



# KNOX COLLEGE

## Basic Degree Policy Handbook

Basic Degree Programs  
Master of Divinity  
Master of Pastoral Studies  
Master of Theological Studies  
Certificate in Theological Studies

Revision: 25 August 2023

Welcome to Knox College!

We're excited that you've chosen to study with us. You'll find information about Knox, about your program, and many other things on our website: [knox.utoronto.ca](http://knox.utoronto.ca) .

As a student in the MDiv, MPS, MTS, or CTS program, you're considered a Basic Degree student. Basic Degree programs and students are overseen by policies of both Knox College and the Toronto School of Theology (TST).

The TST Basic Degree Handbook outlines many policies that are shared by all TST colleges. Knox College also has its own policies for areas not covered in the TST handbook. The Knox College policies are in this handbook.

You must read both the TST Basic Degree Handbook and this Knox College Basic Degree Handbook. Together these handbooks have all the policies and procedures you'll need to navigate your studies. You're expected to know these policies, consult them when required, and follow them. If you have questions or concerns, please reach out to the Academic Dean, the Registrar's Office, or your faculty advisor.

Dr. Christine Mitchell  
Academic Dean  
[drchristine.mitchell@utoronto.ca](mailto:drchristine.mitchell@utoronto.ca)

Shawn Stovell  
Registrar & Director of Enrolment Management  
[knox.registrar@utoronto.ca](mailto:knox.registrar@utoronto.ca)

Kylah Thomson  
Assistant Registrar & Financial Aid Coordinator  
[knox.assistantregistrar@utoronto.ca](mailto:knox.assistantregistrar@utoronto.ca)

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## ASSESSMENT

### 1.1. Master of Divinity: Fitness for Ministry

All candidates for the M.Div., PCC General Assembly students, Education and Reception students and students from the Korean Presbyterian Church Abroad (KPCA) and the Korean Evangelical Churches of America (KECA) are expected to demonstrate fitness for ministry. This means that students are expected to demonstrate psychological stability, the capacity to relate well to other people and to conduct themselves in both private and public life in accordance with Christian standards. The Knox College criteria for fitness for ministry and the evaluation process draw on both *The Candidacy Process of Preparation and Discernment for the Ministries of the Presbyterian Church in Canada* (which can be found on the website of the PCC. [www.presbyterian.ca](http://www.presbyterian.ca) and also the *Outcomes for Professional and Critical Competences* document found in section 1.34.

Knox College is an accredited college of the ATS and as such is required to uphold the Association's standards for all degree programs offered. In its goals for the M.Div. degree, the ATS standards include among other things, growth in spiritual depth and moral integrity and capacity for ministerial and public leadership (ATS Bulletin 45: Standards of Accreditation [www.ats.edu/Standards-Of-Accreditation](http://www.ats.edu/Standards-Of-Accreditation) ).

In its assessment process, in addition to the above criteria, the Faculty of Knox College prayerfully considers the progress of all students. The Faculty has spelled out its criteria for assessment in the following way:

- Academic Work: Progress through the program and the completion of required courses, grades, preparation of work for courses, time management, ability to do theological reflection;
- Psychological stability: The ability to handle stress/conflict, healthy attitude toward authority, mental and emotional health, potential for growth;
- Capacity to relate well with others: Listening, respecting and including others, acceptance of diversity within the PCC, relating well with others in leadership roles, compassion;
- Christian living, conduct in both private and public life: Christian faith/spiritual discipline, expression of faith in integrated fashion, ability to self-assess

### 1.2. Students in the Candidacy Process of The Presbyterian Church in Canada

*The Candidacy Process of Preparation and Discernment for the Ministries of the Presbyterian Church in Canada* document identifies the centrality of call to a Presbyterian understanding of ministry and speaks of call in the following way: "a call has two elements – a sense of inner rightness and outer confirmation. Inner rightness is hard to define because different people experience it in different ways....Outer confirmation means that one's sense of call and one's gifts for this vocation are recognized and affirmed by others" (p. 4). In the Presbyterian tradition a call to ordained or designated ministry must be validated by the session of the home congregation, the student's presbytery and one of the church's colleges (p. 4). This document then goes on to identify a list of gifts, qualities and characteristics that are central to the exercise of ministry (p. 5).

