



# **Knox College Student Handbook**

**2016 / 2017**

*As of August 2016*

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Student Handbook  
2016 / 2017**

**Section A:  
General Information**

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## INTRODUCTION

You are about to embark on one of the most wonderful and exciting adventures in your life – the adventure of theological education. Some of you will be preparing for ordained ministry and leadership within the Christian church; others are here to pursue theological study in order to be more effective lay leaders; still others are here purely out of a desire to engage in deep theological study as you wrestle with questions of faith and life.

Whatever brings you to Knox College, here you will make life-long friends and colleagues in faith who will play a significant role in your formation. This Handbook has been developed to make your time with us in study, fellowship and worship a rich experience. Its purpose is to guide you through what at times may appear to be complex and confusing. We hope this guide will make it simpler and that your time in community with us will be memorable and rewarding.

Knox is centrally located on the campus of one of Canada's great universities, the University of Toronto. As a theological student you are also a member of the University of Toronto community and have access to its libraries and many of its facilities.

Knox College is also a member school of the Toronto School of Theology, a consortium of seven theological schools representing four different Christian faith traditions.

The U of T can also be a daunting place. It is a small city in itself. Even Knox, although relatively small, has all kinds of things happening. How do I select my courses? Can I obtain bursary help? When is chapel? What do I do if I get ill and can't make it to class?

This Knox Student Handbook is part of a continuing attempt to provide general information about community life at Knox College within the Toronto School of Theology and the U of T. It also contains key policies that are essential for navigating in and around your academic program. It is a "living document" that gets edited each year. Our aim is to make it as user friendly as possible and who better to help us than you the user.

This Handbook is in four distinct sections – General Information; Academic Regulations and Academic Policies.

Thanks to everyone who made suggestions for improving the 2016-2017 edition of the Handbook. Keep your suggestions coming!!

John A. Vissers  
Director of Academic Programs and  
Professor of Historical Theology

## 1.1 OVERVIEW OF ACADEMIC PROGRAMS

Knox College offers both Basic Degree and Graduate (Advanced) Degree programs.

**The Basic Degree program has four degrees** – the Master of Divinity (M.Div.); the Master of Religious Education (M.R.E.), the Master of Theological Studies (M.T.S.), and the Master of Pastoral Studies (M.P.S.).

**The Graduate (Advanced) Degree program has three degrees** – the Master of Theology (Th.M.), the Doctor of Ministry (D.Min.), and the Doctor of Philosophy in Theological Studies (Ph.D.). Prior to 2014 students were also enrolled in the following three degrees: the Master of Arts (M.A.), the Doctor of Theology (Th.D.), and the Doctor of Philosophy (St. Michael's College).

All degree programs are accredited by the Association of Theological Schools (A.T.S.) of which Knox has been a member since 1947. All degrees are conferred conjointly with the University of Toronto.

Knox is a founding member, in 1969, of the **Toronto School of Theology (T.S.T.) a consortium of 7 theological schools**. The 7 schools work collaboratively in providing oversight and continuity to the Basic Degree programs of each member school. TST administers the Advanced Degree programs.

TST has a Basic Degree Handbook with which all students should be familiar. It contains basic academic policies with which all 7 theological schools comply. As well each school has its own Handbook which complements the TST Handbook and outlines more specific requirements of its programs.

Students interested in Advanced Degree study can consult the Toronto School of Theology at [www.tst.edu.ca](http://www.tst.edu.ca) for information on each of the degree programs.

All Basic Degree students are members of the **Missionary and Theological Society (M & T Society)**. All AD Students are members of the ADSA (the Toronto School of Theology's Advanced Degree Student's Association).

## 1.2 BUILDING HOURS

Knox College is generally open from 7:30 a.m. to 10:00 p.m. Monday-Thursday; and 7:30 a.m. to 5:00 p.m. on Friday during the regular academic year (September to April). Please refer to 1.6 for library hours. For contact information for Faculty and Staff see 1.23 "Phone Numbers and E mails".

## 1.3 BOOKSTORES

Crux Books, located at Wycliffe College (find this on your St. George campus map), is the theological book store closest to Knox College. Knox College instructors use this as their main source for text books. They also stock used books.

*Crux Books*  
5 Hoskin Ave.  
Toronto, ON M5S 1H7  
416 599 2749  
[www.cruxbooks.com](http://www.cruxbooks.com)

*U of T Bookstore*  
Koffler Centre  
214 College St.  
Toronto, ON M5T 3A1  
Phone: 416 640 7900  
[www.uoftbookstore.com](http://www.uoftbookstore.com)

*The Presbyterian Church in Canada*  
50 Wynford Drive, North York M3C 1J7  
Phone: 416-441-1111  
For PCC Resources such as the  
*Book of Forms, Living Faith, etc.*

Used books may be available from students who took the course last year.

#### 1.4 BULLETIN BOARDS

There are a number of bulletin boards located throughout Knox College. Check them for information on course changes, faculty advisors, job opportunities, special events, bursaries and scholarships etc.

#### 1.5 BURSARIES

Bursaries are available for Basic Degree students. Application forms are found on the Knox website [www.knox.utoronto.ca](http://www.knox.utoronto.ca) Type 'bursaries' in the search box, then 'financial aid'. **Please note the deadlines** on the application form. When applying for a bursary it is important to include the number of courses you are registering for in both semesters. The amount of your bursary depends on the number of courses you will take. For deadlines see section 3.7.

#### 1.6 CAVEN LIBRARY (and the McKay Resource Centre)

Caven Library is located on the second floor of the academic wing. During the academic year the library is open Monday through Thursday from 8:30 a.m. to 10:00 p.m.; Friday 8:30 a.m. to 5:00 p.m.; Saturday 12:00 noon to 4:00 p.m. (Hours are shortened between terms and during the summer.) There is a reserve section for books that are required reading for each term. Ask for a reserve book by call number at the circulation desk. The library phone number is 416-978-4504. The Caven library has a number of computers for student use. Please refer to the Policy on Computer Use which is included in the Handbook. (See Part C: Technology – appropriate use of p79) Further enquiries can be made at the main desk. Students are strongly encouraged to sign up for research instruction from the library when this is offered at the beginning of term (see below). Check the Knox homepage for dates and times ([www.knox.utoronto.ca](http://www.knox.utoronto.ca))

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

#### Research Sessions

While the Chief Librarian and her assistants are a wonderful resource and are eager to assist you and answer your questions it is not humanly possible to conduct these research sessions one on one so please make every effort to sign up for one of the general group sessions that will be offered in the fall and the winter terms. Please watch for the announcements about the following sessions, dates and times to be confirmed.

##### i) **Research Beyond Google**

Graduate level research demands more than Google and/ or Wikipedia so come and learn where to find scholarly resources as well as tips for effective searching and finding good results. **This session is very important, particularly for all first year students and those new to the U of T campus**, in order to orient you to the U of T online catalogue and the research databases and resources for theology and religion available to Knox College students (bring your laptop).

##### ii) **Zotero: Quick Bibliographies and footnotes made easy.**

Zotero is a free research tool with the ability to save and work with citations to anything you find on the web, from books found in online catalogues, to journal citations and their full-text content and items that other software doesn't recognize — articles from online newspapers, even blog entries and graphics from any webpage. In this hands-on introductory workshop, students will learn how to automatically and manually save citations, organize and search saved resources, and how to quickly create footnotes and bibliographies.

**The McKay Educational Resource Centre** is a special collection containing practical ministry resources within the Caven Library. If you are choosing curriculum, borrowing resources for your Christian Education program, planning an adult educational event, introducing your congregation to an inter generational worship service or planning a Vacation Bible School, the McKay Resource Centre can help. Contact Susan Sheridan, Coordinator of the McKay Resource Centre.

### **1.7 CENTRE FOR ASIAN CANADIAN THEOLOGY AND MINISTRY**

All students, not only those of Asian or Asian-Canadian background, are invited to become aware of the programs and resources of the Centre.

### **1.8 COMMUNITY LIFE, WORSHIP AND WEEKLY MEAL**

Community building is a vital, key task of the ministry vocation. Life in a vibrant congregation helps grow a person's faith and enables a Christian not only to receive but to give support and to engage in God's mission to the world. Likewise community life at Knox is important in the formation of the vocation of ministry. It's for this reason that Knox takes community life seriously. The centre of Christian community is worship. Not only does Knox provide many opportunities for community we expect those seriously seeking this vocation to also contribute to the life of the Knox community. Each Tuesday we worship together followed by a community meal. Minimum donation of \$5.00 per meal is greatly appreciated. We worship also on each Wednesday at 8:30am with a celebration of the sacrament of the Lord's Supper.

### **1.9 EWART CENTRE FOR LAY EDUCATION**

For many years Ewart College was the training centre for Diaconal ministry of our denomination. In 1992 Ewart was amalgamated with Knox College. The Centre has continued the ministry of Ewart in equipping lay people of the PCC by offering Lay Certificate programs in both English and Korean, here at Knox, at various other locations and by distance education. The Centre is located in the Administration wing and is under the direction of the Director of Academic Programs. The program offerings are currently under review.

### **1.10 FACULTY ADVISORS**

All Basic Degree students are assigned a faculty advisor who is responsible for advising you on course selection and which courses may be taken at other TST Colleges. It is the student's responsibility to consult with their Faculty Advisor as course selections are considered. It is strongly recommended to take a copy of the Faculty Advising Sheet to each Faculty Advising meeting and fill it in and keep it for handy reference.

### **1.11 FORMS**

Forms are necessary for a variety of things. You need to get the forms from the appropriate person, complete and return them. The first place to look for the form is the Knox website [www.knox.utoronto.ca/](http://www.knox.utoronto.ca/). Specific forms are also available from....

#### ***Registrar's office***

- Reading and Research form
- Basic Degree Thesis form
- MTS Integrative Paper/Thesis form
- Course Audit form
- Request for leave of absence form (BD & AD students)
- Change of Name form (UofT)
- Confirmation of Admission form (for New students)
- M.Div. (Honours) Application
- SDF (Standing Deferred) Form

#### ***Director of Finance and Administration's office***

- OSAP information
- UHIP information

#### ***Director of Academic Programs' Office***

- Authorization for Psychological Testing

#### ***Business Office***

- Locker Request form

### **1.12 GRADUATION BANQUET**

Each year a Graduation Banquet is held to celebrate and say farewell to those who will be graduating at the annual May convocation. This is usually held on a Friday night towards the end of March. The M&T Society plays a keyrole in planning this event.

### **1.13 ILLNESS**

In cases where you are ill and cannot attend class, please contact the instructor and the Director of Academic Programs prior to the class.

### **1.14 LOCKERS**

Lockers are available for commuting students. For an application form please speak to Kalpana Regmi, in the Business Office, Administration Wing.

### **1.15 MAILBOXES, STUDENTS**

All Basic Degree Students have a mailbox located in the Common Lounge. You are encouraged to check your mail box daily and clear it of excess paper weekly. Mailings and messages to all students will be placed in the box. This system is currently under review and a change may be implemented in Fall 2016.

### **1.16 M&T (Missionary and Theological Society) – Basic Degree Student’s Society**

The Basic Degree students' society is the M&T. It has its own executive, elections, and plays an important role within the life of the College. All Basic Degree students are encouraged to participate in M&T activities.

