



KNOX COLLEGE

Student Policy Handbook

Revision: 27 August 2025

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.

If you're 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 Conjoint Degree Handbook](#) outlines many policies that are shared by all TST colleges. Knox College also has its own policies in many areas. The Knox College policies are in this handbook.

If you're a student in the MA, ThM, DMin, or PhD program, you're considered a Graduate Degree student. Graduate Degree programs are overseen by the policies of the Toronto School of Theology (TST) as found in the [Graduate Centre for Theological Studies Graduate Conjoint Degree Handbook](#) or the [TST ThM Handbook](#). Students in these programs are also subject to the policies of their home college in certain areas. The Knox College policies are in this 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

Shawn Stovell
Registrar & Director of Enrolment Management
knox.registrar@utoronto.ca

Kylah Thomson
Assistant Registrar & Financial Aid Coordinator
knox.assistantregistrar@utoronto.ca

Table of Contents

Policies For All Degree Programs.....	1
AUDITING COURSES.....	2
INCLUSIVE LANGUAGE.....	3
FREEDOM OF SPEECH	3
SOCIAL MEDIA POLICY	4
USE OF TECHNOLOGY	6
ACCESSIBILITY FOR STUDENTS WITH DISABILITIES	8
SERVICE ANIMALS ON CAMPUS	9
SMOKE-FREE POLICY.....	9
CODE OF STUDENT CONDUCT (Non-academic Discipline Code).....	10
SEXUAL VIOLENCE POLICY	12
STUDENT COMPLAINTS AND APPEALS	12
APPEALS TO THE ASSOCIATION OF THEOLOGICAL SCHOOLS (ATS).....	12
Policies For Basic Degree Programs	13
APPLICABILITY OF POLICIES	14
ADMISSION	14
Basic Degree Admissions Policy	14
Basic Degree “transfers” and New Program Applications for TST Students.....	15
English Language Proficiency Policy	15
Basic Degree Admission Deferral Policy.....	16
ASSESSMENT	16
1.1 Master of Divinity: Fitness for Ministry	17
1.2 Master of Divinity: 2nd Level/Year Assessment.....	18
1.3 MDiv/CTS Students in the Candidacy Process of The Presbyterian Church in Canada	18
1.4 MDiv Students from Other Denominations.....	19
1.5 MDiv Students Not Preparing for Ordained or Designated Ministry.....	19
1.6 Master of Theological Studies	20
1.7 Master of Psychospiritual Studies (<i>formerly: Master of Pastoral Studies</i>)	20
1.8 Conjoint Certificate in Theological Studies (CTS)	21
1.9 Educational Review policy	21
1.10 Testamur policy	22

GRADING, REGISTRATION, AND ACADEMIC STANDING POLICIES	23
Policy on Permanent Incomplete (INC).....	23
Policy on Extensions (SDF).....	23
Number of Courses Taken at Knox.....	23
Basic Degree Thesis	23
Class Attendance	23
Theological Field Education (TFE).....	24
Transfer of Program	24
Academic Probation	24
Dismissal from a Basic Degree Program.....	25
OTHER BASIC DEGREE POLICIES	25
Ordination Policy (PCC Candidacy students/Diploma of the College students)	25
Bursary Policy	26
Faculty Advising.....	27
Police Records Check (Vulnerable Sector Check).....	27



KNOX COLLEGE

Policies

Policies For All Degree Programs

Doctor of Philosophy
Doctor of Ministry
Master of Theology
Master of Arts
Master of Divinity
Master of Psychospiritual Studies (*formerly: Master of Pastoral Studies*)
Master of Theological Studies
Certificate in Theological Studies

In the case of discrepancy between a policy contained in this handbook and the approved policy, the approved policy will apply.

AUDITING COURSES

Individuals who are not currently enrolled in a conjoint degree program of study at Knox College or one of the colleges within the Toronto School of Theology consortium, may request permission to Audit a course, understanding that:

- Auditing is subject to available space in the classroom/course as of the start of the course.
- Auditing requires course instructor's approval.
- Auditing a course entitles the Auditor to attend lectures **only**.
- Auditors may not submit any written work, participate in presentations or graded group work, write tests or exams.
- Auditors do not have access to the course website (Quercus)
- Knox College's Code of Student Conduct applies to Auditors.

Audited courses:

- Will not, in any circumstances, or at any time, be assigned a grade or be considered for course credit.
- Will not appear on any official academic document (i.e. Transcripts)

Students currently and actively enrolled in a conjoint degree program of study at Knox College or one of the colleges within the Toronto School of Theology consortium, may request permission to Audit a course under the same conditions noted above.

Course instructors may provide reading lists, handouts and/or other course materials directly to Auditors but are not required to do so. Copyright regulations still apply.

Auditing Fees:

- No fee for Internal Auditors (Students currently and actively enrolled in a conjoint degree program of study at Knox College or a TST member college.)
- 50% of current course tuition fee for External Auditors (Students not currently enrolled in a conjoint degree program of study at Knox College or a TST member college.) To be paid directly to Knox College.

Audit Request Form to be completed by either Internal or External Auditors and forwarded to the Registrar's Office for processing.

*Approved by Knox Faculty
12 April 2023*

CONVOCATION and NOTICE OF INTENT TO GRADUATE

All 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 in the summer, at the end of December or April, and graduate 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.

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*

INCLUSIVE LANGUAGE

Principles and Commitments – Mutual Respect

- In all matters we shall strive to respect one another in our use of language in teaching, conversation, worship, and writing.
- In matters of race, gender, gender identity, and sexual orientation we shall seek to respect the wishes of each other in how we will address each other in teaching, conversation, worship, and writing.
- We shall recognise and respect the metaphorical nature of language that speaks of God and will strive to use a variety of ways of addressing God and speaking of God which reflects the variety of descriptors of God in Scripture.
- In public worship we shall strive to address God and speak of God in ways that are sensitive to diverse experiences of God and the world within our community.
- In public worship we shall strive not to address God only in a male gendered way, but rather in a diversity of ways both gendered and non-gendered that reflect the anthropomorphic limitation of human language for the Divine.
- We shall respect one another in our use of language for God in personal prayer and piety.