In light of the responsibility given to Knox College as a College of The Presbyterian Church in Canada (Candidacy Process, p. 48), the Faculty of Knox College is a partner with the presbyteries of the PCC and the Office of Ministry and Church Vocations of the PCC in determining this outer confirmation of an individual's call to ministry. Further, in order to maintain its accredited status within the ATS, Knox College monitors carefully its adherence to the ATS Accreditation Standards. The Faculty of Knox College through the office of the Academic Dean is in regular communication with both the Presbyteries of the Church (Candidacy Process, p. 52) and the Office of Ministry and

Church Vocations (Candidacy Process, pp. various). The Faculty sends an annual report of every candidacy student to the student's Presbytery with a copy to the student.

The following process is carried out by the Faculty as it exercises its role in the preparation and discernment process:

- Each student is assigned a Faculty Advisor who has responsibility for advising the student in the academic and denominational requirements of their course of study. Students are invited to contact the Assistant Registrar for an introduction to their Faculty Advisor. Students are expected to be in charge of their learning and initiate a meeting with their Faculty Advisor at least once a year as courses are selected for the year and more frequently as needed. First time students should arrange a meeting with their Faculty Advisor as soon as they can in September and plan out the fall and winter semesters. Returning students should meet with their Faculty Advisor before they leave for the summer to plan their courses for the fall and winter semesters.
- At a set time normally at the end of the academic year, the Faculty annually review the progress of all students in the M.Div. program. As part of its assessment, Faculty has at its disposal academic records and field education assessments. Discussions also include evidence of interaction with Faculty, contribution to the spiritual and worship life of the college and may, only if circumstances warrant it, include the Guidance Conference and Psychological Assessment reports (~~Candidacy Process, pp. 50,51~~);
- If a concern is raised in the assessment, the *Outcomes for Professional and Critical Competencies* document is used to identify the particular concern(s) and depending on the degree of concern Faculty take one of the following actions.
  - The student is notified, and a meeting is arranged between the student, and the student's faculty advisor.
  - The student is notified, and a meeting is arranged between the student, and one or more representatives of the Faculty normally including the student's Faculty Advisor.
  - The student is notified, and a meeting is arranged between the student, a Faculty member and one or more representatives of the student's Presbytery. This latter action is taken normally only after at least one of the previous two actions has been taken.
- In each of the above meetings, every effort is made to obtain the cooperation of the student in identifying a course of action addressing the specific concern(s). The Faculty Advisor then works with the student to encourage the achievement of the agreed-on goals. There are times when at the conclusion of the above process, the Faculty may determine that a student is not able to demonstrate academic ability and/or suitable gifts or competencies for ministry. In such a case the student will be withdrawn.

### 1.3. Students from Other Denominations

Students who are not part of The Presbyterian Church in Canada's candidacy process, e.g. Korean Evangelical Holiness (Sangjoon Hall) and the Korean Presbyterian Church Abroad (KPCA) will read carefully the *TST Basic Degree Handbook* and *The Knox College Student Handbook*. As indicated above all students in the M.Div. are expected to demonstrate fitness for ministry according to the criteria established by Knox College.

The student is assigned to a Faculty Advisor. The Advisor will assist the student in his/her denominational formation program and its requisite course of study. Students are expected to be in charge of their learning and arrange a meeting with their Faculty Advisor at least once a year as courses are selected for the fall and winter semesters.

The assessment process that is followed in the preparation and discernment process is the same as that described in the bullets of section 2.10.2 above with the exception that if consultation with the student's judicatory body is deemed appropriate it would be with one or more representatives of the student's denominational office.

At the conclusion of the above process, the Faculty may determine that a student is not able to demonstrate academic ability and/or suitable gifts or competencies for ministry. In such a case the student will be withdrawn.

#### **1.4. Students Not Preparing for Ordained or Designated Ministry**

All such students will be evaluated by the same criteria listed in 2.13 as at a later date the student may decide to return to prepare for Ordained or Designated Ministry

Students who are in the M.Div. program and not preparing for ordained or designated ministry will read carefully the *Toronto School of Theology Basic Degree Handbook* and *Knox College's Student Handbook*. All students registered in the M.Div. are required to demonstrate fitness for ministry according to criteria established by Knox College.

Students are assigned a Faculty Advisor. Students are expected to be in charge of their learning and arrange a meeting with their Faculty Advisor at least once a year as courses are selected for the year and more frequently as needed.

The assessment process that is followed in the preparation and discernment process is the same as that described ~~in the bullets of section 2.10.2~~ above with the exception that in this instance the student does not have an overseeing body.