### **1.17 PARKING**

Due to limited parking space there is no student parking available at Knox. Parking in the Knox lot is by permit only. Other cars will be towed. Maps of parking facilities at the University of Toronto are available on the UofT website.

### **1.18 SABBATICALS**

Research is a vital aspect of the work of a Theological College professor. Knox College provides sabbaticals for full-time faculty. Students are expected to respect sabbatical time. When a student’s Faculty Advisor is on sabbatical, the student will be assigned another Faculty advisor.

### **1.19 SMOKING**

Knox College is a non-smoking environment. Smoking is not permitted in the building, on either of the front steps, nor in the cloister area near offices. The designated smoking area is in the center of the cloister.

### **1.20 TCARD (University of Toronto’s student card)**

The TCard – the University of Toronto’s student card – is your official university identification. It **provides access to** University resources like the campus libraries and the Athletic Centre. You may be asked to produce it at examinations. To obtain your TCard, collect a Confirmation of Admission letter from the Registrar’s Office and take this form to Robarts Library, 130 St. George Street, **along with one piece of personal identification that includes your picture.** The TCard will be your card as long as you are a student at TST or the University of Toronto. If you lose it, or fail to collect the card, you may obtain a replacement card at a charge set by the University.

### 1.21 UTMAIL & Social Media

The University of Toronto provides email and Internet access to all students. Obtain your U of T email address at [www.utoronto.ca/utor.html](http://www.utoronto.ca/utor.html) using the library number on your Tcard as identification. **All students MUST register for the UTMail address** for communication with the College and the University of Toronto. ***You are urged to check your email at least bi-weekly during the summer for information from the College and the University of Toronto. Failure to do so may result in a student missing important information and will not be considered an acceptable rationale for failing to receive official correspondence from the College and the University of Toronto.***

In addition to academic correspondence, the other Departments of the College - Finance & Administration, Principal's Office, Library, Facilities and Development - will at times need to be in touch with students regarding events, activities and opportunities. Each Department will receive your email address and may be in contact with you through this avenue.

**In 2016 the Knox Academic Office will begin communicating with students via Facebook and other social media such as Instagram and Twitter. Students will be asked to connect to the relevant social media to get up to the minute information about life and study at Knox College.**

### 1.22 UNIVERSITY HEALTH INSURANCE PLAN (UHIP)

**All VISA students are required to enroll in the University Health Insurance Plan** upon registration at Knox College. The plan provides necessary hospital and medical care to foreign students studying in Canada. A brochure is available from the Director of Finance and Administration.

### 1.23 PHONE NUMBERS AND EMAILS

<b>Principal's Office</b>	<b>Ms. Melia Bennett</b> Executive Assistant to the President	416 978 4503	knoxprinc.assistant@utoronto.ca
<b>Academic Office</b>	<b>The Rev. Dr. John Vissers</b> Director of Academic Programs	416 978 2791	knox.academicdirector@utoronto.ca john.vissers@utoronto.ca
	<b>Ms. Whitney McKnight</b> Assistant, Academic Programs	416 978 2783	whitney.mcknight@utoronto.ca
	<b>Mr. Shawn Stovell</b> Registrar & Manager of Academic Programs Ewart Centre for Lay Education	416 978 4501	knox.registrar@utoronto.ca
		416 978 2786	knox.ewart@utoronto.ca
<b>Library</b>	Library Circulation	416 978 4504	knox.readerservices@utoronto.ca
	<b>Ms. Joan Pries</b> Chief Librarian & Accessibility Chairperson	416 978 6090	joan.pries@utoronto.ca
	<b>Ms. Anne McGillivray</b> Technical Services Coordinator	416 978 6719	anne.mcgillivray@utoronto.ca
	<b>The Rev. Susan Sheridan</b> McKay Centre Co-ordinator	416 946 8535	susan.sheridan@utoronto.ca
<b>Administration</b>	<b>Mr. Bob Adams</b> Director of Finance & Administration	416 946 8537	knox.financedirector@utoronto.ca
	<b>Ms. Kalpana Regmi</b> Assistant, Finance & Administration	416 978 4502	flo.cook@utoronto.ca
<b>Development</b>	<b>Ms. Seta Ghougassian</b> Director of Development & Privacy Officer	416 978 0139	l.watson@utoronto.ca
	<b>Ms. Louise Longhurst (on leave 16/17)</b> Development Officer	416 978 6228	knox.developmentassoc@utoronto.ca
	<b>Ms. Stephanie Hannah</b> Communications Associate	416 978 2787	knox.communications@utoronto.ca
	<b>Ms. Lydia Oleskyn</b> Assistant, Development	416 978 8738	Lydia.oleskyn@utoronto.ca
<b>Facilities &amp; Residence</b>	<b>Mr. Jim Davidson</b> Manager of Facilities & Health/Safety Officer	416 978 4508	jim.davidson@utoronto.ca
	<b>Ms. Daniela D'Aniello</b> Residence Coordinator / Assistant, Facilities	416 978 0168	knox.residence@utoronto.ca
<b>Faculty</b>	<b>The Rev. Dr. Charles Fensham</b>	416 978 4509	c.fensham@utoronto.ca
	<b>The Rev. Dr. Dorcas Gordon</b> (Principal)	416 978 4503	jd.gordon@utoronto.ca
	<b>The Rev. Dr. Andrew Irvine</b>	416 978 6154	andrew.irvine@utoronto.ca
	<b>Dr. Brian Irwin</b> (on leave Winter 2017)	416 978 2789	brian.irwin@utoronto.ca
	<b>Dr. Nam Soon Song</b> (on leave Fall 2016)	416 978 1884	ns.song@utoronto.ca
	<b>The Rev. Dr. John A. Vissers</b>	416 978-2791	john.vissers@utoronto.ca
	<b>The Rev. Dr. Stuart Macdonald</b>	416 978 2782	s.macdonald@utoronto.ca
	<b>The Rev. Dr. Bradley McLean</b>	416 978 2788	bhm.mclean@utoronto.ca
<b>Centres</b>	<b>Mr. Sung Il Moon</b> , Asian Centre	416 978 0371	knoxasian.centre@utoronto.ca
<b>Minister/Chapel</b>	<b>The Rev. Dr. Sarah Travis</b>		minister.in.residence@utoronto.ca
<b>Online Courses</b>	<b>Ms. KeumMyung Lee</b> , Technical Assistance		keummyung@gmail.com
	<b>Portal Help</b> (U of T)		portal.help@utoronto.ca

### **1.24 PHOTO / VIDEO CONSENT**

The Development Office works throughout the year to promote the work of the College to donors, alumni, congregations and future students. As part of its efforts, Development staff often attend events and take photographs of Knox College 'life' that includes students and residents.

These photographs are integral to the Development Office's ability to raise much needed funds. Photographs are used in promotional brochures, on the web site, in donor solicitations, and at PCC events to name a few.

The photographs are also of great assistance to the Academic Office as well and are also posted in the student lounge so that the larger Knox College community can easily learn the faces and names of our many students.

Students will be provided with a letter of consent from the Director of Development outlining the reasons and uses of these types of photographs. We ask all students to inform us via consent form if they do not wish to have their photo used for these purposes. The consent form clearly indicates to students that withholding of consent will not have any effect on any official outcome. Letters outlining a student's opting out are kept in the Development Office.

### **1.25 PRIVACY PRACTICES**

Personal information is gathered by Knox College for educational, administrative development, student life and statistical purposes and is treated as confidential. Our personnel are authorized to access personal information based only on their need to deal with the information for the reason(s) for which it was obtained. Safeguards are in place to ensure that the information is not disclosed or shared more widely than is necessary to achieve the purpose for which it was gathered. We also take measures to ensure the integrity of this information is maintained and to prevent it being lost or stolen.

We collect, use and disclose personal information only for purposes that a reasonable person would consider appropriate in light of the circumstances, having read our notices of collection. We routinely offer individuals we deal with the opportunity to opt not to have their information shared for purposes beyond those for which it was explicitly collected.

### **1.26 WEB SITES**

Knox College has a great web site [www.knox.utoronto.ca/](http://www.knox.utoronto.ca/). You are encouraged to visit it regularly and to let it inform and serve you when you are studying here. On the site you will find such things as the Knox College Student Handbook, Time tables, Faculty Advising sheets, Bursary application forms, important academic dates, the library [www.knox.utoronto.ca/life-at-knox/caven-library/](http://www.knox.utoronto.ca/life-at-knox/caven-library/) , what's happening at Knox etc. Check it out to find some other valuable important links.

The TST web page is [www.tst.edu](http://www.tst.edu). One of the most important pieces of information on this website is the updated course listings and syllabi. TST Handbooks (Basic Degree, M.A., Th.M., Th.D. /Ph.D.; D. Min.) are available on the TST web site.

### **1.27 WORSHIP LIFE AT KNOX**

Worship is the central act of the Christian community (see section 1.8). In addition to weekly Tues and Wed worship during the academic year there are special services such as worship at the opening and ending of each semester, the Week of Prayer for Christian Unity shared with the Toronto School of Theology (TST) community and the annual Knox Advent service. You are encouraged to make use of these opportunities to worship God.

## **1.28 SCHOLARSHIPS AND PRIZES**

Knox College receives donations from individuals and congregations for the establishment of prizes and scholarships. The Board of Governors grants awards annually to students taking courses and to those graduating. These prizes and scholarships recognize distinctive achievement..

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**Section B:**  
**BASIC DEGREE**  
**PROGRAMS**

*As of August 2016*

### **1.30 BASIC DEGREE – Program of Studies**

The prerequisite for all Basic Degree programs (M.Div., M.R.E., M.Div./M.R.E., M.T.S. and M.P.S.) is an undergraduate degree from an accredited University or College.

### **1.31 MDIV and DIPLOMA OF THE COLLEGE**

The M.Div. is a professional degree (which can be done full time on campus in three years, part time within a limit of eight years or on line/distance hybrid over six years) that prepares people for ordained ministry in the reformed tradition for general pastoral and religious leadership primarily in the Presbyterian Church in Canada in congregations and other settings. It is the required degree for admission to the D. Min. and the recommended degree for admission to advanced degree programs for research and teaching. The M.Div. requires successful completion of 30 credits (1 course = 1 credit). No more than 10 courses for the M.Div. can be taken on line.

The Presbyterian Church in Canada, through Session interviews, annual Presbytery certifications, a 4- day guidance conference, psychological testing and it's theological Colleges, plays a significant and formative role in the preparation and discernment process of its candidates for ministry. In fulfilling its role in the student's candidacy process and determining a student's fitness for ministry, Knox College regularly assesses a student's progress.

Faculty has developed an outcomes based curriculum. The syllabus of each course taught lists specific outcomes a student can expect to learn and grow in, for each of the guiding principles of the ATS Degree program –

- i) knowledge of the religious heritage,
- ii) understanding cultural context,
- iii) growth in spiritual depth and moral integrity, and
- iv) capacity for ministerial and public leadership.

To assist in student assessment, Faculty has developed *Learning Outcomes* for the M.Div., M.R.E. , M.T.S. M.P.S. programs. Students are invited use the competencies to reflect on their progress at various points in the program and set goals for their learning. Ongoing and regular assessment is integral to an outcomes based curriculum. Faculty assesses each student's progress annually using not only their grades but the *Learning Outcomes* (see below). Approval to proceed to the final year of the M.Div. is dependent upon successful completion of the Second Level Assessment (Interview based).