Policy:

Following the principles of respect above, it is the policy of Knox College that inclusive language is to be used in teaching, public worship, class presentations, written assignments, and official communications. This means that:

- When referring to human beings in general, gender exclusive terms should be avoided or, in the case of pronouns, the sentence re-written so that gender-exclusive pronouns become unnecessary.
- Where possible will give preference to using terms such as spouse and sibling rather than gendered versions of family relationships.
- Images of and metaphors for God should reflect the variety found in Scripture
- A diminished use of masculine pronouns with reference to God, where grammatically feasible, in order to refrain from encouraging a false male image of God.
- Where the integrity of an historical text requires that exclusive language be retained, commentary on those texts should use inclusive terminology.
- Any language which demeans or stereotypes others because of race, ethnicity, gender, gender identity, sexual orientation, class, mental and physical characteristics, or age is unacceptable.

*Approved by the Academic Committee of the Board
3 October 2022*

FREEDOM OF SPEECH

As an institution of higher education, Knox College believes in the principles of freedom of expression, and is committed to providing to all members of the College "the broadest possible latitude to speak, write, listen, challenge, and learn."¹ As an institution charged with the responsibility of forming students in a distinct religious tradition, we furthermore believe that freedom is a divine gift that must be treasured and protected, and that its highest expression is found in the pursuit of God's truth and in service to humanity.²

In accord with the University of Toronto's "Statement on Freedom of Speech,"³ Knox College encourages the fullest range of discussion among its students, residents, faculty, staff, management, and guests. We recognize, however, that the expressed ideas or opinions of different members of the College community can result in disagreement or cause offense. Without attempting to shield students from such ideas, the College seeks to maintain an environment of charity and mutual respect, where the truth may be "spoken in love."⁴

We encourage Knox College student groups to adopt policies in alignment with this free speech policy, and any concerns about the policy or its implementation can be raised through the procedures set out in the appropriate handbooks.

1 Report of the Committee on Freedom of Expression, University of Chicago (2014)

2 Association of Theological Schools Policy Guidelines (1976), p. 2. 13(2). These commitments are also protected by subsection 13(2) of the UofT Act (as amended Dec 15, 1978).

3 www.freespeech.utoronto.ca

4 Ephesians 4:15.

*Approved by the Board of Governors
May 2020*

SOCIAL MEDIA POLICY

Knox College acknowledges the benefits of using social media for institutional and personal communication.

Social media are powerful and provide instantaneous distribution, always-on connectivity, and promotion of two-way conversations and engagement. Social media increasingly span the traditional boundaries between personal and professional relationships. With such immediacy and such blurring, social media can have a significant impact on organizational, professional and personal reputations. This can be profoundly beneficial, and also can present new challenges.

Consistent with the principle of academic freedom, Knox College fosters dialogue and encourages its members to participate in courteous, engaged, and respectful conversation including through social media.

Knox College has developed the principles and guidelines in this policy to assist its staff, faculty, students, board members and volunteers to make appropriate, positive and professional use of social media and communication tools on behalf of Knox, when communicating about Knox, and when seen by others as a representative of Knox.

DEFINITION

In the context of this policy, social media includes the use of email; personal web presences; messaging services; and participation in blogs, chat services, comments, social media sites (including as examples: Facebook, Flickr, Google+, LinkedIn, Second Life, SnapChat, Twitter, WhatsApp, YouTube, and similar services) and in any website, online application or platform that enables its users to interact with it and its visitors.

POLICY

Knox College participates in social media to communicate and engage with internal and external audiences:

- Building the reputation of Knox College;
- Broadening awareness about Knox College, our vocation, our mission, and our activities;
- Providing overall updates about the College and College life;
- Enhancing delivery of programs and services;
- Identifying, cultivating and nurturing relationships with potential and existing students, partners, donors, and communities;
- Building relationships and communities through exploration of diverse and emerging viewpoints;
- Broadening and improving opportunities for education and research through collaboration and through promotion of research; and
- Engaging in responsive conversations and interaction with stakeholders.

Knox College allows the use of social media during working hours to achieve College commitments and duties, so long as such use upholds the principles and guidelines stated in this policy.

This policy is considered an extension of the applicable Handbook and Code of Conduct (Staff, Faculty, Student, or Board as appropriate) as well as the applicable policies of the University of Toronto.

Note that this policy also is subject to the authority of the Standing Orders of the Board, which authorize the Principal, the Director of Development, and the Convenor of the Board to represent and speak for Knox College in a wide variety of matters and situations.

PRINCIPLES

Social media provide an extension of our real world. Be mindful of these four principles to guide your behaviour:

The golden principle: Follow the same behavioral standards online as you would in the real world. The same laws, professional expectations, guidelines, principles and values for interacting with students, college and church colleagues, alumni, and donors apply to interactions on social media as much as they do to interactions on campus or in everyday life.

Be aware and responsible: Always consider: what you post or publish will be around for a long time. Be accountable for any perspectives and institutionally related content you post through social media. Exercise personal responsibility and preserve trust. Ask yourself: is your site, posting or comment consistent with how you wish to be known as a professional? Is it appropriate with the public trust associated with your position? Could it bring Knox College into disrepute?

Know your personal voice: Be aware that the principles and guidelines in this policy apply to the use of social media as part of College responsibilities and also to those personal online activities that may reasonably leave the impression that you are representing Knox College.