At the conclusion of the above process, the Faculty may determine that a student is not able to demonstrate academic ability and/or suitable gifts or competencies for ministry. In such a case the student will be withdrawn

#### **1.5. Master of Theological Studies**

All candidates for the degree Master of Theological Studies are expected to demonstrate academic competencies and skills necessary for the successful pursuit of that degree. Students are required to read carefully and be familiar with the Academic Regulations and Policies contained in the *TST Basic Degree Handbook* and *Knox College's Student Handbook*.

The following process is carried out by the Faculty as it exercises its role in the preparation process:

- Each student is assigned a Faculty Advisor to advise the student in the academic requirements of their course of study. Students are expected to be in charge of their learning and arrange a meeting with their Faculty Advisor at least once a year or more often as needed as they select courses for the year.
- At a set time normally at the end of the academic year, the Faculty annually reviews all students in the MTS program and completes its assessment. As part of its discernment it has before it academic records.
- If concerns are raised by the assessment, at the direction of Faculty one of the following actions will be instituted:
  - A meeting between the student, the student's academic advisor, and, as designated, one other faculty member;

- A meeting between the student, the student’s academic advisor, and as designated, the Academic Dean;
- At the conclusion of the above process, the Faculty may determine that a student is not able to demonstrate the academic competencies and skills required by the program. In such a case the student will be withdrawn.

#### 1.6. Master of Pastoral Studies

All candidates for the degree Master of Pastoral Studies are expected to demonstrate academic competencies and skills necessary for the successful pursuit of that degree. Students are required to read carefully and be familiar with the Academic Regulations and Policies contained in the *TST Basic Degree Handbook* and Knox College’s *Student Handbook*.

The following process is carried out by the Faculty as it exercises its role in the preparation process:

- Each student is assigned a Faculty Advisor to advise the student in the academic requirements of their course of study. Students are expected to be in charge of their learning and arrange a meeting with their Faculty Advisor at least once a year or more often as needed as they select courses for the year.
- At a set time normally at the end of the academic year, the Faculty annually reviews all students in the MPS program and completes its assessment. As part of its discernment it has before it academic records.
- If concerns are raised by the assessment, at the direction of Faculty one of the following actions will be instituted:
  - A meeting between the student, the student’s academic advisor, and, as designated, one other faculty member;
  - A meeting between the student, the student’s academic advisor, and as designated, the Academic Dean;
- At the conclusion of the above process, the Faculty may determine that a student is not able to demonstrate the academic competencies and skills required by the program. In such a case the student will be withdrawn.

#### 1.7. Conjoint Certificate in Theological Studies (CTS)

All candidates for the Conjoint Certificate in Theological Studies are expected to demonstrate academic competencies and skills necessary for the successful pursuit of that program. Students are required to read carefully and be familiar with the Academic Regulations and Policies contained in the *TST Basic Degree Handbook* and Knox College’s *Student Handbook*.

The following process is carried out by the Faculty as it exercises its role in the preparation process:

- Each student is assigned a Faculty Advisor to advise the student in the academic requirements of their course of study. Students are expected to be in charge of their learning and arrange a meeting with their Faculty Advisor at least once a year or more often as needed as they select courses for the year.
- At a set time normally at the end of the academic year, the Faculty annually reviews all students in the CTS program and completes its assessment. As part of its discernment it has before it academic records.

- If concerns are raised by the assessment, at the direction of Faculty one of the following actions will be instituted:
  - A meeting between the student, the student’s academic advisor, and, as designated, one other faculty member;
  - A meeting between the student, the student’s academic advisor, and as designated, the Academic Dean;
- At the conclusion of the above process, the Faculty may determine that a student is not able to demonstrate the academic competencies and skills required by the program. In such a case the student will be withdrawn.

*Approved by the Academic Committee of the Board  
22 June 2022*

### **Assessment 2nd Level/Year Assessment**

#### *Policy*

MDiv. and General Assembly students must successfully complete a 2nd Level/Year Assessment prior to enrolling in final year courses. (Specific courses have been designated as third level integrative courses. Consult your Faculty Advising sheet and discuss course selection and sequencing with your Faculty advisor).

#### *Procedures*

Students will be notified of the days in April set aside for these interviews and need to be available for a 2nd Level Assessment Interview.

When the schedule is completed a letter to the student will indicate what preparatory materials are to be prepared and submitted beforehand to two Faculty interviewers.

Following the interview, the interviewers write up the interview and provide a copy to the student and the Academic Dean. The report will make recommendations for the student’s completion of their program and will be communicated to the student and the student’s presbytery.

