

The professor will be required to inform the Basic Degree Committee if students miss two classes. For students who miss three regular classes or 25% of an intensive course, this may result in a lower grade or even a failing grade for the course. If attendance is poor due to extenuating circumstances, students may petition the Basic Degree Committee to drop a course without academic or financial penalty.

### **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 (Appendix B). This code is administered by the College Principals respectively and each College is required to appoint a hearing officer. Leif Vaage is the Emmanuel College Council hearing officer for the current academic session. Should the Principal determine that an incident requires an investigation an investigating officer is appointed by the Principal in consultation with the Emmanuel College Student Society.

### **Computers in Examinations**

Students may not use laptop 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 Division.

### **Courses at TST and Other Colleges**

All students under the old curriculum in the MDiv and LTh programs must take a minimum of three courses outside Emmanuel College during the final twenty credits of their program. The first two letters of the prefix of a course number identify the college sponsoring the course; the designation "TS" indicates that the course is sponsored by the Toronto School of Theology. Some courses bearing the "TS" prefix are considered outside courses. Courses taken under letter of permission at non-TST member institutions are counted among the three external courses.

### **Course Load of Six**

To be eligible to take a sixth course a Basic Degree student must have attained at least a B+ standing in the preceding year either in Arts or Theology. A student may take not more than one additional

(sixth) course in each of the first two years of the program.

### **Course Selection and 3000 Level Electives**

Basic degree students require permission to register for 3000 level courses before at least ten courses have been successfully completed and should consult the Registrar before doing so.

### **Emmanuel College Regulations**

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

### **Evaluation and Grading Standards**

The grading scheme has been in effect since September 1999. Grades for courses taken before that date follow the grading scheme detailed on the back of the official transcript. Grades shall be recommended by the instructor to the Grades Review Committee for review and approval. The grade entered onto ROSI is final and may differ from grades received on assignments in class.

### **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.

### **Failing Grade**

A student who receives a final mark for a course between 65 and 69 (FZ) may petition in writing within 30 days to the instructor in consultation with the Basic Degree Director to do supplemental work. Supplemental work must be assigned at a time mutually agreed upon by the instructor and the student, but finished no later than six months after the date on which the grade was submitted. The student must attain a passing grade in the assigned supplemental work (exam or paper or assignment, as identified by the instructor). If the supplemental is passed, the course grade is changed to 70 (B-).

### **Full-time/Part-time Study**

For most purposes, full-time study is four or more credit courses in any academic session (Fall, Winter, or Summer); part-time study is three or fewer credit courses in any academic session. Different definitions of full-time study may apply for different purposes. For example, different provincial student loan programs have different definitions of full-time and part-time study, and international students are required to take a minimum of three courses per fall or winter session in order to meet the full-time study requirement for student visas. Students may complete the requirements of the MDiv, MRE, MPS, MTS, MSMus or Diploma programs entirely on a part-time basis.”

### **Grade Reports**

Grades or “academic history” can be viewed on ROSI.

Credits transferred from another theological college to Emmanuel may not appear on ROSI. All such credits, however, appear on the official transcripts maintained in the Emmanuel Registrar's office.

### **Graduation**

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-. Students are advised in January by the Registrar of their eligibility to graduate in May and are asked at this time to check the spelling of their names and previous degrees to ensure that they are correctly printed on the degree certificate and in the convocation program. Further correspondence from the Registrar follows at the beginning of May

with full details of the Convocation. This event is normally held on a Thursday afternoon at 4:00 p.m. in mid-May in the Victoria University Isabel Bader Theatre.

### **Honour List**

An overall average of 85% or better at the end of each credit group is required to qualify for the Emmanuel College honour list and for the general proficiency award.

### **Inclusive Language**

The Emmanuel College faculty expect students to use inclusive language in the College generally, but particularly in written assignments. These two resources will assist students in their use of inclusive language. (More resources are posted on the Portal.) They are available in the reference section of 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 Sexual, Racial, and Ethnic Stereotyping," *The Canadian Style: A Guide to Writing and Editing* (1997).