Know the Knox College institutional voice: Be mindful that you will be seen as an ambassador of the Gospel and of the College when participating in social media.

GUIDELINES

Social media thrives on collaboration and sharing. In the world of social media, there is no privacy, and nothing is truly erased. And the written response is easily misinterpreted. Every post immediately becomes public and we lose control of its distribution. Even the most careful privacy settings cannot prevent your comments being copied or forwarded. Posts are archived in most systems, even when edited or deleted, and search engines can find posts long after publication.

Use social media wisely by being mindful of these guidelines:

Maintain confidentiality. Do not post confidential or proprietary information about Knox College, our students, our alumni, our faculty, staff, suppliers or business partners. Use good ethical judgment and follow Knox, University of Toronto and denominational policies, including Leading With Care. As a guideline, don't post anything that you would not present at a conference. If you are unsure about whether to post, ask your supervisor or advisor.

Respect privacy. Avoid naming others on social media without their knowledge and permission. Exercise exceptional care when posting images and video, particularly with scenes taken in the College environment and posted to social media. Be mindful of what else an image, video or recording might reveal in addition to its principal subject, for example, in the background.

Respect copyright. Ensure you obtain permission before posting or reproducing copyrighted material. Wherever possible, it is good practice to link to others' work rather than reproduce it.

Be transparent. Be open about your identity, and your affiliation with Knox College. Never hide your identity to promote Knox College through social media. If you are authorized to participate in social media discussions on behalf of or while representing the College, make sure your name, title and affiliation with Knox are clear.

Disclaim when appropriate. Through social media posts, and even in personal endeavours and on personal sites, when appropriate make clear that your opinions are your own and not those of Knox College. If you have a high profile within the Knox College community, be aware that postings on a personal site or through a personal account may be construed as representing a Knox position.

Post with great care. Pause and think before posting. The time to edit or reflect must be self-imposed. If you would not make the comment at a public meeting, or would regret it being taken out of context, reconsider whether it belongs on social media.

Be aware of your emotions. The responsibility for what you decide to post is yours alone. If a situation leaves you feeling angry or upset, delay and reconsider posting until you are calm and regain your composure. Take some

time to identify questions before posting. Consider having someone else review your post to provide an outside interpretation.

Be accurate. Before posting, double check your facts for accuracy and ensure you have all the facts. It is better to check with sources first, rather than having to post a correction later. Cite and link to sources whenever possible — and ensure the integrity of the linked sites. Use the spell-checker. The speed and range of immediate publication is a wonderful feature as well as a huge downside of social media.

Address your mistakes with care. For a significant issue, immediately obtain advice within the College on actions to take. For a simple mistake, correct it quickly, visibly and with grace.

Respect others. When others make mistakes, be gracious and apply the Golden Rule. Expressing your opinion may be laudable — use a civil tone, remain polite and respectful, and find a way to respond without alienating, harming or demeaning others. Avoid responding with anything you would not say in person. When commenting on a negative experience or dealing with a disagreeable or difficult person, you are more likely to win support if you are constructive and reasonable. If you find yourself in an escalating situation, seek advice from colleagues, or disengage politely.

Refer questions to others. Making connections is a key value in social media. Unless you are the designated spokesperson for a subject, try and direct questions to appropriate people. For example, if you receive a question regarding admissions, direct the person to the Knox College web site, or to the Recruitment Officer.

Consider your reputation. Your attention to accuracy, balance, and the use of your position will affect how you are regarded. On otherwise public sites, use privacy settings to limit or restrict your personal information. Carefully choose photos and avatars that you associate with your profile. Consider carefully the types of images you upload.

Avoid malware. Viruses and other malware can spread through links, even through links at otherwise innocent sites. Static documents (PDF files for example) can contain and transmit malware. When posting a link or attached material, ensure that it does not transmit any malware. If in doubt, scan.

Handle inappropriate posts with care. Remember that others have the right to share their opinions. However, you will inevitably encounter inappropriate or ill-considered posts of others. If possible, use the opportunity to generate a productive discussion or to solve a problem. Be cautious if you encounter any post or material within the Knox College or University of Toronto community that involves promotion of violence, or is potentially harassing, obscene, defamatory or discriminatory — in such an instance, do not respond to the post; print and save a copy for your records, making note of the posting date and the poster's identity; and notify your supervisor (or a Knox faculty or staff member, if you are a student).

Resolve Knox issues with care. If you have a concern within Knox College, turning to social media is not an appropriate way to resolving issues or complaints. Depending on the nature of your concern, Knox provides multiple avenues of reporting, as provided in your Student, Staff, Faculty or Board Handbook.

*Approved by the Board of Governors
15 October 2021*

USE OF TECHNOLOGY

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". In addition, Knox College has its own policies on Standards of Behaviour and User Responsibilities, as outlined below in this excerpt from the "Acceptable Use of Information Technology Policy."

4.0 Standards of Behaviour/ Appropriate Use Guidelines

The use of Knox College Information and communication technologies (ICT) resources should be consistent with accepted College standards of behaviour as outlined in other publications including the Faculty, Staff, and Student Handbooks. In addition, every user of the College's ICT systems and resources is expected to comply with the standards outlined in the areas below:

4.1 Content—Knox College adheres to the University of Toronto's policies on Freedoms under their [Information and Communication Technology, Appropriate Use of](#).

4.2. Laws—Any individual using the College’s information systems is expected to comply with all local, provincial and federal laws regarding the use of information technology resources, including laws related to data protection, intellectual property—particularly copyright and fair use laws—privacy, and cybersecurity. Users must not engage in activities that are unlawful, such as illegal downloading or sharing of pirated software or media.