### **1.32 E & R (Education and Reception) STUDENTS**

Each year the Presbyterian Church in Canada's committee on Education and Reception recommends to the General Assembly a course of study for people wishing to become ministers of the Presbyterian Church in Canada. These people may be ordained ministers of another denomination in the Reformed or another tradition. They may be people 35 years of age or older who do not have an undergraduate degree but have experienced the call of God and want with their Presbytery's endorsement to prepare for ministry. If they General Assembly on recommendation of the committee on Education and Reception endorses a student without an undergraduate degree and who 35 years of age or older they commence studies for ministry by becoming a General Assembly student.

### **1.33 GENERAL ASSEMBLY STUDENTS**

The program of academic studies for General Assembly students is the same as the regular M.Div. program with one exception – if a student is 41 years or older one OT and one NT course may be substituted for the Biblical language. (Consult with your Faculty Advisor).

Any student without an undergraduate degree may request a transfer to the M.Div. if they:

- successfully complete the Biblical language
- have completed a minimum of 10 courses
- have a 75% average at the time of request

The request is in writing to the Director of Academic Programs.

A six semester General Assembly student may request in writing to the Director of Academic Programs and be granted at the discretion of Faculty, to receive the Master of Theological Studies degree (MTS) if they complete an Integrative Paper or Thesis. The credits for the General Assembly Certificate will be applied to the MTS degree.(Feb 2012)

### **1.34 M.DIV. LEARNING OUTCOMES (Approved by Faculty and Board of Governors and ATS, 2014)**

#### **The Master of Divinity (MDiv) Outcomes**

**Description and Purpose:** The MDiv is a professional degree that prepares people for ordained pastoral and religious leadership in the reformed tradition primarily within The Presbyterian Church in Canada, the Korean Evangelical Holiness Church and other denominations. It is a degree that can be used for admission to DMin programs as well as other advanced theological degree programs for research and teaching.

#### **Learning Outcomes:**

Upon completion of the program a student will be able to:

#### **Religious Faith and Heritage**

1. Demonstrate knowledge of the Reformed Christian heritage and articulate one's own theological positions in relation to the diversity of theological perspectives and practices in the larger Christian tradition.
2. Interpret Scripture and Christian texts using a variety of methods, sources and norms, as a means to preach, teach, write and lead in English.

#### **Culture and Context**

3. Demonstrate critical understanding of the relationship between faith practices, cultural contexts, theology, and mission for ordered and lay ministries, including an understanding of Christian engagement and dialogue with other world religions.
4. Give evidence of critical self-awareness with regard to one's own and others' faith perspectives, practices and theologies, including an integrated theological framework that promotes God's justice and mission.

#### **Vocational and Spiritual Formation**

5. Demonstrate an ability to reflect critically on one's call to leadership and service in relation to the variety of callings within the Christian tradition.
6. Demonstrate an ability to attend to the vocational and spiritual development, practices and well-being of self and others within communities of faith.

#### **Capacity for Ministry and Public Leadership**

7. Demonstrate leadership, initiative, responsibility and accountability in group, congregational and public contexts, including the integration of theory and practice relevant to congregational and community leadership.

**In addition to the Learning Outcomes the Faculty uses the following measures for professional and critical competencies in the Master of Divinity program. (Revised 2013)**

The student shall demonstrate the following:

**1. CHRISTIAN LIVING**

- a. The ability and willingness to conduct one's life in community out of confessed Christian faith.
- b. The ability and willingness to take personal responsibility for actions and learning, conscientiousness, dependability, honesty and personal integrity.
- c. The ability and willingness to act in the best interest of others, and in a principled, ethical fashion.

**2. CONTENT, SKILLS AND ATTITUDES**

- a. The ability and willingness to learn and understand one's culture, and the cultures and religions of peoples different from oneself.
- b. The ability and willingness to learn and demonstrate competence in the various theological disciplines.
- c. Ability to communicate in English orally and in written form sufficient to be consistently understandable to diverse audiences and populations.
- d. The ability and willingness to demonstrate interpersonal and team skills sufficient to take on a variety of roles (including leadership) in a ministerial context.
- e. The ability to read, gather and select information, and guide others of diverse backgrounds in various ministry situations.

**3. CRITICAL KNOWLEDGE (USE OF KNOWLEDGE)**

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

**4. SELF-GROWTH**

- a. The ability and willingness to self-assess and act to improve.
- b. The ability and willingness to give and take constructive criticism and, if necessary, act on that criticism.
- c. The ability and commitment for life-long learning.

### 1.35 Three Year M.Div. Curriculum Design

(Revision – starting Fall 2014)

The Master of Divinity degree program requires 30 courses as follows:

#### **Theology (5)**

Reformed Theology  
Church, Ministry & Sacraments  
Doctrines of Reconciliation  
Ethics and Context  
Practicum in Mission

#### **Bible (6)**

Reading the OT  
Understanding the NT  
Exegesis Course  
OT elective  
NT elective  
Biblical Hermeneutics or Bible in Context

#### **Education (2)**

Educational Ministry of the Church  
Teaching Bible in the Church

#### **Open electives (4)**

#### **History (3)**

Global Christian History  
History of Christianity II  
Presbyterian History

#### **Preaching and Worship (4)**

Basics of Biblical Preaching  
Reformed Worship  
Preaching Practicum  
Worship Practicum OR Music and Spirituality

#### **Pastoral (6)**

Human Growth and Spiritual Journey  
Theology and Practice of Ministry  
Congregational TFE  
Congregational TFE  
Pastoral Care  
Congregational Life and Leadership

#### **Biblical Languages**

The Master of Divinity degree program does not require biblical languages. However, one biblical language (3 courses) is still required for PCC students preparing for ordination to the ministry of Word and Sacraments. Students from other denominations should check with their church concerning biblical language requirements. Students who require or opt for a biblical language will use 2 of their 4 open electives to take the introductory language courses, as follows: **Elementary Greek I and II** or **Elementary Hebrew I and II**. The third language course is met by a course in **Biblical Exegesis**. All students are required to complete a course in Greek Exegesis, Hebrew Exegesis, or English Exegesis.

### 1.36 Three Year M.Div. Curriculum Design

(Revision – starting Fall 2014)

Suggested Program – Full Time (5 courses per term)

#### Level 1

Fall Term	Winter Term
Reading the Old Testament [K]	Understanding the NT [K]
Global Christian History [K]	Reformed Theology [K]
Human Growth/Spiritual Journey [K]	Educational Ministry of the Church
Basics of Biblical Preaching	Reformed Worship [K]
Theology and Practice of Ministry [K]	Open Elective

**Biblical Languages:** Students who require or opt to take an Elementary Biblical language in Level 1 will postpone two of the following courses until Level 2: Basics of Biblical Preaching, Reformed Worship, Educational Ministry of the Church, or Open Elective. An Elementary Biblical Language (Greek or Hebrew) takes up two of four open electives.

#### Level 2

Fall Term	Winter Term
Biblical Exegesis (Greek or Hebrew or English)	OT or NT Elective
Church, Ministry, Sacraments [K]	History of Christianity II
Open Elective	Preaching Practicum [K]
Pastoral Care [K]	Practicum in Mission [K]
Congregational TFE [K]	Congregational TFE [K]

**Biblical Exegesis:** Students who require or opt to take a Biblical Language will take either Greek Exegesis or Hebrew Exegesis; others will take a Biblical exegesis course based on the English text.

#### Level 3

Fall Term	Winter Term
Biblical Hermeneutics OR Bible/Context [K]	Doctrines of Reconciliation [T]
Teaching Bible in the Church [K]	Presbyterian history [K/T]
Congregational Life and Leadership [K]	Worship Practicum [K] OR Music and Spirituality [K]
Ethics and Context [K]	OT or NT Elective
Open Elective	Open elective

**K** = required courses done at Knox; **T** = required courses done in cooperation with other Colleges; no designation means courses done at any TST college.

**1.37 Suggested M.Div. program – full time study (5 courses per term), for those doing the Biblical language**

**Level 1**

<b>Fall Term</b>	<b>Winter Term</b>
Reading the Old Testament [K]	Understanding the NT [K]
Global Christian History [K]	Reformed Theology [K]
Human Growth/Spiritual Journey [K]	Educational Ministry of the Church
Theology and Practice of Ministry [K]	Reformed Worship [K]
Biblical language	Biblical language

**Level 2**

<b>Fall Term</b>	<b>Winter Term</b>
Biblical Exegesis (Greek or Hebrew of English)	OT or NT Elective
Church, Ministry, Sacraments [K]	History of Christianity II
Basics of Biblical Preaching	Preaching Practicum [K]
Pastoral Care [K]	Practicum in Mission [K]
Congregational TFE [K]	Congregational TFE [K]

**Level 3**

<b>Fall Term</b>	<b>Winter Term</b>
Biblical Hermeneutics OR Bible/Context [K]	Doctrines of Reconciliation [T]
Teaching Bible in the Church [K]	Presbyterian history [K]
Congregational Life and Leadership [K]	Worship Practicum OR Music and Spirituality [K]
Ethics and Context [K]	Open elective
OT or NT Elective	Open elective

**1.38 Master of Divinity (PCC) Advising Sheet (two pages)**

Student Name:	M.Div. Program (PCC)	Religious Denominatio n PCC
Year entered Knox:		Transfer Credits
Faculty Advisor:		
Date Form filled in :		

LEVEL 1 Courses/Requirements	Semester/Date Completed	Comments
Reading the Old Testament [K] KNB1006		
Understanding the New Testament [K] KNB1501		
Global History of Christianity [K] KNH1015		
Reformed Theology [K] KNT1101		
Human Growth/Spiritual Journey [K] KNP1443		
Reformed Worship [K] KNP1101 Or Basics of Biblical Preaching		
Theology and Practice of Ministry [K] KNP1601		
Educational Ministry of the Church KNP1446		
<b>Level 1 Assessment</b> [all above courses completed]		
Biblical Language 1		
Biblical Language 2		
Polity		
Bible Tutor		
Psychological Testing		
Guidance Conference		
Sexual Abuse Harassment Workshop		
Police Check		
<b>LEVEL 2 Courses/Requirements</b>		
Grk/Heb Exegesis [T] [OT & NT Intros, Bib language]		
OT Elective NT Elective [OT & NT Intros]		
Christianity II [Global History of Christianity]		
Church, Ministry & Sacraments [K] KNT2431 [Reformed Theology]		
Basics of Biblical Preaching or Reformed Worship		
Preaching Practice [K] KNP33XX [Basics of Biblical Preaching]		
Worship Practicum [K] KNP2101 OR Music and Spirituality		

Self/Family/Pastoral Care [K] KNP2548 [Hum Growth/Spirituality Journey]		
Theological Field Education [TFE] 1 [K] [Level 1 assessment & all above courses completed or concurrent]		
Theological Field Education [TFE] 2 [K]		
Mission Practicum & Cuba Trip		
Police Check update		
Ministry Skills Evaluation/2 <sup>nd</sup> yr. assessment		
<b>Level 2 Assessment</b> [all above courses completed]		

<b>Level 3 Courses/Requirements</b>	<b>Semester/Date Completed</b>	<b>Comments</b>
Doctrines of Reconciliation [T] * [Intro to Reformed Theology]		
Presbyterian Tradition in Canada [K] KNH3571 (Global History of Christianity)		
Teaching Bible in the Church [K] KNP3426 [Intro to OT/Understanding NT]		
Pastoral Integration [K] KNP3663 ** (to become Congregational Life and Leadership) [Congregational Practicum; Self, Family, Cong.]		
Biblical Hermeneutics KNB3930** or Bible in Context KNB3232** [Intro to OT; Understanding NT; Biblical language]		
Ethics and Context [K/T] *** [Church, Ministry, Sacraments]		
Open Elective		
Open elective ****		
Police Check Update		
<b>Level 3/Graduation Assessment</b>		

K – required course to be done at Knox

T- specific course within TST (Emmanuel, Trinity, Wycliffe, Regis, St. Michaels and St. Augustines)

Non “K”/”T” courses and courses taken at TST affiliates can be taken at any level, anywhere and are treated as “transfer credits”

\* Need to consult with Faculty Advisor

\*\* 2<sup>nd</sup> year assessment must be satisfactory before student can enroll in Pastoral Integration, Biblical Hermeneutics/Bible in Context

\*\*\* Ethics must be taken at Knox when it is offered at Knox

\*\*\*\* Open electives may be done at anytime in the program

### 1.39 ON LINE DISTANCE HYBRID COURSES

Knox began on-line education a number of years ago. A second cohort of students entered the on line stream in 2011. On Line learning allows a student to juggle work, family and study and over 6 years complete the M.Div. degree. At any time if the student chooses, he/she can decide to go full time and complete the degree earlier. The Association of Theological Schools that accredits theological schools in North America only allows the student to do 10 of the 30 courses of the M.Div. curriculum on line.