*Approved by the Academic Committee of the Board  
22 June 2022*

**Policy on Permanent Incomplete:** It is the policy of Knox College that petitions for a Permanent Incomplete (INC) will be considered only if the student's circumstances have changed to a compelling degree after the deadline for withdrawal without academic penalty. The student also must have been on track to successfully complete the course at the deadline. (See TST Conjoint Basic Degree Handbook sections 11.3.2.1 and 11.3.3.)

*Approved by the Academic Committee of the Board  
12 April 2023*



**Policy on Extensions (SDF):** It is the policy of Knox College that approvals of extensions past the last day of examination week require the consent of both the Academic Dean and the course instructor, using the designated “Standing Deferred request” form with its associated deadlines. This policy applies to all TST courses taken by Knox students, whether taken within or outside Knox College. (See TST Conjoint Basic Degree Handbook section 9.7.2)

*Approved by the Academic Committee of the Board  
12 April 2023*

### **Basic Degree Thesis**

It is the policy of Knox College that students who have an average of A- (80) or higher may apply to do a thesis. Students (enrolled in a Master of Theological Studies degree program) wishing to write a thesis in Bible must have at least one year of the relevant biblical language (Greek for a New Testament thesis and Hebrew for an Old Testament thesis) prior to registering for the thesis and must have completed the relevant exegesis course for example (KNB2127H or KNB2131H) prior to completing the thesis.

*Approved by the Academic Committee of the Board  
22 June 2022*

### **Bible Knowledge**

All MDiv students are required to write the Knox College Bible Knowledge This test will be done in the first week of their first semester in the program and again in their final semester prior to graduation. No minimum score would be required for graduation. This is intended as a resource for programmatic assessment.

*Approved by the Academic Committee of the Board  
22 June 2022*

### **Bursary Policy**

Knox College provides financial assistance to Basic Degree students who have financial need and who have made satisfactory Academic progress. Students are required to fill out a bursary application form which can be obtained from the Knox College website (link). More information can be found on the Knox College website.

*Approved by the Academic Committee of the Board  
22 June 2022*

### **Class Attendance**

Students are expected to conduct themselves in a manner congruent with the vocation they are seeking to enter and in which they desire to give leadership. To that end, it is a regulation of the Board of Governors that a minimum of approximately 80% attendance at courses is required for credit; 100% attendance is expected at seminar courses. Habitual lateness for class will be counted as absence. The implementation of this policy will be done through the syllabus for each course.

*Approved by the Academic Committee of the Board  
22 June 2022*

## Faculty Advising

Each student in the Basic Degree program is assigned a Faculty Advisor. Students are responsible for meeting all academic requirements of their programs and expected to take charge of their learning and to initiate discussion of academic matters, including course selection and sequencing of courses, with their Faculty Advisor. It is recommended that students meet with their Faculty Advisors once a term.

*Approved by the Academic Committee of the Board  
12 April 2023*

## Inter-Cultural Component

It is the policy of Knox College that all MDiv. and 6 semester General Assembly students entering Knox the Fall of 2007 and later take part in a designated inter-cultural experience. This inter-cultural component is not required for students coming to Knox College through the Education and Reception Committee of the Presbyterian Church in Canada, or who have been assigned the Diaconal Program.

*Approved by the Academic Committee of the Board  
22 June 2022*

## MDiv (Honours)

It is the policy of Knox College that students who have obtained an overall B+ (78%) average, a minimum standing of A- (80%) in their pastoral studies, and who have a recognized potential in pastoral ministry are eligible to apply for the M.Div. (Honours).

*Approved by the Academic Committee of the Board  
22 June 2022*

## Police Records Check (Vulnerable Sector Check)

Upon acceptance into the M.Div. and M.P.S. programs at Knox each student is required to present a police records check to the Academic Office. If you have already presented the records check you are required annually to present to the office an updated statement such as "I attest that since presenting my police records check I have not been convicted of nor committed any indictable offence".

Applications for a reference check can be obtained from most police services, often via their website. For further information and assistance in the process, please contact the Academic Dean.