4.3 Security and Confidentiality—For the protection of the entire institution, users are expected to act responsibly with respect to security. Users should not reveal their password(s) or allow anyone to gain access to their account. It is also not acceptable for any individual to gain, or attempt to gain, unauthorized access to another user’s computer, data, or other technological resources. Attempts to destroy, alter, prevent authorized access, compromise the integrity of systems, propagate computer viruses, or disguise a user’s name or the origin of any transmission are strictly prohibited.

4.3.1 Authorized users of management information systems are expected to handle all data they access appropriately with respect to dissemination to third parties. Appropriate measures must be taken, regardless of the physical location or device used, to ensure the confidentiality, integrity and availability of sensitive information, including student and donor information and that access to sensitive information is restricted to authorized users. Furthermore, in line with the University of Toronto, student records are protected under the Freedom of Information and Protection of Privacy Act (FIPPA) , and consequently, cannot be released to a third party without the student’s consent.

4.3.2 Knox users must not attempt to circumvent any security or control measures implemented on college systems.

4.4 Appropriate Behaviour—Knox College information technology systems have been created or sourced specifically for the advancement of the College’s mission. Except for those provisions outlined in Policy Section 3.1b—Personal Use of Email and Voicemail—faculty, staff, and students may use these systems solely for the purpose of supporting or enhancing teaching, learning, research, official business of the College, or other College-sponsored activities. Unauthorized use of the Knox College information technology systems for commercial purposes is strictly prohibited.

4.4.1 Knox College’s network is maintained to provide connection between on-campus resources and individuals as well as between local institutions and national academic consortia. Use of this network that is consistent with the College’s purpose and mission is acceptable. Network traffic, when used to access other networks, must honour the acceptable use policy of those networks. The individual end-user assumes ultimate responsibility for all traffic that they create.

4.5 User Responsibilities—Knox College places the following responsibilities on the user:

4.5.1 Adhere to all federal, provincial, and other applicable laws, college policies/ procedures, and contracts/ licenses.

4.5.2 Respect and honour the rights of others regarding intellectual property, privacy, freedom from harassment, academic freedom, copyright, and use of ICT resources.

4.5.3 Ensure that all college data are stored appropriately, in designated locations, and on approved devices. All College data, information and files should be saved on cloud-based platforms, specifically either in One Drive, Teams, or SharePoint, provided to Knox users through the University of Toronto. College data/ files should not be saved to a specific device.

4.5.4 Regularly backup information and files as appropriate

4.5.5 Restrict physical access to workstations to authorized personnel only

4.5.6 Take necessary steps to protect workstation/device from theft and/ or misuse:

Secure workstations (screen lock or logout) prior to leaving area to prevent unauthorized access.

Enable a password-protected screen saver with a short timeout period to ensure that workstations that were left unsecured will be protected.

4.5.7 Enable UORMFA (UTOR multi factor authentication) to access documents when off campus.

4.5.8 Comply with the Antivirus policy

4.5.9 Ensure that monitors are positioned away from public view. If necessary, install privacy screens or other physical barriers to public viewing.

4.5.10 If wireless network access is used, ensure access is secure by following the Wireless Access policy

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 any available electrical outlets.

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

ACCESSIBILITY FOR STUDENTS WITH DISABILITIES

An excerpt from the Knox College Accessibility for Persons with Disabilities: A Customer Service Policy:

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 BD Handbook)
- Ontario's *Accessibility for Ontarians with Disabilities Act*
- Ontario *Human Rights Code*

*Approved by the Board of Governors
3 February 2010*

In accordance with the Memorandum of Agreement between Knox College, the Toronto School of Theology, and the University of Toronto, in order to receive **academic** accommodations, conjoint degree and certificate program students are required to register with the University of Toronto's Accessibility Services office (studentlife.utoronto.ca/departments/accessibility-services/). The [overarching policies and processes that are followed by Accessibility Services for academic accommodations](#) are available from the University of Toronto website. Any questions or concerns about **academic** accommodations for Knox students should be addressed first to the course instructor, and then, if a student thinks further action is required, in writing to the Knox Academic Dean. Any questions or concerns about other types of accessibility (e.g. access to the Knox building), should be addressed to the Director of Finance and Administration, as outlined in the full Customer Service Policy.

SERVICE ANIMALS ON CAMPUS

Knox College follows the University of Toronto policy on Service Animals available at: people.utoronto.ca/inclusion/accessibility/policies/service-animals-guideline/

SMOKE-FREE POLICY

The College is committed to providing a safe and healthy environment for its faculty, staff, students, volunteers, and visitors. There are numerous health benefits of a smoke-free campus including but not limited to: providing a healthier campus environment for all community members, encouraging a cleaner campus, discouraging tobacco use and providing health leadership. This Policy is part of the College's commitment towards these aims.

A broad societal consensus on the harms of smoking has developed. This has led to controls on smoking at municipal, provincial and federal levels with legislation such as the *Smoke-Free Ontario Act* and the *Canadian Tobacco Act*.

Effective January 1, 2019, a general prohibition against smoking on Knox College and University of Toronto properties, except for:

- o Indigenous ceremonial activities and
- o Medical accommodation purposes in accordance with the *Human Rights Code*.

For students, smoking cessation programs are available through the Health and Wellness Centre at St. George. The centre can assist students with treatment options, resources and tools. Students also have access to “Leave the Pack Behind” - an on-line resource.

*Approved by the Board of Governors
6 February 2019*

CODE OF STUDENT CONDUCT (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.
- 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 or the Academic Dean 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, 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 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, 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, the Academic Dean and a representative of the Mission and Theological Society (M. & T. Society) will regularly designate a panel of three persons who would be available to serve either singly or in pairs as mediators.
- 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 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.
- c. The person accused will have the right to have an advocate of their choice.
- d. 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. recommendation to the Principal 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 proceedings.