Knox is committed to offering a total of ten (10) online courses over a period of two years on a rotation basis. Distance and on campus students are eligible to enroll in these courses. Students may also enroll in courses offered by webex (students “skype” into classes). Below is the breakdown of courses for the on line M.Div., when they are done and where (on line or on campus bywebex).

Fall 2016 Church, Ministry & Sacraments (Webex) Reformed Theology in Dialogue (Online)  Winter 2017 Global History of Christianity(online) Presbyterian Polity (Online) Practicum in Mission (Webex) Small Church (Webex)	
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### 1.40 MASTER OF RELIGIOUS EDUCATION (MRE)

The MRE is a two-year professional degree program in Christian Education. It is designed to prepare women and men to become professional educators in various Christian educational settings. An undergraduate degree from a College or University recognized by TST and the University of Toronto is required.

Candidates interested in preparing for ordination with a specific interest in Christian education, or for designation to the Order of Diaconal Ministries (PCC), can do both an M.Div. and MRE (the combined program).

The M.R.E. requires 20 credits (1 course = 1 credit). The program can be completed in 2 academic years with full time study (5 courses per term) or can be completed part-time but it needs to be completed within 8 calendar years. Some courses are available online. There is a maximum number of online credits which can be applied to any degree program. Please be sure to consult with your Faculty Advisor.

**1.41 MRE COURSE DESIGN**

<b>Christian Heritage 5 Required Courses</b>	<b>Course (abbrev. Titles)</b>			<b>Comments</b>
<b>Biblical Courses</b> 1 Intro to OT ; 1 Intro to NT	Reading the OT Understanding the NT (or equivalent)			
<b>Theological Courses</b> 1 course	<b>Course (abbrev. Titles)</b>			<b>Comments</b>
	Reformed Theology			
<b>History Courses</b> Survey of Christian History (1 course)	<b>Course (abbrev. Titles)</b>			<b>Comments</b>
	Global Christianity			
<b>Pastoral Courses</b> 1 course	<b>Courses (abbrev. Titles)</b>			<b>Comments</b>
	Reformed Worship			
<b>Open Elective Courses</b> 5 courses. Normally this would involve more than one department. [not CE courses]	<b>Courses (abbrev. Titles)</b>			<b>Comments</b>
<b>Christian Education 6 Required Courses</b>	<b>Course (abbrev. Titles)</b>			<b>Comments</b>
	Human Growth and Spiritual Journey			
	Educational Ministry			
	Teaching Bible in the Church			
	TFE in Educational Ministry 2 credits – Sept. to April			
	Seminar in Modern Christian Education Theory			
<b>Elective Courses</b> 4 Christian Education Electives				

**K = required course to be done at Knox.**

**T = specific course within TST in which Knox participates**

**Non “K” courses can be at any level, anywhere [TST/transfer credits][10 courses]**

### **1.41.1 The Master of Religious Education (MRE) Outcomes**

**Description and Purpose:** The MRE is designed to prepare women and men to become professional educators in various Christian educational settings. Since the MRE is a professional degree, students are required to immerse themselves in courses designed to build their capacity in education, although they first receive a general grounding that exposes them to each of the four departments – history, pastoral, theology, and biblical. It is a degree that can be used for admission to advanced theological degree programs that focus on religious education.

#### **Learning Outcomes:**

Upon completion of the program a student will be able to:

#### **Religious heritage**

1. Demonstrate knowledge of Bible, theology, and church history sufficient to become a professional educator in various Christian educational settings.
2. Demonstrate foundational knowledge of education theory in historical and contemporary contexts.

#### **Cultural context**

3. Identify the context of teaching and learning in congregational life in a changing society.
4. Demonstrate intercultural competency for educational ministry.

#### **Personal Spiritual formation**

5. Demonstrate an ability to reflect critically on one's personal and spiritual maturity as a leader in an educational ministerial context

#### **Skills**

6. Demonstrate interpersonal and team skills sufficient to take on a variety of roles in educational vocation.
7. Demonstrate ability to listen, learn and teach others of diverse backgrounds in various educational ministry contexts.

### **1.42 MASTER OF DIVINITY / MASTER OF RELIGIOUS EDUCATION (Supplement – MRE courses)**

The course list below assumes that all the requirements for the M.Div. have been completed. To obtain the M.R.E. an additional 10 courses are required. (Some of the courses required for the M.R.E. on its own are part of the M.Div. including two educational courses – Human Growth and Spiritual Journey and Introduction to Educational Ministry. To obtain the M.R.E. there must be 10 additional courses, and substitutions for work already credited towards the M.Div. are not possible.

#### **Educational courses (8)**

Teaching Bible in the Church

Seminar in Modern Christian Education Theory

Field Education (2 credits): Theological Field Education/Teaching Practicum

Christian education elective

Christian education elective

Christian education elective

Christian education elective

#### **Other courses (2) - Open Electives**

2016/2017 Revised August 2016

### **1.43 MASTER OF THEOLOGICAL STUDIES (M.T.S.)**

The MTS is a two- year general degree program designed to provide basic understanding of theological disciplines. *For the person wishing to proceed to further graduate studies*, the degree provides focused knowledge in a specific discipline in the context of broader theological disciplines. *For the person wishing to gain general theological education*, the degree provides survey knowledge of various theological disciplines. Depending on the goal, the degree requires a concluding exercise which may be a thesis in the area of concentration or a comprehensive summative evaluation.

The M.T.S. requires 20 semester credits (1 course = 1 credit). The degree can be completed in 2 academic years of full time study (5 courses per semester) or can be completed part time. A maximum of 10 courses can be taken on line. Be sure to consult your Faculty Advisor. For students choosing to specialize, you must have the minimum 8 courses plus a thesis (2 course credits in a particular area of specialization).

### **1.44 MTS LEARNING OUTCOMES**

#### **The Master of Theological Studies (MTS) Outcomes**

**Description and Purpose:** The MTS is a two-year general degree program designed to provide basic understanding of theological disciplines. *For the person wishing to proceed to further graduate studies*, the degree provides focused knowledge in a specific discipline in the context of broader theological disciplines. *For the person wishing to gain general theological education*, the degree provides survey knowledge of various theological disciplines. Depending on the goal, the degree requires a concluding exercise which may be a thesis in the area of concentration or a comprehensive summative evaluation.

#### **Learning Outcomes:**

Upon completion of the degree program a student will be able to:

1. Demonstrate the ability to achieve a basic level of knowledge in various theological disciplines for the purpose for which the degree is being used.
2. Demonstrate the ability in oral and written forms of theological discourse in English sufficient to write clearly and to be understandable in oral presentations.
3. The ability to read, select, and appropriately integrate theological information sufficient to complete successfully an academic summative exercise
4. The ability and willingness to engage respectfully and constructively in a theological community of scholarship.

The Faculty have identified the following critical competencies as a guide to interpreting and assessing the approved learning outcomes:

#### **1. Demonstrate Critical Knowledge of Religious Faith and Heritage**

- Knowledge of the Reformed tradition
- Ability to articulate one's own theological positions
- Ability to interpret the Bible and Christian texts using a variety of methods, sources, and norms
- Ability to identify and engage with the diversity of theological viewpoints and practices within Christian and other faith traditions

## **2. Demonstrate Critical Knowledge of Culture and Context**

- Knowledge of how faith practices and cultural contexts are related.
- Ability and willingness to listen, learn, and understand with others of diverse backgrounds in various contexts about one's own culture, and the cultures and religions of peoples different from oneself.
- Evidence of critical self-awareness with regard to one's own faith perspective.

## **3. Demonstrate Self-Growth and Spiritual Formation**

- Ability and willingness to conduct life in community in respectful dialogue with people of different faith traditions.
- Ability and willingness to take personal responsibility for actions and learning, conscientiousness, dependability, honesty and personal integrity.
- Ability and willingness to act in the best interest of others.
- Ability and willingness to act in a principled, ethical fashion
- Ability and willingness to self-assess, to give and take constructive criticism and, if necessary, act remedially.

## **4. Demonstrate Ability to Use Practices of Theological Scholarship**

- Ability in oral and written forms of communication
- Ability and willingness to demonstrate interpersonal and team skills within a learning environment.
- Ability to read, gather and appropriately select information.
- Ability and willingness to think, problem-solve and make decisions, and to use knowledge, problem solving and decision making in a principled ethical way.
- Ability and commitment for life-long learning.

### 1.45 MASTER OF THEOLOGICAL STUDIES COURSE DESIGN

<b>Biblical courses</b> 3 courses are required, 1 Intro to OT ; 1 Intro to NT 1 course at the 2000/3000 level	<b>Course (abbrv. titles)</b>			<b>Comments</b>
	Reading the OT KNB1006	K		
	Understanding the NT KNB1501		K	
	OT/NT Elective			
<b>Theological Courses</b> 3 Courses are required: 1 Reformed Theology; 1 Christian Ethics; 1 Elective	<b>Course (abbrv. titles)</b>			<b>Comments</b>
	Reformed theology KNT1101	K		
	Christian Ethics			
	Theology Elective			
<b>History courses</b> 2 Courses are required: Survey of Christian History plus 1 elective	<b>Course (abbrv. titles)</b>			<b>Comments</b>
	Global Christianity KNH1015	K		
	History Elective			
<b>Pastoral Courses</b> 2 Courses are required: 1 Introductory Pastoral Course 1 Elective	<b>Courses (abbrv. titles)</b>			<b>Comments</b>
	Intro Course XXP1XXX			
	Pastoral Elective			
<b>Elective Courses</b> 8-9 electives are required to complete the program. They can be done in a variety of departments (i.e. Bible, History, Pastoral, Theology).  1 Integration paper (1 course) or Thesis (2 courses)	<b>Courses (abbrv. titles)</b>			<b>Comments</b>

For students who wish to specialize, they must have a minimum of 8 courses (which includes the required courses) plus a thesis (2 course credits) in their particular area of specialization.