*Approved by the Academic Committee of the Board  
22 June 2022*

## Theological Field Education (TFE)

All PCC and non-PCC M.Div. students for Ministry of Word and Sacraments must complete a Theological Field Education (TFE) placement. In order for students to be accepted for TFE, Knox College must have received the student's Police Check, notice from the student's Presbytery or equivalent of certification/re-certification;

certification that the student has completed the Sensitivity Training (formerly Sexual Abuse and Harassment Workshop) and also have the student's psychological assessment completed (See Faculty Advising Sheet). Students need to have completed TFE before they can have their 2nd year Assessment that allows them into their final year's studies.

Faculty reserve the right to refuse, delay, or withdraw a student from a TFE placement. Students must complete the requirements of the TFE placement as laid out in the TFE Handbook.

*Approved by the Academic Committee of the Board  
22 June 2022*

### **Transfer of Program**

It is the policy of Knox College to consider requests from Basic Degree students to transfer from one degree program to another (such as from an M.T.S., M.P.S., or C.T.S. to M.Div.). Depending on a student's length of time in their program the transfer from MTS to the M.Div., for example, may result in prolonging their course of study. A fee will be charged to the student at the time of the request. Program requirements in place on the date of the granting of the transfer of program apply.

*Approved by the Academic Committee of the Board  
22 June 2022*

### **Accessibility for Persons with Disabilities: Customer Service Policy**

#### **1. Our mission**

The mission of Knox College is to:

Knox College educates women and men for faithful and creative Christian ministries and scholarship through its teaching, research and global partnerships.

We seek to fulfill our mission in a way that ensures that the goods and services we provide are accessible to all persons.

#### **2. Our commitment**

Knox College seeks to create a community that is inclusive of all persons and treats all members of the community in an equitable manner. In creating such a community, the College aims to foster an atmosphere of understanding and mutual respect for the worth, dignity and independence of all persons.

Knox will strive to provide support for, and facilitate the accommodation of individuals with disabilities, so that all may share the same level of access to the goods and services provided by Knox. The College will work to eliminate or minimize the adverse effects of barriers, including physical, environmental, attitudinal, communication and technological barriers, that may prevent the full participation of individuals with disabilities in the College community. Knox will provide integrated services whenever possible, unless an alternate measure is necessary to enable an individual with a disability to obtain, use or benefit from Knox's services.

The College will provide its employees with education and access to information regarding disability and the College's policies on disability.

At the same time, the College will protect the individual's privacy, confidentiality and autonomy as required by law.

The College affirms that all individuals are expected to satisfy the essential requirements of their program of studies or employment, while recognizing that students and employees with disabilities may require reasonable accommodations to enable them to do so.

The achievement of the College's goal depends on the participation of each and every member of the Knox community, including officers and staff members of the Knox corporation, and students, faculty members, staff members and alumni. Each of us has a role in creating an equitable and inclusive environment.

In working toward its goals under this Statement, the College is committed to acting conscientiously and in keeping with its own policies and existing legislation related to disability.

These include:

- TST's policy on Accommodations for Students with Disabilities (Section 13 of the TST BD Handbook)

*Approved by the Knox College Board of Governors  
3 February 2010*

*Policy currently under review by Knox College Faculty  
22 June 2022*

### **Technology - Appropriate use of**

Knox College is a theological college federated with the University of Toronto. As such, Knox College adheres to the University of Toronto's policy "Appropriate Use of Technology", and "Inappropriate Use of Information and Communication Technology".

"Appropriate Use of Information and Communication Technology" includes statements on the following:

- Freedom
- Privacy

"Inappropriate Use of Information and Communication Technology" includes statements on the following:

- Unauthorized Use
- Authorization of Access
- Discrimination and Harassment
- Pornography
- Unauthorized Disclosure of Information
- Copyright, Trademark and Intellectual Rights Violations
- Plagiarism
- Criminal Activity

A list of University of Toronto Reference Documents concludes these policy statements. The complete policies are accessible on-line from the University of Toronto's Home Page.

#### *Computers in Caven Library*

Caven Library is equipped with a number of computers which are configured for researching, Internet, word processing and printing functions

#### *Computer Users*

Although Caven Library computers are intended to serve the research needs of the Knox College community including Knox students, faculty, staff and residents, the Library also welcomes users from its other constituencies, namely: the Toronto School of Theology, the University of Toronto, and all members of The Presbyterian Church in Canada. Researchers from the general public are also welcome.