*Approved by the Executive Committee of the Board
17 June 2025*

SEXUAL VIOLENCE POLICY

Available, with complaint form, at knox.utoronto.ca/wp-content/uploads/2020/10/Knox-Sexual-Violence-Policy-Oct-2020.pdf

STUDENT COMPLAINTS AND APPEALS

For academic complaints, the TST Basic Degree Handbook section 16.2, the ThM Handbook section 12.3, and Graduate Centre for Theological Studies Handbook section A11.3 (as applicable) outlines the process. Students should first seek informal resolution. If that is not possible or is unsuccessful, the student may file a written appeal with the Academic Dean, along with any supporting documentation. The Academic Dean will investigate and prepare a decision. If the student is unsatisfied, they may file an appeal to the TST Academic Appeals Committee. There is a separate policy for appealing dismissal from a Basic Degree program.

For non-academic complaints, students should first seek informal resolution. If that is not possible or is unsuccessful, the student may file a written complaint with the Academic Dean. The Academic Dean, in consultation with the Principal, will determine which college policy the complaint falls under. The appropriate policy and procedure will then be followed.

*Confirmed by the Academic Office
August 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. Knox College is guided by and adheres to ATS accrediting standards. A copy of the ATS Standards is available (www.ats.edu/Standards-Of-Accreditation).

Students who wish to issue a complaint related to ATS accrediting standards need to put their complaint in writing; the process is outlined on the ATS website: www.ats.edu/Complaint-Policy. 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*



KNOX COLLEGE

Basic Degree Policies

Policies For Basic Degree Programs

Master of Divinity

Master of Psychospiritual Studies
(formerly: *Master of Pastoral Studies*)

Master of Theological Studies

Certificate in Theological Studies

APPLICABILITY OF POLICIES

All Knox Basic Conjoint Degree/Certificate students are subject to the policies of both Knox College and the Toronto School of Theology Basic Conjoint Degree Handbook. Where there is no Knox College policy in this handbook, the TST policy will apply. Where there is no TST policy, the Knox College policy in this handbook will apply. Where there is discrepancy between the TST and Knox policies, the more rigorous policy will apply.

In the TST Basic Conjoint Degree Handbook, there are references to “the designated official,” “the appropriate body,” or the “specified process” (or variants of these phrases) of the student’s home college. In those cases, Knox students should consult with the Knox College Registrar’s Office for the appropriate Knox official or contact person.

ADMISSION

Basic Degree Admissions Policy

The Knox College Admissions Committee oversees the Basic Degree (CTS, MDiv, MTS, and MPS) admissions process ensuring the minimum admission requirements are upheld for all Basic Degree Programs as mandated by Knox College, the Toronto School of Theology, the University of Toronto, and the Association of Theological Schools.

Admission decisions are based on the Admissions Committee’s assessment of the applicant’s academic potential and the potential to meet the college’s Basic Degree Professional and Critical Competencies, using all materials gathered during the application process.

The Knox College Admissions Committee does not disclose the reason(s) for declining admission or offer feedback to declined applications. All decisions related to Basic Degree Program admissions are final and are not subject to appeal.

Program Admission Requirements Common to All Basic Degree/Certificate Programs:

- An undergraduate degree or equivalent degree from a university, college, or Indigenous Institute recognized by the University of Toronto
- CGPA 2.7/4.0 or greater (70%; B-) for the entire degree
- English-Language Proficiency (see below)

Meeting the minimum requirements does not guarantee admission.

Baccalaureate Requirement:

Applicants to a conjoint basic degree/certificate program must hold an appropriate baccalaureate degree with adequate standing from an institution approved by a Canadian provincial quality assurance agency, or accredited by a US agency recognised by the Council for Higher Education Accreditation, or demonstrated educational equivalent of a North American baccalaureate degree as judged by the TST Admissions and Procedures Committee, which may make reference to information provided by the School of Graduate Studies of the University of Toronto.

Applicants to the MDiv, MPS, or CTS without a baccalaureate degree must present evidence of successful completion of a minimum of 10 courses of Arts and Science study at an institution approved by a Canadian provincial quality assurance agency, or accredited by a US agency recognised by the Council for Higher Education Accreditation, or demonstrated educational equivalent as judged by the TST Admissions and Procedures Committee. Applicants to the MDiv or MPS must also have successfully completed the CTS at a TST college or at least 10 courses of theological study at a non-TST college. This evidence will be presented to the TST Admissions and Procedures Committee for judgment as to the admissibility of the applicant.

Applicants without adequate standing in their baccalaureate degree must present evidence of successful completion of other academic and/or professional qualifications, and/or a career trajectory with progressively more responsibilities. Life experience alone is insufficient although life experience may have helped them prepare for theological study at this level. Upon recommendation of the Admissions Committee, this evidence will be presented to the TST Admissions and Procedures Committee for judgment as to the admissibility of the applicant.

PCC Applicants Without a Baccalaureate Degree

Any candidates for ministry within The Presbyterian Church in Canada (PCC) who does not hold an undergraduate degree must apply for a special program set by the General Assembly. This is done through the Committee on Education and Reception (E & R) of The Presbyterian Church in Canada (www.presbyterian.ca/mcv/). Applicants are typically required to take at least one year of University level courses prior to admission to Knox College, which is in line with the College's admissions requirement for baccalaureate equivalency.

Master of Divinity and PCC Education and Reception applicants:

A Presbyterian Church in Canada member pursuing ordination to Ministry of Word and Sacrament who has been certified as a candidate by a presbytery must provide the Notice of Certification by Presbytery with their application.

An applicant who has applied to the Committee on Education and Reception (E&R) of the PCC must provide the letter from the committee providing the details of the prescribed course of study with their application.