### 1.46 For those in Distance On Line Courses

Welcome to Knox College's online distance education course offerings! We hope that your course will be a positive and rewarding learning experience. Your course will begin on the first day of regularly scheduled courses in the fall or spring term. The following information will help you get started.

#### ORDERING YOUR TEXTBOOKS

Prior to beginning your course, order the required textbook(s) early so you will have them on hand when the course begins. For a list of required textbooks for your course and for information on obtaining them, please visit the Knox College website at <http://www.utoronto.ca/knox/>

#### LOGGING ONTO YOUR BLACKBOARD COURSE

For information on how to access your course on *Blackboard*, and how to perform basic *Blackboard* tasks do the following:

1. Go to <http://portal.utoronto.ca> and click on the *Log-in to the Portal* button.
2. Enter your *UTORid* and password
3. Click on “? Help” link (at top of the page) to go to *Blackboard Learn 9.0*
4. Click on “Info for Students” link (left hand side)
5. Finally, click on “Log in & Accessing your course”

Note also the other links for help with “Using the Discussion Board,” “Handing in an Assignment,” “Joining a Group,” FAQ's, etc.

#### TECHNICAL PROBLEMS:

If you have problems logging in to Blackboard please contact [blackboard@utoronto.ca](mailto:blackboard@utoronto.ca)

#### TIPS ON HOW TO SUCCEED IN ONLINE LEARNING

1. Be open minded about sharing life, work, and educational experiences as part of the learning process: Introverts as well as extroverts find that the online learning environment eliminates the visual barriers that hinder some individuals in expressing themselves. In addition, the student is given time to reflect on the information before responding. Try to make the online environment open and friendly.
2. Be able to communicate through writing: In the online environment, all communication is written, so it is critical that students feel comfortable in expressing themselves in writing. Many students have limited writing abilities, which should be addressed before or as part of the online experience.
3. Be self-motivated and self-disciplined: With the freedom and flexibility of the online environment comes responsibility. The online process takes a real commitment and discipline to keep up with the flow of the process.
4. Be willing to “speak up” if problems arise: Many of the non-verbal communication mechanisms that instructors use in determining whether students are having problems (confusion, frustration, boredom, absence, etc.) are not available in the online paradigm. If you are experiencing difficulty on any level (either with the technology or with the course content), please communicate this immediately. Otherwise the instructor will never know what is wrong.
5. Accept critical thinking and decision making as part of the learning process: The learning process requires the student to think critically, and to make judgments based on facts as well as experience. Assimilating information and executing the right decisions requires critical thought; case analysis does this very effectively.
6. Be able to think ideas through before responding: Meaningful and quality input in the online discussion groups is an essential part of the learning process. Take time to reflect on your position before responding. The testing and challenging of ideas is encouraged. You will not always be right, just be

prepared to accept a challenge.

7. Don't fall behind: The online learning process requires commitment on the student's part. Staying up with the class and completing all work on time is vital. Once a student gets behind, it is almost impossible to catch up. Some instructors may close off discussion at the end of the week. Basically, the student needs to want to be there, and needs to want the experience. The instructor may have to contact students personally to offer assistance and remind the student of the need to keep up.

## 1.47 MASTER OF PASTORAL STUDIES (MPS)

### Program Purpose – What is it?

The Master of Pastoral Studies (MPS) is a twenty-credit second-level entry (post-baccalaureate) degree that equips persons for leadership in specialized areas of pastoral ministries, spiritual care/therapy, and social service. Graduates of the MPS program are prepared to be leaders in lay and diaconal ministries in faith communities, pursue careers in the non-profit sector, and work as institutional chaplains, spiritual care practitioners, psycho-spiritual therapists, and community workers. Students pursue the program by choosing one of three foci below as a pathway or, with the permission of the faculty and the direction of an adviser, by developing their own focus in an area of pastoral studies and practice:

- **Spiritual Care**, for providing spiritual care in faith communities or public institutions;
- **Social Service**, for providing leadership in faith-based organizations or secular social agencies;
- **Congregational Leadership**, for providing lay leadership in Christian congregations by focusing on worship, preaching, or other areas of congregational life and mission.

In the Spiritual Care focus, students may complete requirements for a conjunct Certificate in Spiritual Care and Psychotherapy (SCP Cert.) for providing spiritual care and psychotherapy as a spiritual care practitioner (chaplain) or as a psycho-spiritual therapist (pastoral counsellor) in counselling centres or other contexts. This certificate program (taken concurrently with and as part of the MPS program) prepares students to apply for entry into advanced training toward Specialist certification in the Canadian Association for Spiritual Care (CASC) and for qualifying membership in the College of Registered Psychotherapists of Ontario (CRPO), pending approval by the CRPO.

### Program Overview – What does it require?

The MPS requires 20 semester credits (1 course = 1 credit). The program can be completed in 2 academic years of full-time study (5 courses per term for 4 terms) or can be completed part-time over a period of up to 8 years. The option to combine the MPS concurrently or sequentially with the M.Div. degree allows students to obtain the MPS by doing an extra 10 semester credits and provides specialized preparation for ordained and other ministries. The program is designed to meet the following designated learning expectations: gain depth and breadth of knowledge; be able to engage in research and scholarship; be able to apply knowledge to pastoral practice; develop a capacity in an area of pastoral practice adequate for competent leadership and accountable autonomous practice; communicate effectively; and be aware of the limits of knowledge.

## Admission Requirements – How can I get in?

Entrance to the MPS program normally requires a previous baccalaureate degree with at least an average of 70% (B-, 2.7) from a university or college recognized by the University of Toronto. Use the online application to begin the admissions process.

## Curriculum – What will I study?

The programs consists of three groups of courses:

### 1. General Requirement Courses: 8

*Six Courses in the following four general areas:*

#### Interpretation of Sacred Texts:

- |                                     |         |
|-------------------------------------|---------|
| (1) Reading the Old Testament       | KNB1006 |
| (2) Understanding the New Testament | KNB1501 |

#### Teaching and Tenets of Theological Religious Disciplines:

- |                                   |         |
|-----------------------------------|---------|
| (3) Reformed Theology in Dialogue | KNT1101 |
| (4) Theology of Religions         | KNT2608 |

#### Historical Studies of Faith Tradition:

- |                              |         |
|------------------------------|---------|
| (5) Global Christian History | KNH1015 |
|------------------------------|---------|

#### Moral Tenets and Faith-Based Ethics:

- |                                  |         |
|----------------------------------|---------|
| (6) Christian Ethics and Context | KNT2964 |
|----------------------------------|---------|

#### *One Course in Leadership Practice or Spiritual Formation:*

- |                                       |         |
|---------------------------------------|---------|
| (7) Theology and Practice of Ministry | KNP1601 |
| OR Human Growth and Spiritual Journey | KNP1443 |

#### *One Capstone Course:*

- (8) A culminating Integrative Seminar OR Reading and Research Course on reflexive praxis, normally taken in the final term of the program.

### 2. Focus Designated Courses: 7

These courses allow students to focus on one area of pastoral theology and practice such as congregational pastoral care, preaching and worship, or social service. In these courses students go into greater depth with specialized objectives. Within the seven courses, students are required to complete at least two courses in supervised experiential learning (SPE/CPE/TFE).

### 3. Open Elective Courses: 5

The MPS allows for five open electives. Students may choose these courses from across the basic degree curriculum at Knox College and the colleges of the Toronto School of Theology to complement their focus (breadth) or deepen their focus (depth) or strengthen their foundational knowledge

(breadth and depth).

#### **4. Certificate in Spiritual Care and Psychotherapy (SCP Cert.)**

Students who wish to fulfill requirements for the Certificate in Spiritual Care and Psychotherapy as part of the MPS degree program are required to complete the 13 courses in designated areas as prescribed by the College of Registered Psychotherapists of Ontario (CRPO) and the Canadian Association of Spiritual Care (CASC). In these courses students go into greater depth with specialized objectives. Within the 13 courses, students are normally required to complete 9 specialized classroom courses (including Human Growth and Spiritual Journey and the Capstone Course) and four supervised experiential learning (CPS/SPE). The Certificate in Spiritual Care and Psychotherapy permits designated electives within specialized areas of study but few open electives (normally only one course) in order to meet the courses and hours required by CRPO and CASC. The SCP Certificate is pending approval by the CRPO.

#### **MPS Learning Outcomes – What will I be able to do?**

The MPS degree program as a whole and the individual courses within it work on the model of degree-level expectations and learning outcomes. Upon completion, graduates will:

- Demonstrate a working knowledge of the Reformed Protestant religious tradition as a basis for pastoral/spiritual practice
- Read and interpret Scripture and religious texts using a variety of critical and constructive methods as a basis for pastoral/spiritual practice;
- Demonstrate a working knowledge of theological, psychological and theoretical foundations of spiritual/pastoral practice;
- Demonstrate ability for critical assessment in a variety of contexts and situations of pastoral/spiritual practice;
- Demonstrate an ability to effectively to engage in spiritual/pastoral practice in intercultural, inter-religious, and ecumenical contexts;
- Demonstrate skills in administration and leadership in relation to pastoral/spiritual practice, including ethical practice in ministry relationships;
- Demonstrate an ability to research and communicate effectively, including public speaking, teaching and leading small groups and workshops.

#### **MPS Program Design and Course Offerings**

The courses in this program are designed so that students are able to:

- Gain depth and breadth of knowledge
- Engage in research and scholarship
- Apply knowledge to pastoral practice
- Develop a capacity in an area of pastoral practice adequate for competent leadership and accountable autonomous practice
- Communicate effectively
- Be aware of the limits of knowledge.

#### **MPS General Requirement Courses: 8**

Required in both the MPS (Pastoral Ministries) and MPS (Spiritual Care and Psychotherapy) streams. Seven of the eight courses are required and normally completed within the first ten courses taken. Focus area courses and open elective courses often have pre-requisites fulfilled by the core foundational courses. The required capstone course (reading and research or culminating integrative seminar) is normally done in the last semester of the program.

The following six core foundational courses:

- Reading the Old Testament

KNB1006

- Understanding the New Testament KNB1501
- Global History of Christianity KNH1015
- Reformed Theology in Dialogue KNT1101
- Theology of Religions KNT2608
- Christian Ethics in Context KNT2964

The following two courses in leadership or spiritual formation, and integrative practice:

- Theology and Practice of Ministry KNP1601
  - OR Human Growth and Spirituality KNP1443
- The Capstone Course TSX3090

The Capstone Course is a culminating integrative seminar or research and reading course with a paper on reflexive praxis (normally during final semester of the program).