### *Intended Use*

Computers in the Caven Library Reading Room are intended to be used for purposes of research, catalogue searching, and other computer related work in accordance with the University of Toronto policies relating to appropriate and inappropriate use of information and communication technology. To that end, Caven Library provides the following:

- Computers connected to the Internet, and networked to a printer
- Wireless technology

*Library policies applicable to all public use computers are:*

1. Computer settings must not be changed. Such settings include the computers' display, language, screensavers or any other change, either permanent or temporary, to the computers. Suggestions for improvements to the computers are welcome to be brought to Library Staff.
2. The downloading of software and programming are prohibited.
3. Users are asked not to save their work to the Library's computers. Such work will be automatically deleted when the computer is logged off.
4. For e-mail access from Library computers, use may be limited to 15 minutes or less if the computer has been requested for research or catalogue searching. Catalogue searching takes precedence over other forms of research. If requested, users can be asked to relinquish the computer in favour of a user wanting to search the UT Catalogue. In any case, Library staff reserves the right to ask users to relinquish a computer to allow others a fair share of computer use time
5. No food or drinks are allowed at the computers.
6. The cost for printing from any Reading Room computer is 15 cents per page.

Users are also welcomed to use their lap top computers in the Reading Room connecting them to the any available electrical outlets.

*Approved by the Academic Committee of the Board  
22 June 2022*

### **ACADEMIC PROBATION**

Basic Degree Students (including Certificate, E and R, and General Assembly Students) who are in academic difficulty (poor grades, absence from class, incomplete courses, not meeting outcomes and professional competencies etc.) may be placed on academic probation by the Faculty. Students will be informed of this status in writing, with an indication of what will be required in order for them to continue in the program and be taken off academic probation. The policy on dismissal from a Basic Degree Program is found at 3.9 in this Handbook. The policy on Academic Probation as approved by the Board of Governors in May 2014 is as follows:

**Satisfactory Standing:** It is the policy of Knox College that students enter the college in satisfactory standing and remain in this standing unless a student falls into probationary standing or unsatisfactory standing as specified below.

**Probationary Standing:** It is the policy of Knox College that full-time students who have failed two or more courses in an academic term, or whose average falls below 73% (but not less than 70%) in any term, or whose

overall average falls below 73% (but not less than 70%), will be placed on academic probation. Part-time students who have failed two or more courses among the last four courses attempted, or whose average falls below 73% but not less than 70% in any term in which they took two or more courses, or whose overall average falls below 73% (but not less than 70%) will be placed on academic probation. Students in probationary standing may take a maximum of 4 courses per term. In order to be moved out of probationary standing students must pass all courses in the next academic term (full-time students; part time students must pass all courses among the next four attempted), or must raise their average in the next academic term (or over the next four courses) to 73% or above, or must raise their overall average to 73% or above. Other conditions may also be imposed. Students who fail to move out of probationary standing will be dismissed permanently.

**Unsatisfactory Standing:** It is the policy of Knox College that students whose average falls below 70% in any academic term (full-time students; for part-time students, whose average falls below 70% over the last four attempted courses), or whose overall average falls below 70%, or who are in probationary standing and who fail to achieve a level of performance to move out of probationary standing as specified above, will be placed in unsatisfactory standing and will be dismissed from the program. A student in unsatisfactory standing may seek re-admission as a probationary student with special permission from the Faculty. A student who is readmitted on probationary standing may have additional restrictions or conditions to meet, over and above those referred to under "Probationary Standing." A student readmitted under these circumstances who fails to move out of probationary standing will be dismissed permanently.

*Approved by the Academic Committee of the Board  
12 April 2023*

### Dismissal from a Basic Degree Program

Knox College has the right to dismiss any student from its academic programs on the bases set out in the TST Basic Degree Handbook and this Knox College Basic Degree Policy Handbook. Please note especially the Knox College policies on a) Probationary and Unsatisfactory Standing and b) Assessment (with particular references to the specific degree program: M.Div.; M.T.S.; M.P.S.; CTS), and the TST policy on Construed Withdrawal.

Decisions to dismiss students from any BD program are not taken lightly. In the case of dismissal based on Assessment, they are made by the Faculty of Knox College normally after a student has received repeated warnings. Students will be informed in writing of the decision including the reasons within 10 days of the decision being made.

Students who wish to appeal their dismissal may do so:

1. By first indicating one's intent to appeal to the Academic Dean within 30 days of receiving the notice of dismissal.
2. By presenting in writing to the Faculty, through the Academic Dean, within 60 days of receiving the notice of dismissal, the written submissions in support of his or her appeal. In the case of dismissal based on Assessment, also indicating whether a hearing before Faculty is requested.

Students may not be registered in or attend classes while the appeal process is underway.