Application Requirements:

- [Online Application Form](#)
- Statement of Intent (approximately 500 words)
- Professional Resume/CV
- Official transcripts from **all** post-secondary institutions attended
- Two reference letters sent directly from the letter-writers to Knox College
 - One Academic or Employment reference
 - One Pastoral reference
- English Proficiency (if applicable)
- E&R letter or Notice of Certification by the Presbytery Letter (if applicable; see MDiv Admissions Requirements)
- Additional documents may be submitted as needed or requested (such as a supplementary letter to the Admissions Committee, additional reference letters, etc.).
- An interview may be requested after initial document review.

Basic Degree “transfers” and New Program Applications for TST Students

References are required for any TST students applying to move to Knox and complete their current BD program or looking to take a new BD program. The academic reference in this instance should normally be from the BD Program Director of the current or last TST college attended by the applicant.

English Language Proficiency Policy

To study at Knox College, students must be able to comprehend, speak, and write in the English language at a graduate level. Applicants may meet this requirement in a variety of ways during the application process.

When proof of proficiency may not be required: Applicants may not need to provide written proof of English language proficiency if they any meet one of these three criteria (please consult with Knox College Admissions to determine whether proof of English language proficiency will still be required):

- Applicant's native language is English (language first learned and still used on a daily basis)
- Applicant has obtained a bachelor's degree from an institution recognized by the University of Toronto and where the language of instruction and examination is uniformly in English

- Applicant has completed a degree in one of the following countries/regions: Australia, the Bahamas, Barbados, Botswana, Ghana, Guyana, Hong Kong, Ireland, Jamaica, Kenya, Lesotho, Liberia, Malawi, Malta, Namibia, New Zealand, Nigeria, Papua New Guinea, Sierra Leone, Singapore, South Africa, Swaziland, Tanzania, Trinidad and Tobago, Uganda, United Kingdom, United States of America, Zambia, or Zimbabwe.

Note: Some applicants from the above mentioned countries/regions **may be required** to provide proof of English proficiency, as English is not the sole language of instruction at all universities.

The language of instruction and examination **must be verified** by Knox College. Applicants should provide an official academic transcript with a note confirming the use of English as the language of instruction and examination. If the official transcript does not have this note, applicants should make arrangements for an official statement to be sent from their institution directly to Knox College confirming the use of English as the primary language of instruction and examination. Please consult Knox College to determine whether proof of English language proficiency will still be required.

When applicants may petition to have proof of proficiency waived: Applicants who meet one of the following conditions may petition to have the proof of English language proficiency requirement waived:

- Applicant has completed a degree in a country not listed above, but where the language of instruction and examination is uniformly in English.
- Applicant has completed a minimum of 2 years of full-time studies or the equivalent in a post-secondary institution recognized by the University of Toronto and where the language of instruction and examination is uniformly in English.
- Applicant has completed an academic English program at a different university that may be equivalent to the English Language Program at the School of Continuing Studies, University of Toronto (Academic English).

Proficiency testing requirements: Applicants required to demonstrate their English language proficiency must provide official test results. We encourage applicants to review the specific testing results required for the program application. Knox College cannot accept test results that are older than two years at the time of application. All applicants must meet the minimum score requirement at the time of application. See the Knox College website for current accepted tests and minimum scores.

Basic Degree Admission Deferral Policy

Basic Degree Programs applicants who are offered admission may request to defer the start of their program, by one year only, until the following September, and will be required to pay a non-refundable deferral fee of \$50 CAD. If an applicant is unable to start the program following a deferral, their admissions file will be closed. A new application will be required for admission to program studies at a later date.

ASSESSMENT

Preamble: Professional and Critical Competencies

To progress through their program and be granted the degree Master of Divinity, Master of Psychospiritual Studies, or Master of Theological Studies, a student shall demonstrate the following Professional and Critical Competencies. Students are assessed in their courses and in Theological Field Education/Field Education and/or practica in how they demonstrate these competencies.

FAITHFUL LIVING

- The ability and willingness to conduct one's life in community in faith; specifically, for MDiv students, confessed Christian faith.
- The ability and willingness to take personal responsibility for actions and learning, conscientiousness, dependability, honesty, and personal integrity.

- The ability and willingness to act in the best interest of others, and in a principled, ethical fashion.

ATTITUDES

- The ability and willingness to learn and understand one's culture, and the cultures and religions of peoples different from oneself.
- The ability and willingness to demonstrate interpersonal and team skills sufficient to take on a variety of roles (including leadership) in a ministerial, vocational, or professional context.
- The ability and willingness to guide others of diverse backgrounds in various situations in one's vocation or profession.

CRITICAL KNOWLEDGE (USE OF KNOWLEDGE)

- The ability and willingness to think, problem solve and make decisions at a critical level of operation.
- The ability and willingness to use knowledge sufficient for professional levels of interaction.
- The ability and willingness to use thinking, problem solving and decision making to achieve personal, ecclesial, and societal goals.
- The ability and willingness to adapt to change and manage conflict arising from change in socially constructive and professional ways.
- The ability and willingness to identify pastoral and/or professional boundaries that raise ethical and pastoral/professional questions and to formulate appropriate responses to such boundary issues.

SELF-GROWTH

- The ability and willingness to self-assess and act to improve.
- The ability and willingness to give and take constructive criticism and, if necessary, act on that criticism, including "un-learning" from previous educational or professional experiences.
- The ability and commitment for life-long learning.

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 and also the *Professional and Critical Competences*.

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 (Standards of Accreditation 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 Master of Divinity: 2nd Level/Year Assessment

M.Div. 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).

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.

1.3 MDiv/CTS 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 at least annually review the progress of all students in the M.Div. and CTS programs. 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.