**MPS Focus Courses: 7**

**Spiritual Care Focus:**

- Human Growth and Spiritual Journey KNP1443
- Self, Family, Congregation KNP2548
- One course in congregational studies
- Two elective in pastoral care/psychology
- Two courses in SPE/CPE

**Congregational Leadership (Preaching and Worship) Focus:**

- Basics of Biblical Preaching KNP1325
- Reformed Worship KNP1101
- Preaching Practicum KNP3372
- Worship Practicum KNP2101 (or Music and Spirituality)
- Church, Ministry and Sacraments KNT2431
- Two courses in TFE

**Social Service Focus:**

- Mission Practicum KNF3060
- Educational Ministries KNP1446
- Bible in Context KNB3232
- Two courses in public theology, social ethics, or missiology
- Two courses in TFE/SPE/CPE

**MPS Elective Courses: 5 (Students who opt for the Certificate in Spiritual Care and Psychotherapy concurrently within the MPS have only 1 open elective.)**

**1.48 Certificate in Spiritual Care and Psychotherapy (Pending Approval)**

**1.49 Certificate in Faith Studies (Pending Approval)**



**Knox College  
Student Handbook  
2016 / 2017**

**Section C:  
Academic Regulations**

*As of August 2016*

## **2.1 GENERAL**

Knox encourages all students to take charge of their learning. To that end either prior to or early in their program students should familiarize themselves with the Academic Regulations contained in the Toronto School of Theology's *Basic Degree Handbook* ([www.tst.edu](http://www.tst.edu) under Handbooks) and *The Knox College Student Handbook* ([www.knox.utoronto.ca](http://www.knox.utoronto.ca) - type "Student Handbook" in the search box). It is also important for students preparing for ordained or designated ministry within The Presbyterian Church in Canada to be familiar with the document *Candidacy Process of Preparation and Discernment for the Ministries of The Presbyterian Church in Canada*. This document is available on the Presbyterian Church in Canada website: [www.presbyterian.ca](http://www.presbyterian.ca). Students in Advanced Degree program should consult the relevant TST AD Handbook for their program.

### **Transfers from Accredited Schools or Substitutions**

All transfers of credits are done according to the regulations outlined in this Knox College Student Handbook (see Section 3.31 "Substitutions and Transfer Credits") and the TST BD Handbook (see section 6 "Credit for Academic Work Completed outside the Current Degree Program").

## **2.2 ASSIGNMENTS**

Course marks and grades are arrived at on the basis of examinations and/or essays or other assignments the nature of which will be stipulated by the faculty member in writing at the beginning of term. These details are printed in the course syllabi.

## **2.3 ATTENDANCE AT CLASSES**

Students are expected to approach their theological and ministerial studies as they would their vocation or employment. To that end, it is a regulation of the Board of Governors that a minimum of 80% attendance at courses is required for credit; 100% attendance is expected at seminar courses. Habitual lateness for class will be counted as absence.

## **2.4 COMPLETION OF COURSE WORK AND STANDING DEFERRED (SDF)**

Students are expected to meet all due dates for the submission of assignments during the term as set forth in the course requirements. (see Late Assignments Policy). In each term, all assignments (including any late work permitted by a Faculty member) must be submitted no later than the last day of examination week. If an extension is sought beyond this date the consideration of Faculty is required and needs a doctor's note (in the event of illness), evidence of bereavement or other unusual circumstances. Such an extension can only be authorized by Faculty decision. In this case a completed SDF (Standing Deferred) form must be obtained and submitted to the Registrar or Director of Academic Programs. This regulation applies to all TST courses, whether taken within or outside Knox College.

## **2.5 FINANCIAL REGULATIONS**

Fees are due upon enrolling in courses each term. Course credits and graduation are contingent upon the meeting of all financial obligations to the College. Transcripts will not be issued if there are outstanding fees. Knox College and University of Toronto student service fees cannot be refunded. (see appendix for FINCA on ACORN/ROSI)

## 2.6 GRADING

Grades follow a standard pattern throughout the Toronto School of Theology. See also the TST Basic Degree Handbook sections 11.3 ff.

11.2 Grading scale Letter Grade	Numerical Equivalents	Grade Point	Grasp of Subject Matter	Other qualities expected of students
<b>A RANGE: Excellent: Student shows original thinking, analytic and synthetic ability, critical evaluations, broad knowledge base.</b>				
<b>A+</b>	90-100	4.0	Profound and Creative	Strong evidence of original thought, of analytic and synthetic ability; sound and penetrating critical evaluations which identify assumptions of those they study as well as their own; mastery of an extensive knowledge base
<b>A</b>	85-89	4.0	Outstanding	
<b>A-</b>	80-84	3.7	Excellent	Clear evidence of original thinking, of analytic and synthetic ability; sound critical evaluations; broad knowledge base
<b>B RANGE: Good: Student shows critical capacity and analytic ability, understanding of relevant issues, familiarity with the literature.</b>				
<b>B+</b>	77-79	3.3	Very Good	Good critical capacity and analytic ability; reasonable understanding of relevant issues; good familiarity with the literature
<b>B</b>	73-76	3.0	Good	
<b>B-</b>	70-72	2.7	Satisfactory at a post-baccalaureate level.	Adequate critical capacity and analytic ability; some understanding of relevant issues; some familiarity with the literature
<b>FZ</b>	0-69	0	Failure	Failure to meet the above criteria

## 2.7 ACADEMIC PROBATION

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

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

**Probationary Standing:** It is the policy of Knox College that students who have failed more than two courses in an academic term (for part time students, more than two courses among the last five courses attempted), or whose average falls below 73% (but not less than 70%) in any term, or whose overall average falls below 73% (but not less than 70%), will be placed on academic probation. 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 (for part-time students, all courses among the next four attempted), or must raise their average in the next academic term to 73% or above, or must raise their overall average to 73% or above.

**Unsatisfactory Standing:** It is the policy of Knox College that students whose average falls below 70% in any academic term, or whose overall average falls below 70%, or who are in probationary standing and who fail to

achieve a level of performance to move out of probationary standing as specified above, will be placed in unsatisfactory standing and will be dismissed from the program. A student in unsatisfactory standing may seek re-admission as a probationary student with special permission from the Faculty. A student who is readmitted on probationary standing may have additional restrictions or conditions to meet, over and above those referred to under "Probationary Standing." A student in unsatisfactory standing for the second time will be dismissed permanently.

## **2.8 CONVOCATION**

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

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

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

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

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

## **2.10 AUDITING COURSES**

Persons wishing to audit a Knox course must have the permission of the instructor. Audit applications and information on auditing fees are available from the Registrar's office. Courses that are audited may not be assigned a grade or considered for credit.

## **2.11 ASSESSMENT**

### **2.11.1 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 and the Korean Evangelical Holiness (Sangjoon Hall) are expected to demonstrate fitness for ministry. This means that students are expected to demonstrate psychological stability, the capacity to relate well to other people and to conduct themselves in both private and public life in accordance with Christian standards. The Knox College criteria for fitness for ministry and the evaluation process draw on both *The Candidacy Process of Preparation and Discernment for the Ministries of the Presbyterian Church in Canada* (which can be found on the website of the PCC. [www.presbyterian.ca](http://www.presbyterian.ca) and also the *Learning Outcomes* document found in section 1.34.

Knox College is an accredited college of the ATS and as such is required to uphold the Association's standards for all degree programs offered. In its goals for the M.Div. degree, the ATS standards include among other things, growth

in spiritual depth and moral integrity and capacity for ministerial and public leadership (ATS Bulletin 45: Standards of Accreditation).

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

### **2.11.2 Students in the Candidacy Process of The Presbyterian Church in Canada**

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

In light of the responsibility given to Knox College as a College of The Presbyterian Church in Canada (Candidacy Process, p. 48), the Faculty of Knox College is a partner with the presbyteries of the PCC and the Office of Ministry and Church Vocations of the PCC in determining this outer confirmation of an individual’s call to ministry. Further, in order to maintain its accredited status within the ATS, Knox College monitors carefully its adherence to the ATS Accreditation Standards. The Faculty of Knox College through the office of the Director of Academic Programs 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. You can find your Faculty Advisor by consulting the lists on the bulletin board outside the office of the Director of Academic Programs. Students are expected to be in charge of their learning and initiate a meeting with their Faculty Advisor at least once a year as courses are selected for the year and more frequently as needed. First time students should arrange a meeting with their Faculty Advisor as soon as they can in September and plan out the fall and winter semesters. Returning students should meet with their Faculty Advisor before they leave for the summer to plan their courses for the fall and winter semesters.
- At a set time normally at the end of the academic year, the Faculty annually review the progress of all students in the M.Div. program. As part of its assessment, Faculty has at its disposal academic records and field education assessments. Discussions also include evidence of interaction with Faculty, contribution to the spiritual and

worship life of the college and may, only if circumstances warrant it, include the Guidance Conference and Psychological Assessment reports (Candidacy Process, pp. 50,51);

- If a concern is raised in the assessment, the *Outcomes for Professional and Critical Competencies* document is used to identify the particular concern(s) and depending on the degree of concern Faculty take one of the following actions.
  - The student is notified and a meeting is arranged between the student, and the student’s faculty advisor.
  - The student is notified and a meeting is arranged between the student, and one or more representatives of the Faculty normally including the student’s Faculty Advisor.
  - The student is notified and a meeting is arranged between the student, a Faculty member and one or more representatives of the student’s Presbytery. This latter action is taken normally only after at least one of the previous two actions has been taken.
- In each of the above meetings, every effort is made to obtain the cooperation of the student in identifying a course of action addressing the specific concern(s). The Faculty Advisor then works with the student to encourage the achievement of the agreed on goals. There are times when at the conclusion of the above process, the Faculty may determine that a student is not able to demonstrate academic ability and/or suitable gifts or competencies for ministry. In such a case the student will be withdrawn.

### **2.11.3 Students from Other Denominations**

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

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

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

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

### **2.11.4 Students Not Preparing for Ordained or Designated Ministry**

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

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

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

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

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

### **2.11.5 Master of Theological Studies**

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

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

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

### **2.11.6 Master of Religious Education**

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

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

- Each student is assigned a Faculty Advisor who has responsibility for advising 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 frequently as needed as courses are selected for the year.

- At a set time normally at the end of the academic year, the Faculty annually reviews all students in the MRE program based on the established academic competencies and skills. As part of its discernment it has before it academic records and field education assessments.
- 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 Director of Academic Programs;
- 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.

### **2.11.7 Master of Pastoral Studies**

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

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

- Each student is assigned a Faculty Advisor who has responsibility for advising 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 frequently as needed as courses are selected for the year.
- At a set time normally at the end of the academic year, the Faculty annually reviews all students in the MPS program based on the established academic competencies and skills. As part of its discernment it has before it academic records and field education assessments.
- 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 Director of Academic Programs;
- 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.



## Knox College

ROSI Account Reactivation is required for:

- Students who have not been actively enrolled/registered for one or more semesters without an approved Leave of Absence and would like to return to program studies  
...or...
- Students who have been FINCA'd

FINCA (“FIN”ancially “CAN”celled) is the automatic registration cancellation for non-payment of required fees.

In other words, if you have registered for courses or program requirements in a particular semester, and you have not made payment prior to the FINCA deadline, your registration and student status for the semester will be cancelled, grades will not be assigned, library cards will be suspended, and transcripts will not be issued.

### Important FINCA Information

- Your ROSI account must show a Status of “Registered” in order to ensure that you are not financially cancelled. A status of “Invited” is not sufficient.
- Do not wait for bursary or student loan awards to be released before making a payment on your ROSI account. UofT will not wait for your bursary/loan funds to be deposited to your account. If a payment has not been made on your account by the FINCA deadline, you will be financially cancelled.
- It can take five (5) to ten (10) business days for bank payments to be reflected in your ROSI account. It is in your best interest to make payment five to ten days before the published FINCA deadline.
- It is a student’s responsibility to regularly review their ROSI account invoice and to contact Student Accounts via ROSI if they have any questions related to tuition owing, etc.