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

### **Ineligibility for AD 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 Basic Degree Director 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 Basic Degree Director. 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 BD Handbook 9.3.2)

### **Internship**

Students who are on internship are not officially registered at Emmanuel College; thus, interns with government loans do not qualify for a Schedule 2 Confirmation of Enrolment nor will they be covered by the UTSU Health and Dental insurance plan. Interns who may experience difficulty because of student loan repayments may apply for an Emmanuel College bursary.

Students using CPE for a UCC self-designed internship will not receive academic credit for the unit.

### **Leave of Absence**

A student may be granted up to one calendar year of parental, health or compassionate leave. Normally, this leave is granted in four-month blocks. This period of leave does not count toward the maximum number of years permitted for the completion of the student's program.

When a student applies for and is granted a Leave of Absence, it is advisable that every effort be made by that student to meet course work timelines as established, and extension dates as granted.

In certain cases, a Leave of Absence is deemed to halt the period of study, in which event the overdue work will be due according to the TST guidelines.

### **Minimum Expectations**

Many different types of written work may be specified in order to fulfil the requirements of the various courses offered in the basic degree program of Emmanuel College. The instructor(s) of each

course may indicate at the beginning of the session any additional expectations. It is assumed that students will:

1. Provide the instructor with a typewritten or computer-generated copy of all written assignments.
2. Use proper English grammar and spelling (if help is needed in this area, the student is expected to identify and take advantage of available local resources).
3. Eliminate all typographical errors, i.e., proof-reading must be done.

### **Online Courses**

Students may take up to a maximum of 1/6 of online courses in their approved degree program.

### **P/FL (Pass/Fail)**

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

### **Personal Information**

Any change in the following information should be updated immediately in your ROSI record and reported to the Registrar's office:

1. Permanent/home address, e-mail address or telephone number
2. Sessional address, e-mail address, or telephone number

Changes in the following should be reported immediately to the Emmanuel Registrar's office:

1. Social insurance number
2. Citizenship status in Canada
3. Marital status
4. United Church candidacy status (with a completed form from the relevant presbytery, etc.)

### **Petitions by Basic Degree Students for Extensions to Complete Course Work**

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 must petition for extensions using the standard extension form.

The petition form must be signed by both the student and the instructor/s of the course/s for which the extension is required and submitted to the Emmanuel College Registrar by the deadlines announced on the Portal. Please use a single form to petition for all extensions required (there is room on the form to accommodate up to five requests). If your petition for an extension requires the support of a medical certificate, you *must* use the standard University of Toronto medical certificate. 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 is 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 as granted, the Basic Degree Committee will receive one subsequent application for extension, and guided by the standards of the Toronto School of Theology will weigh the merits of the case including reasons for prolonging the extension, teaching load of the instructor (permanent staff or adjunct), integrity of the student's program, and integrity of the College's support systems.

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 11.3.2.1 of the *TST Basic Degree Handbook*.]

***A student with work outstanding for which he/she intends to receive credit may not carry more than five courses, including the courses in which work is outstanding.***

### **Plagiarism**

In accordance with TST regulations, allegations of plagiarism are handled through the UofT *Code of Behaviour on Academic Matters*.

### **Privacy Policy**

Emmanuel College is under the jurisdiction of the University of Toronto’s Privacy Policy (<http://www.fippa.utoronto.ca/Page15.aspx>). It is also duly noted that personal information may be shared with faculty and ordaining judicatory on a need-to-know basis.

### **Reading Course Policy**

Directed reading courses for basic degree students are exceptional. They may be approved by the basic degree director, only in a student’s final academic session if he/she has at least an overall B+ average, if the proposed area of study is not covered by a regular TST course, and if a 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.

### **Research Search Policy**

Students will demonstrate initiative in research with representation from a wide range of resources and critical appraisal of sources used for course papers.