- If a concern is raised in the assessment, the college's academic policies and the *Professional and Critical Competencies* document are 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, subject to the policy on dismissal from a Basic Degree program.

1.4 MDiv Students from Other Denominations

Students who are not part of The Presbyterian Church in Canada's candidacy process, e.g. Korean Evangelical Holiness and the Korean Presbyterian Church Abroad (KPCA), will read carefully the *TST Basic Degree Handbook* and The Knox College *Student Policy 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 1.2 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, subject to the policy on dismissal from a Basic Degree program.

1.5 MDiv Students Not Preparing for Ordained or Designated Ministry

All such students will be evaluated by the same criteria listed in 1.1 as at a later date the student may decide to return to the college 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 Policy 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 1.2 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, subject to the policy on dismissal from a Basic Degree program.

1.6 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 Policy Handbook*, including the *Professional and Critical Competencies*.

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 at least 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, subject to the policy on dismissal from a Basic Degree program.

1.7 Master of Psychospiritual Studies (formerly: Master of Pastoral Studies)

All candidates for the degree Master of Psychospiritual 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*, including the *Professional and Critical Competencies*.

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 at least 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, subject to the policy on dismissal from a Basic Degree program.

1.8 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, subject to the policy on dismissal from a Basic Degree program.

1.9 Educational Review policy

The Knox College Faculty is responsible for evaluating every Basic Degree program student. The Knox Faculty meets semi-annually to assess the progress of each student towards program completion. Within courses, students are evaluated on whether they have met course learning outcomes, which themselves are derived from the program learning outcomes. Students' faculty advisors provide guidance and advice on academic matters, and work with students to help them achieve program outcomes.

All Basic Degree programs have program-specific learning outcomes. All Basic Degree programs mix academic and professional outcomes, recognizing that students are preparing both academically and professionally for their vocation(s). Students' behaviour should be congruent with the college's Professional and Critical Competencies. An Educational Review Committee may be convened if a student or their faculty advisor, instructor(s), and/or the Academic Dean see evidence that a student is experiencing difficulties in achieving the program learning outcomes, their professional objectives, and/or behavioural expectations. If a student is placed in Probationary Standing by the Faculty, and an Educational Review Committee is not already in place, one will normally be convened.

An Educational Review Committee goes beyond the usual regular process of faculty advising and assessment. It provides a venue for concerns to be discussed and problems to be solved in a mutually agreed upon way. It does not have authority to impose sanctions, but may make recommendations through the Basic Degree Committee to the Faculty should difficulties persist.

An Educational Review Committee is convened by the Academic Dean, who also chairs all meetings. It includes the student, the student's faculty advisor, and any other individuals appropriate to the concern(s) (e.g., faculty, practicum/placement supervisor, Director of Experiential Learning). The student will be asked for input on the membership. The committee will review the student's program and their progress, and will consider what alterations to recommend to the student (e.g., reduced course load, specific elective courses, an additional practicum, leave of absence). The committee may also recommend benchmarks towards meeting outcomes and/or expectations. In some instances, only one meeting may be warranted, while in others, several meetings may be held. Minutes of the meeting(s) and any recommendations will be recorded and placed in the student's academic file.

1.10 Testamur policy

Knox College is entrusted by the Presbyterian Church in Canada with the decision on whether to award the “testamur” of the College to Candidates for ministry in the PCC. “Testamur” attests that Candidates have completed the prescribed program of study, and are, in the opinion of the Board of Governors (as recommended by the College Faculty), suitable for ministry in the PCC.

The “testamur” is named in different ways, depending on a Candidate’s path through the PCC’s Candidacy process. For Master of Divinity students admitted with a previous undergraduate degree, it is the “Diploma of the College.” For Master of Divinity students admitted without a previous undergraduate degree, it is the “General Assembly Certificate.” For students fulfilling requirements of five or ten courses set by the Committee on Education and Reception of the PCC, it is the “Special General Assembly Certificate.” Under all nomenclatures, the following requirements apply to be awarded the “testamur.”

- The student must be a certified Candidate either at the time of completion of the program of study or within a period of 12 months of completion of the program of study. Typically, the program of study is the Master of Divinity degree, but it may instead be a set of courses prescribed by the Committee on Education and Reception of the PCC.
- The student must complete the following assessments during the program of study or within a period of 12 months of completion of the program of study:
 - A Guidance Conference facilitated by the appropriate body in the PCC;
 - A psychological and/or vocational assessment as stipulated by the appropriate body in the PCC;
 - A vulnerable sector check completed by a Canadian police service.
- The student must complete the college’s “Sexual Abuse and Sexual Harassment Prevention” training at least once during the program of study.
- If completing the Master of Divinity degree, the student must meet the biblical language requirement.
- The student must, in the opinion of the Faculty, meet all of the Professional and Critical Competencies of the Master of Divinity program. This applies also to a student who is not enrolled in the Master of Divinity program, but who is fulfilling requirements of courses set by the Committee on Education and Reception of the PCC.
 - The Faculty assesses the progress of every student semi-annually, and may flag a student for follow up and an improvement plan if concerns arise that the student may not be on track to meet the Professional and Critical Competencies.
 - The “Second-Level Assessment” conducted when a student has completed approximately twenty of thirty courses towards the MDiv degree is the formal checkpoint for determining progress towards meeting the Professional and Critical Competencies. A student who is in danger of not meeting the competencies will develop a plan for improvement together with their faculty advisor and Academic Dean. If sufficient improvement is not demonstrated by the time of degree completion, the student will not be deemed to have met the competencies.

Successfully completing the program of study and/or being awarded a conjoint degree or certificate does not guarantee the award of the “testamur.” The “testamur” is a separate credential, awarded solely by Knox College. A decision to decline to award the “testamur” is not appealable, as it is a decision of the Board of Governors of the college.