### ROSI Account Reactivation Fee

- Students who wish to reactivate their ROSI account will have to pay, in addition to any outstanding fees, a penalty charge of **\$100.00**.
- This FINCA fee must be paid by a **separate** cheque payable to Knox College.
- **DO NOT** pay this FINCA fee at a bank or through on-line banking.

### Reactivation Process

To reactivate your ROSI account, please...

- a) Contact the Knox College Registrar to request a ROSI Account Reactivation Request form
- b) Print the form and sign it.
- c) Mail or deliver the form, along with a cheque to:  
*Registrar & Manager of Academic Services  
Knox College  
59 St. George St.  
Toronto, ON M5S 2E6*



**Knox College  
Student Handbook  
2016 / 2017**

**Section D:  
Academic Policies  
& Procedures**

*As of August 2016*

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

Applies to: BD, E & R, General Assembly

Approval & Responsible Individual: Principal

Reference information: ATS Standard 7.3.9

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#### **Policy:**

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

#### **Administrative Procedures:**

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

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

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.

### 3.2 Assessment 2<sup>nd</sup> Level/Year Assessment

Applies to: M.Div., M.Div./MRE, M.R.E. and General Assembly students.

Approval & Responsible Individual: Faculty

Reference information:

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#### Policy

M.Div., M.Div./MRE, and General Assembly students must successfully complete a 2<sup>nd</sup> 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).

#### Procedure

Students (except those registered in the online stream M.Div.) are required to save 3 days in April and to be available for a 2<sup>nd</sup> Level Assessment Interview. On line students will have their 2<sup>nd</sup> Level Assessment scheduled when they are on campus for their summer intensive.

2<sup>nd</sup> Level/Year Assessment **Interview Dates for 2014-2015** are:

- Monday, April 17, 2017
- Tuesday, April 18, 2017
- Thursday, April 20, 2017

The Academic Office will schedule the interviews early in the winter semester requesting students to select a preferred day and time for their interview. When the schedule is completed a letter to the student will indicate what preparatory materials are to be prepared and submitted before hand to two Faculty interviewers.

Following the interview, the interviewers write up the interview and provide a copy to the student and the Director of Academic Programs. The report will make recommendations for the student's completion of their program.

**Note:** Faculty may give further direction as to courses or other requirements necessary to proceed further in the program.

### **3.3 Attendance/Lateness**

Applies to: BD students (M. Div., M.T.S., M.R.E.), E & R and General Assembly

Approval & Responsible Individual: Faculty, May 17, 2000.

Reference information:

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#### **Policy**

Faculty record attendance/lateness at lecture and seminar courses.

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. It is a regulation of the Board of Governors that a minimum of 80% attendance at courses is required for credit: 100% attendance is expected at seminar courses. Habitual lateness for class will be counted as absence.

#### **Procedures**

Students are deemed to have been absent if they have missed more than 15 minutes of the class time.

Students who have good reason to be absent are expected to communicate this prior to the beginning of class to the instructor or his or her designate, and may be asked to produce evidence of reasons for absence.

Students may, after a written warning, fail the course. This will be at the discretion of the faculty member.

#### **Additional Information**

The purpose of the M.Div. degree is to prepare students for ministry (lay, ordained, diaconal) within the Christian community. One component of that preparation is the development of professional skills and competencies as well as a vast amount of basic knowledge, not all of which is available in text books.

The attendance policy of Knox College serves both of these functions:

1. attendance and promptness are essential qualities for ministerial vocation;
2. attestation to the Board of Governors and The Presbyterian Church in Canada that our graduates have attended classes and thus fully engaged in the process of theological education.

### **3.4 Auditing**

Applies to: BD, E & R and General Assembly, general community

Approval & Responsible Individual: Faculty

Reference information:

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#### **Policy**

Individuals may audit courses at Knox College with the instructor's permission.

#### **Procedures**

Forms are available from the Registrar's office. The current fee is 50% of regular course tuition for those not currently enrolled in a TST program, \$200.00 for senior citizen's (65+). Under no circumstances will audited courses be assigned a grade or considered for course credit.

### 3.5 Basic Degree Thesis

Applies to: Basic Degree students

Approval & Responsible Individual: Faculty

Reference information:

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#### Policy

It is the policy of Knox College that students who have an average of A- (80) or higher may apply to do a thesis.

#### Definitions and Procedures

Application can be made when the student has made enough progress in their specific program to judge whether their academic progress is suitable (for example, students may not apply during admission or after only one semester). To do the thesis, students must have two free electives in their program of study or be willing to do extra credits.

A student enrolled in a MTS program and wishing to write a thesis for instance 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..

The thesis will be approx. 45-50 pages in length on a topic agreed upon with the supervising faculty member.

Faculty strongly discourages students from doing a thesis that entails Research on Human Subjects. U of T policies governing *Research on Human Subjects* would apply and timeframes for the approval process are usually not compatible with the time frame to complete a BD Thesis.

**Criteria for evaluation:** a focused research paper, demonstrating an awareness of the pertinent issues in the academic field and demonstrating the requisite research abilities in the field of study.

1. Advisors must be members of the Knox College Faculty.
2. Students obtain a BD Thesis form from the Registrar, fill it out and give it to the Director of Academic Programs
3. If the criteria listed above have been met, the Director of Academic Programs informs the student in writing and requests the student to seek agreement from a supervisor.
4. Once the supervisor agrees, the supervisor informs the Director of Academic Programs in writing, giving permission for the student to register. The Director of Academic Programs will then request the Registrar to register the student.
5. This process needs to be completed within the normal "add course" dates, or by the end of the second week of the term in which the student is beginning study for the thesis.
6. The thesis proposal needs to go to the thesis supervisor in week 8. Regular consultation with the supervisor shall be part of this process in both semesters, during both research and writing.

7. The thesis proposal needs to be given to the Director of Academic Programs at the conclusion of the first semester. The Director of Academic Programs will request a second reader from faculty at its next meeting. If there are concerns, the issues will be taken to faculty for consultation and advice.

**Suggested timeline assuming thesis is to be completed in spring semester:**

*March to May* – student requests permission to do thesis (#1 above); Director of Academic Programs okays (#3 above).

*May-June* – student contacts potential supervisor –and follows other steps (#3 above)

*August* – supervisor informs the Director of Academic Programs (#4 above) – the Director of Academic Programs requests Registrar to register student **Note:** This must all be completed by the end of normal add course dates (usually 2<sup>nd</sup> week of term)

*December* – thesis proposal given to Director of Academic Programs (#4 above)

*Next semester* – regular consultation continues

*Before last week of classes* – thesis submitted for marking

The process generally takes one year.

### 3.6 Bible Knowledge

Applies to: M.Div. and General Assembly Students

Approval & Responsible Individual: Faculty

Reference information: Faculty

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#### Policy

Master of Divinity and General Assembly students entering the program in September 2009 and later are required to pass a Bible knowledge exam. This program is administered through the required course *Reading the Old Testament* and the Library. Normally students are required to pass this test before the end of the first year. Students are also encouraged to take the test again prior to graduation to self-assess their improvement in English Bible knowledge.

#### Procedures

The English Bible test is a computer based program used as the test for the Bible knowledge exam. Students are required to have a grade of 80% to pass. When you are ready to take the exam, make an appointment with the Chief Librarian Joan Pries or one of the library staff, Anne McGillivray or Susan Sheridan who will administer the test.

Students are encouraged to practice for the test by using the practice site (see the library staff). You can use the practice site as many times as you wish as the computer generated program provides different questions each time. A print out indicates to you what answers you have incorrectly answered and informs you of the correct answer. It is a good way to learn.

### 3.7 Bursary Policy

Applies to: BD, E & R, General Assembly

Approval & Responsible Individual:

*Board of Governors, 1997  
Revised: 2012*

Reference information:

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#### Policy

Knox College provides financial assistance to students who have financial need and who have made satisfactory Academic progress.

#### Procedure

Students are required to fill out a bursary application form which can be obtained from the Knox College web-site [www.utoronto.ca/knox/pages/Students/current\\_students.htm](http://www.utoronto.ca/knox/pages/Students/current_students.htm)

In filling out the application be sure to list all the courses for which you are **registered in** the coming year. **The amount of the bursary depends on the number of courses you will be taking.** If a student takes less than 3 courses there is no bursary support. A student registering for 10 courses (a full load) will receive more bursary support than a student taking less than the 10.

In assigning the bursary amount the Director of Finance and Administration checks the student's ROSI account to determine in how many courses the student has registered in the event since the application was submitted the student has dropped some courses.

The bursary amount is deposited directly into the students ROSI account.

The bursary does not cover the total cost of the student's courses. The **student must make some payment each month** on their account or they are in danger of losing their library card and other privileges (this is a U of T computer generated response).

#### Application Deadlines

Basic Degree Students:

**For January new students as soon as possible but no later than January 15**

**For September new students as soon as possible but no later than September 15**

**For all Summer students, new and returning, as soon as possible but no later than April 15**

**For all students returning in September as soon as possible but not later than May 15**

### **3.8 Completion of Course Work (SDF – Standing Deferred)**

Applies to: BD (M.Div., M.T.S., M.R.E.,) E & R and General Assembly students

Approval & Responsible Individual: Faculty

Reference information: (revised Dec 14 '11)

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#### **Policy**

It is the policy of Knox College to grant an extension (SDF) for completion of course work.

#### **Procedures**

Students are expected to meet all due dates for the submission of assignments during the term as set forth in the course requirements. In each term, all assignments, including any late work permitted by the Faculty member, must be submitted no later than the last day of examination week. Only in the case of illness, with a doctor's note, bereavement, or other unusual circumstances, will an extension beyond that be considered. Such an extension can only be authorized by Faculty and not the individual Faculty Member.

Obtain the SDF form either from the website or from the Registrar, enter the date on which you and the professor have agreed the assignment will be submitted. Complete the form, obtain your professor's signature and submit to the Director of Academic Programs who reports to Faculty for decision. (Dec 14/11)

### **3.9 Courses with Prerequisites**

Applies to: BD, E & R and General Assembly students

Approval & Responsible Individual: Faculty,

Reference information: see Faculty Advising Sheet

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#### **Policy:**

The M.Div. curriculum is outcomes based and courses are designed to build on previous learning. As a consequence, certain courses have been designated as pre-requisite courses or courses that must be taken before a student enrolls in other courses that are offered. If a Basic Degree student wishes to enroll in a course for which a prerequisite is listed, the prerequisite course must be completed and the credit obtained before the student is allowed to enroll.

#### **Additional Information:**

Study the Faculty Advising sheet in section 1.35 to see which courses are pre-requisites (pre-requisite courses are listed in brackets under the course listings). Failure to observe pre-requisites will result in automatic removal from the course.

### 3.10 Dismissal from a Basic Degree Program

Applies to: BD, E & R and General Assembly students

Approval & Responsible Individual: Faculty

Reference information: See section 2.6 and 2.10

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#### Policy

Knox College has the right to dismiss any student from its academic programs on the basis set out in the Knox College *Student Handbook*. Please note especially the policy on Academic Probation at Section 2.6, and Assessment at 2.10 (with particular references to the specific degree program: M.Div. and fitness for ministry, M.Div. Theological and Practical Curriculum Outcomes, and M.Div. Professional and Critical Competencies; M.T.S.; and, M.R.E.)