Students who have requested a hearing before the Faculty will be allowed thirty minutes to present their appeal. The faculty may take additional time to respond to the student. Legal counsel is not permitted at the hearing before the faculty, but the student may have a friend present (although this individual will not act in an advocacy role). The faculty will review the student's written and oral submission and any new information before making the decision to allow or dismiss the appeal. The Faculty's decision will be in writing and will be communicated to the student within 30 days after the hearing.

*Approved by the Academic Committee of the Board  
12 April 2023*

## Non-Academic Discipline Code

### SECTION I

- a. Knox College governs itself according to generally accepted rules of behaviour. The rules and procedures set out in this Code are to be applied reasonably, and with due regard for the effect they may have on the life of the College community and of its members.
- b. The Knox College Non-Academic Discipline Code is applicable to all students registered as Knox College students, whether residents or non-residents, to students in any faculty or division of the University of Toronto who are resident at Knox College, and to students in any other university or college who are resident at Knox College.
- c. Any amendments to this Code will be made by the Board of Governors of Knox College.
- d. In exceptionally grave or complicated cases consultation with a solicitor is encouraged.

### SECTION II

- a. The Knox College Non-Academic Discipline Code shall apply to all non-academic discipline offences listed in Section III, whether arising on College property or during off-campus College activities.
- b. The Principal and any one of the Academic Dean or the Director of Finance and Administration or a majority of them may decide whether an alleged offence falls within the purview of the Code.
- c. Infractions of Section III of this Code that can be considered to be instances of sexual harassment or violations of the Human Rights Code of the Province of Ontario will not be dealt with using the procedures of this non-Academic Discipline Code.

### SECTION III

#### Non-Academic Offenses

The discipline procedures apply to anyone subject to this Code who knowingly engages in any of the following activities:

- a. **Dangerous Activity:** any conduct or activity that may endanger or threaten the health or safety of any person.
- b. **Disruption of Activities:** any conduct or activity that unreasonably infringes upon or disrupts college or residence activities, academic or otherwise, or the privileges of any member of the College.
- c. **Assault:** any conduct or activity that causes or threatens physical or mental harm to any person
- d. **Theft or Damage to Property:** any conduct or activity that results in the theft of, destruction of, or damage to College or private property.
- e. **Trespass:** the unauthorized presence in, entry to, or use of College or private facilities.

- f. Undermining the Reputation of Others: any conduct or activity that seriously and maliciously undermines the reputation of any member of the College or Residence.
- g. Breach of Discipline Procedures: abuse of the discipline procedures, as complainant or as adjudicator, e.g. laying of false charge, malice.
- h. Breach of Discipline Decisions: refusal or failure to comply with any decision made under the discipline procedures.
- i. Counselling Offences: the counselling or aiding of any person in a conduct or activity that would be an offence listed in this section.

In this Code “member” includes members of the academic and administrative staffs, students, residents and visiting professors.

## SECTION IV

### Informal Resolution Procedures

- a. Whenever possible and appropriate, reason and moral suasion should be used to resolve issues of individual behaviour before resort is made to formal disciplinary procedures.
- b. If the complaint is between students who are resident at Knox College and not registered at Knox College, the complainant is encouraged and has the right to discuss the matter with the other resident. If this discussion fails to resolve the matter, the resident should bring the complaint to one of the Dons. The Don will act to initiate a process of reconciliation between the residents, normally, within one week from the date the resident reports the complaint.
- c. If the complaint is between students who are registered at Knox College, the complainant is encouraged and has the right to discuss the matter with the other student. If this discussion fails to resolve the matter the student should bring the complaint to the designated member of Faculty. The Faculty member will act to initiate a process of reconciliation between the students, normally, within one week from the date the student reports the complaint.

## SECTION V

### Mediation Procedures

- a. If an issue between two or more members of the College, at least one of whom is a student or resident, cannot be satisfactorily resolved at the informal resolution stage, the parties may agree to proceed to mediation. At this stage, the issue must be documented and the party wishing mediation must inform the other party in writing.
- b. The party requesting the meeting must inform the Mediator(s) chosen in writing. Both parties will be entitled to have an advocate present at the meeting or meetings with the Mediator.
- c. It is the intention of the Code that the mediation process will be the stage of the disciplinary process at which the great majority of complaints will be resolved.
- d. A Committee to be comprised of the Principal, a Faculty member, the Administrator, a Don, a representative of the Knox College Association (K.C.A.) and a representative of the Mission and Theological Society (M. &T. Society) will designate annually a panel of three persons who would be available to serve either singly or in pairs as mediators for the following year.