### **Sexual Harassment Policy**

Harassment in any situation is reprehensible. In particular, within the University community it fosters a hostile or unfair environment which counteracts the spirit of cooperation and education. To guard against sexual harassment, the Governing Council of the University of Toronto has approved a Policy and Procedures: Sexual Harassment, which protects students, faculty, and staff from sexual harassment within the University community. All complaints will receive a fair and impartial hearing, guided by a spirit of fairness to each party. 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 in order to protect any party against unsubstantiated claims which might result in harm or malicious gossip. The full text of the policy and procedures is available at [www.governingcouncil.utoronto.ca/policies/sexual.htm](http://www.governingcouncil.utoronto.ca/policies/sexual.htm)

For information concerning the United Church of Canada’s policy, go to <http://www.united-church.ca/files/handbooks/sexualabuse.pdf>

### **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.

### **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.

### **Substitution**

Substitution for a required course must be approved in writing by the Emmanuel professor responsible for the required course, using the standard form available from the Emmanuel office.

### **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 ROSI system. MDiv/LTh students may not fulfil the requirements of full-time study in the summer. Students may not take more than two two-week intensive courses at a time.

### **Time Allowed for Completion of Programs**

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

### **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.

### **Transcripts**

The transcript of a student's record reports the standing in all courses for which he or she registered and the completion of degree requirements. Copies of the transcript will be issued at a student's or graduate's request, *subject to reasonable notice*. Requests should be submitted in person (forms are available at the counter in the Emmanuel office) or by completing the online form. In accordance with the University of Toronto's policy on access to student records the student's signature is required for the release of the record. The fee for a transcript is \$10.00 per copy. An extra charge may be levied for requests to fax transcripts. Please note that transcripts faxed are unofficial and that Emmanuel College cannot be responsible for who has access to it on the other end. There is no charge for transcripts issued within TST, the University of Toronto and the United Church of Canada. Transcripts issued directly to students are stamped "Issued to Student." Emmanuel College is not responsible for transcripts lost or delayed in the mail. *Transcripts are not issued for students who have outstanding financial obligations.*

### **Written Assignments**

Written assignments are to be submitted in one of the following ways:

1. In person, to the instructor of the course or to a staff member in the main office;
2. By Canada Post;
3. By Priority Post or courier;
4. With the express permission of the individual instructor, as an e-mail attachment or fax sent directly to the instructor's e-mail address or fax number, *not* to the main office.

One-on-one counselling sessions and effective writing workshops are available to all Emmanuel College students through the Victoria College Writing Centre.

Only in the most exceptional circumstances will the submission of assignments by any other means be acceptable.

## WRITTEN WORK

### Grading

Student grading schedule as outlined in the *TST Basic Degree Handbook*.

<b>A RANGE: Excellent: Student shows original thinking, analytic ability, critical evaluations, broad knowledge base.</b>				
<b>Letter Grade</b>	<b>Numerical Equivalents</b>	<b>Grade Point</b>	<b>Grasp of Subject Matter</b>	<b>Other Qualities Expected of Students</b>
A+	90-100	4.0	Profound and Creative	Strong evidence of original thought, of analytic and synthetic ability; sound and penetrating critical evaluations which identify assumptions of those they study as well as their own; mastery of an extensive knowledge base.
A	85-89	4.0	Outstanding	
A-	80-84	3.7	Excellent	Clear evidence of original thinking, of analytic and synthetic ability; sound critical evaluation; broad knowledge base.

<b>B RANGE: Good: Student shows critical capacity and analytic ability, understanding of relevant issues, familiarity with the literature.</b>				
<b>Letter Grade</b>	<b>Numerical Equivalents</b>	<b>Grade Point</b>	<b>Grasp of Subject Matter</b>	<b>Other Qualities Expected of Students</b>
B+	77-79	3.3	Very Good	Good critical capacity and analytic ability; reasonable understanding of relevant issues; good familiarity with the literature.
B	73-76	3.0	Good	
B-	70-72	2.7	Satisfactory at a post-baccalaureate level.	Adequate critical capacity and analytic ability; some understanding of relevant issue; some familiarity with the literature.

<b>FZ</b>	0-69	0	Failure	Failure to meet the above criteria.
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For more information, please see Section 11 of the *TST Basic Degree Handbook*.