*Approved by the Academic Committee of the Board
22 June 2022; preamble & sections 1.9-1.10: 24 April 2025*

GRADING, REGISTRATION, AND ACADEMIC STANDING POLICIES

Policy on Permanent Incomplete (INC)

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*

Knox College reserves the right to limit registration or course load in a subsequent session for students who have outstanding academic obligations from a previous term. Students who find themselves in this situation are strongly encouraged to seek academic advising.

*Approved by Knox Faculty
August 27, 2025*

Number of Courses Taken at Knox

It is the policy of Knox College that at least half of all the courses in any Basic Degree conferred by Knox College should be taken at Knox College.

*Approved by the Academic Committee of the Board
24 April 2024*

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 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*

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 College that a minimum of approximately 80% attendance at courses (10 of 12 weeks) is required for credit; 100% attendance is expected at seminar courses. Habitual lateness for class will be counted as absence.

Teaching and learning are interactive, not passive, activities. Therefore, students may not "attend" an in-person class through unauthorized audio or video streaming or by watching or listening to a recording; instructors are not obligated to record or permitted to stream their in-person classes. Online classes that include a synchronous video component require the same level of attendance as an in-person course, and students may not "attend" by watching or listening to a recording. Online classes that include an asynchronous component require participation in all the activities for each week or module to meet the attendance requirement. Students requiring accommodations to attend class must present medical and/or Accessibility Services documentation that outlines the type and duration of accommodation(s) required.

The syllabus for each course should contain the instructor's attendance policy, which may be more stringent; if absent from the syllabus, this college-wide policy applies.

*Approved by the Academic Committee of the Board,
8 February 2024.*

Theological Field Education (TFE)

All M.Div. students 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 (for PCC and non-PCC candidates for ordination to Ministry of Word and Sacrament); the student's completed psychological assessment (for PCC candidates for ordination to Ministry of Word and Sacrament); and certification that the student has completed the Sensitivity Training (formerly Sexual Abuse and Harassment Workshop) (See the MDiv Program Tracker). Students need to have completed one 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*

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.

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 sessional grade point average (SGPA) falls below 3.0 (but not less than 2.7) in any term, or whose cumulative grade point average (CGPA) falls below 3.0 (but not less than 2.7), will be placed on academic probation. Part-time students who have failed two or more courses among the last four courses attempted, or whose SGPA falls below 3.0 but not less than 2.7 in any term in which they took two or more courses, or whose CGPA falls below 3.0 (but not less than 2.7) 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 SGPA in the next academic term (or over the next four courses) to 3.0 or above; and, if their CGPA has fallen below 2.7, they must raise their CGPA to 3.0 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 SGPA falls below 2.7 in any academic term (full-time students; for part-time students, whose average falls below 2.7 over the last four attempted courses), or whose CGPA falls below 2.7, 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*

OTHER BASIC DEGREE POLICIES

Ordination Policy (PCC Candidacy students/Diploma of the College 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)

Students cannot be ordained until the College has received the student's final grades 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

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 each semester which can be obtained from the Knox College website. Knox College reviews the tuition bursary program annually.

Knox College offers a competitive tuition reimbursement program which is calculated during Fall and Winter semesters for students in BD programs. Bursary funding is not available in Summer semesters.

CTS, MDiv (non-PCC), MTS, MPS Student Eligibility

Funding will be determined through an assessment of:

- (1) course registration and
- (2) CGPA in previous semester of registration.

Priority will be given to actively registered BD students with a full-time Registration Status (4 or more courses per semester) and highest CGPA from the previous semester of registration (in the case of returning students). Full-time students may receive up to 100% tuition reimbursement. Part-time students may receive up to 50% tuition reimbursement, with students registered in 3 courses per semester receiving priority.

Presbyterian Church in Canada Leadership Bursary

Knox College will provide a bursary of course fees to students who meet the following conditions:

- **100% bursary support is available to those students registered Full-Time in the Master of Divinity program and the Diploma of the College (or equivalent as a General Assembly student).**

NOTE: Full-time study is defined as a minimum of 4 courses per semester for each of the fall and winter semesters. Students who meet this condition are also eligible for 100% bursary support for summer courses.

- **50% bursary support is available to those students registered Part-Time in the Master of Divinity program and the Diploma of the College (or equivalent as a General Assembly student).**

NOTE: Part-time study is defined as 1-3 courses per semester for each of the fall and winter semesters. Students are also eligible for 50% bursary support for summer courses.

- Current certification by a presbytery of The Presbyterian Church in Canada and plans to serve as a congregational minister after graduation.
- The tuition bursary covers a period of three years, but **students must renew their bursary application** by the posted deadlines. Find bursary application forms and deadlines in Resources & Forms.
- Students must maintain satisfactory academic standing to have their bursary renewed.
- The bursary reimburses 100% or 50% of course tuition, according to Registration Status in the given semester, excluding additional academic, administrative, and incidental fees charged by Knox College, TST, and/or U of T.
- In exceptional cases, international students who have a current certification by a presbytery of The Presbyterian Church in Canada may be eligible for a bursary.

Required Minimum Payments:

ALL students are responsible for making their required minimum tuition/fees payment, according to the Required Minimum Payment deadlines noted in their ACORN accounts. Bursary awards will be deposited directly into ACORN accounts and may be administered after payment deadlines.

Accommodations:

Students registered with Accessibility Services with an approved accommodation of a reduced course load consisting of three courses per semester will be considered full-time. Eligible students must provide appropriate documentation from Accessibility Services to the Assistant Registrar & Financial Aid Officer when they submit their Bursary Application.

*Approved by Knox College Faculty
7 June 2024*

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*

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 Registrar's Office. Thereafter, each student is 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 Assistant Registrar.

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