- e. Either party may request the Principal to review the recommendation of the Mediator(s) within thirty days thereafter.

## SECTION VI

### Discipline Committee Process

- a. A charge of a breach of this Code shall be in writing, specifying the alleged offence, the nature of the conduct complained of and the date, time and place of hearing.
- b. If the issue is not between residents but involves an offence under Section III by a resident who is not a Student at Knox College the charge shall be dealt with by a Discipline Committee to be composed of the Director of Finance and Administration, a Don designated by the Principal and the President of the K.C.A. or his or her designate.
- c. If the issue is not of the nature of a complaint between students registered at Knox College but involves an offence by a registered Student under Section III, the charge shall be dealt with by a Discipline Committee to be composed of two Faculty members designated by the Principal and the President of the M. & T. Society or his or her designate.
- d. In either case the person accused will have the right to have an advocate of their choice.
- e. The decision of a majority of the members of a Discipline Committee shall be the decision of the Committee.

## SECTION VII

### Appeals Process

- a. An appeal may be taken from the decision of the Discipline Committee to the Principal for final review by notice in writing within thirty days of the issuance of the decision.

## SECTION VIII

### Sanctions

The following sanctions or combinations of them may be imposed by a Discipline Committee or on appeal, by the Principal upon Students found guilty of an offence under this Code.

1. formal written reprimand and requirement of apology;
2. order for restitution of property or the payment of damages;
3. a fine or bond for good behaviour not to exceed \$5,000.;
4. requirement of public service work not to exceed 100 hours;
5. denial of access to specified services, activities or facilities of the College for a period of up to one year;
6. expulsion from residence;
7. recommendation to the Board for suspension or expulsion from the academic programs of the College.

No costs of any proceedings under this Code shall be awarded against the College or any party to the proceed

*Approved by the Academic Committee of the Board  
22 June 2022*

### **Appeals to the Association of Theological Schools (ATS)**

Students have a right to appeal to ATS on matters of Standards' violations.

Knox College is a fully accredited member school of the Association of Theological Schools (ATS) since 1947 and received its most recent accreditation in January 2012. Knox College is guided by and adheres to ATS accrediting standards. A copy of the ATS Standards is available ([link](#)) .

Students who wish to issue a complaint related to ATS accrediting standards (section 7.3.9) need to put their complaint in writing. A copy of the complaint needs, as a requirement and courtesy, to also be given to the Academic Dean.

A reply will be given in writing within 2 months. If the student is not satisfied, they should inform the Association of Theological Schools, 10 Summit Park Drive, Pittsburgh, PA, U.S.A.,15275-1103.

*Approved by the Academic Committee of the Board  
22 June 2022*

### **CONVOCATION**

In order to graduate, grades must have been received for all courses. Students must have also successfully completed all curriculum elements. Course credits and graduation are contingent upon the meeting of all financial obligations including the requisite graduation fee to the College.

*Approved by the Academic Committee of the Board  
22 June 2022*

### **Graduation, notice of intent to graduate**

All Basic Degree students must give written notification to the Registrar of their intent to graduate. Depending on when a student enters the program a student may complete their courses and graduate in either the summer, at the end of December or at the annual May convocation. The registrar who tracks a student's completion of courses, sends the student the intent to graduate letter for the student to fill out and return.

*Approved by the Academic Committee of the Board  
22 June 2022*

### **ORDINATION POLICY (PCC Candidacy students/DOC students)**

Because some students commence their studies in January and increasingly many are part time, completion of the program of study can occur not only at the 'traditional 'time, in April, but also in the summer or in December.

(Students should also see the Book of Forms, Sections 205-212 and Section J for policies related to ordination from the Presbyterian Church in Canada)

Please note the following regulations that pertain to when you may be ordained upon program completion. Students cannot be ordained until the College has received the student's final marks from all courses including courses taken at other TST colleges.

Students finishing their studies in December cannot plan to be ordained until at least 10 days after the deadline for submission of marks from faculty. Normally this would be sometime after mid-January.

Students finishing their studies in the Winter term (April) cannot plan to be ordained until the first Sunday after the College's Board of Governors meeting in May.

Students finishing their studies in Summer cannot plan to be ordained until at least 10 days after the TST deadline for submission of grades from faculty.

*Approved by the Academic Committee of the Board  
22 June 2022*