#### Process

Decisions to dismiss students from any BD program are not taken lightly and 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 this decision may do so:

1. By first indicating one's intent to appeal to the Director of Academic programs within 30 days of receiving the notice of dismissal.
2. by presenting in writing to the Faculty, within 60 days of receiving the notice of dismissal, the written submissions in support of his or her appeal and 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 one hour 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.

### 3.11 ESL (English as a Second Language) Tutors (revised Jan 2011)

Applies to: All Students whose primary language is other than English.

Approval & Responsible Individual: Director of Academic Programs & Faculty

Reference information:

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**Policy:** It is the policy of Knox College to provide assistance in writing and speaking to ESL students who are registered at Knox College to improve their English language skills.

**Guidelines for ESL Tutors:** ESL tutors will help students acquire skills in writing and editing their essays, and in speaking English. They will help students:

- express their meaning clearly;
- write sentences with correct sentence structure, grammar and punctuation.
- with their pronunciation of English.

**ESL Tutors will not do...**

- Proof reading. They will not check a through a student's essay and correct errors on behalf of the student.
- Review the students essay in its entirety

**Procedures:**

1. Students must make an appointment by e-mail to see an ESL Tutor. If a student is unable to keep an appointment, s/he must e-mail the respective ESL Tutor at the very latest, by 8am on the day of the appointment to cancel the appointment.
2. Students are expected to arrive on time for appointments
3. A student who misses two appointments, or fails twice to cancel an appointment without adequate advanced notice, will be required to explain to the Director of Academic Programs why s/he should be allowed to continue using the services of the ESL Tutors.

**Oversight:**

The Director of Academic Programs shall assume primary responsibility for the program including its volunteers and reporting regularly to Faculty. The Director of the Centre for Asian-Canadian Theology and Ministry shall provide assistance as necessary. ESL Tutors shall keep a record of students whom they have assisted over the year and submit it at the end of each academic term to the Director of Academic Programs.

### 3.12 Faculty Advising

Applies to: BD, E & R and General Assembly students

Responsible Individual: Faculty

Reference information:

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#### Policy

Each student in the Basic Degree program is assigned a Faculty Advisor. Students are 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.

#### Procedure:

- 1) Students will have the opportunity to meet their Faculty Advisors at the orientation/retreat in early September.
- 2) Students are responsible for taking the initiative to make an appointment to consult about course selection. They should do this at least once a year (incoming students in early September and returning students before they leave for the summer- to meet your bursary application deadline) to plan courses for the **full** year.
- 3) Students bring to their appointment a copy of their Faculty Advising sheet, a time table and a list of proposed courses. Check the footer to be sure you have the most recent Advising sheet.
- 4) During the consultation, the student and the Faculty Advisor will fill out the Faculty Advising sheet and the Faculty Advisor will log the Faculty Advising sheet on the Faculty shared drive. The student should keep a copy of the Advising sheet for their own reference.
- 5) After this consultation, if student wishes to change their course selections, they must obtain permission from their Faculty Advisor who then edits the sheet on the Faculty shared drive. **If a student completes a course(s) without consulting with his/her advisor and obtaining the necessary permission, it can potentially delay his/her graduation.**

Throughout the student's program, the Faculty Advisor will communicate to his/her advisee any concerns and issues which may arise from Faculty assessments.

Faculty Advisee lists may change to accommodate a Faculty member's sabbatical leave or other administrative or academic priorities.

### 3.13 Full-Time Study and Part Time Work

Applies to: BD, E & R and General Assembly students,

Responsible Individual: Faculty

Reference information:

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#### Policy

It is the policy of Knox College that students engaged in full-time studies (4 or 5 courses per semester at the Basic Degree level), are to be employed no more than ten hours a week. **Students employed more than 10 hours per week are expected to study part-time and to reduce their course load appropriately.** Employment issues are not considered acceptable reasons for late assignments or the basis for the granting of an SDF.

### 3.14 Graduation

Applies to: BD and General Assembly students

Responsible Individual: Faculty

Reference information: Faculty

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#### Policy

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

#### Procedures

Upon receipt of the "Intent to Graduate Letter", the student completes and submits the form to the Registrar.

The Registrar and Director of Academic Programs check to see that all program requirements, including Bible Tutor and Polity etc have been met or are in progress. If everything is in order, the student is placed on the potential graduate list to be approved by Faculty.

Once the student has been identified by Faculty as a Potential Graduate, information pertaining to graduation (e.g. Grad Photos, Grad Banquet, Convocation Events) will be communicated to the student.

### **3.15 Inclusive Language Use**

Applies to: BD, E & R and General Assembly students,

Responsible Individual: Faculty

Reference information: Acts & Proceedings of General Assembly of PCC 1988 pp256  
– 61 and the 1989 a Vision statement  
Knox Worship Handbook Appendix “A” Inclusive Language  
Policy pp 7 & 8

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#### **Policy**

It is the policy of Knox College to follow the decision of the General Assembly of 1988 and 1989 in using inclusive language in daily conversation, in public worship, class presentations and discussions, written assignments, and official communications.

#### **Additional Information**

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. Images of and metaphors for God should be congruent with the variety found within Scripture. Where the integrity of an historical text demands that exclusive language be retained, commentary on those texts should use terminology which is inclusive. Furthermore, language which demeans or stereotypes others because of race, ethnicity, gender, sexual orientation, class, mental and physical characteristics, or age is unacceptable and is to be avoided.

Resources on inclusive language are available in the Caven Library.

### 3.16 Inter-Cultural Component

Applies to: M.Div., M.Div./MRE, 6 semester General Assembly students

Responsible Individual: Faculty

Reference information:

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#### Policy

It is the policy of Knox College that all MDiv., M.Div./MRE and 6 semester General Assembly students entering Knox the Fall of 2007 and later take part in a designated inter-cultural experience..

(This inter-cultural component is not required for students coming to Knox College through the Education and Reception Committee of the Presbyterian Church in Canada, or who have been assigned the Diaconal Program.)

#### Details:

Participation in a 7-10 day inter-cultural (global awareness) experience at Seminario Evangelico de Teologia in Matanzas Cuba during the February Reading Week, preparing a reflection (oral and written) on the experience in Cuba, and attendance at Knox in 2 orientation, 1 packing, and 1 debriefing session is required.

Students are eligible to take part in the inter-cultural component once they have completed TFE or are enrolled in TFE. Students are strongly encouraged to complete the inter-cultural component during their TFE year.

Students **must** complete the inter-cultural component **before** their second year assessment interview. (see Faculty Advising sheet)

All students participating are responsible for \$600.00 of the total cost (approximately \$2,400.00 per student). Payment is made in the following way: \$100 is due with the return of your acceptance of the offer of admission into the M.Div. program; \$250.00 is due at the time of your application for TFE; and the remaining \$250 is due no later than Oct. 1 prior to the February in which the student will be participating in the intercultural component. Cheques are made payable to Knox College and given to the Registrar. The Director of Academic Programs will communicate with eligible students about the Inter-cultural program early in the winter semester a year **prior** to the trip. The letter will contain details of the trip and invite the student to complete an application form and return it to the Director by mid June in order that plane tickets may be purchased at a discounted price.

Students must have a valid passport that does not have an expiry date within 6 months of the trip's conclusion. Passport information is required at the time of application in order for the travel agent to prepare the plane ticket.

In the academic year in which the student will be going to Cuba, the student should consult a physician or travel clinic to determine immunization or other medication he/she may require for the trip.

Please note that effective in the 2014-2015 academic year the Inter-cultural component has been incorporated into a new course required of all students called *Practicum in Mission Partnership*. This class is offered in the Winter Term 2015 on Wednesdays at 9:00 a.m. Most of the orientation, planning and debriefing for this trip will take place as part of the course.

However, in addition the following dates for the compulsory Orientation and Packing for Cuba 2017 are:

- Orientation Session – Wed., November 9, 2016 – 2 p.m. to 4 p.m.

### **3.17 Late Assignments Policy (Revised, November 2013)**

Applies to: BD, E & R and General Assembly students

Responsible Individual: Faculty

Reference information:

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It is the policy of Knox College to assess a penalty for late assignments in basic degree courses, except where there are legitimate, documented reasons beyond a student's control in which case a late penalty may not be appropriate. Faculty will set out clearly the late assignments penalties in their course syllabi.

*For written assignments/essays/reviews*

Four percentage points will be deducted per week that an assignment is late, with partial deductions for partial weeks.

*For assignments (essays, take home examinations, etc.) due during examination week.*

Two percentage points will be deducted per day late.

*For intensive courses (assignments due during course)*

Two percentage points will be deducted per day late.

*For online discussion forums (Blackboard)*

Online contributions not made in the week assigned will not be graded.

*For assignments – final day to submit*

Faculty members may specify a date after which an assignment will not be received for grading.

### 3.18 M.Div. (Honours)

Applies to: M.Div. students

Responsible Individual: Faculty

Reference information:

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#### Policy

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

#### Definitions and Procedures

The M.Div. (Honours) is an eight month engagement (worth 10 credits) following the completion of the 30 credit M.Div., in a ministry setting that includes a ministry-based research project.

The student should apply for the M.Div. (Honours)/Internship in the October of the student's final year of studies (after completion of a minimum of 19 credits).

The research project is to be written up in a paper approximately 45-50 pages in length.

The topic of the research paper will be agreed upon with the supervising faculty member and approved by the BD Advisory Committee. This is a ministry-based research paper and normally cannot be an expanded paper of an area previously researched by the student. Advisors for the research project will be members of the Knox College Faculty.

Peer learning is an important part of this process and an opportunity will be provided for this to occur during the internship year.

#### Criteria for evaluation

The M. Div. (Honours) is a focused ministry-based research project (2 credits), the student will demonstrate research abilities in the field of study and demonstrate an awareness of the pertinent issues in the practice of ministry and the academic field.

A reading and research course (1 credit) related to the ministry-based research project.

The practice of ministry over a period of 8 months in a learning site previously determined and approved by faculty (7 credits).

#### Process

1. The student submits an application (obtained from the Registrar) for the M.Div. (Honours) to the Director of Academic Programs in October of the student's final year of studies. At the time of application for the internship all fees for the current year must be paid, or the application must be accompanied by a plan for how the student will have the current year's fees paid in full by no later than June 1 prior to the September in which the internship would begin.

2. The Director of Academic Programs determines that the pre-requisites are met and refers the application to the M.Div. (Honours) Field Placement Co-ordinator and the BD Advisory Committee who meet to review the application and prepare a recommendation for Faculty.
3. The Director of Academic Programs informs the applicant in writing of the Faculty decision concerning the application and a meeting is arranged between the student and the M.Div. (Honours) Field Placement Co-ordinator .
4. The placement is confirmed in the Spring and the Director of Academic Programs informs the student in writing of the placement being offered.
5. The student, in writing, accepts the placement.
6. The Director of Academic Programs requests the Registrar to register the student. The student may be registered for the Reading and Research course [one credit] in the summer preceding the placement.
7. The research project proposal goes to the Faculty Advisor in week 8 of the Fall term. Regular consultation with the supervisor shall be part of this process in both semesters, during both research and writing.
8. The ministry-based research project proposal needs to be given to the Director of Academic Programs at the conclusion of the first semester. The Director of Academic Programs will request a second reader from Faculty at its next meeting. If there are concerns, the issues will be taken to faculty for consultation and advice.
9. The research project is due the week before the last week of classes.

### 3.19 MTS Integrative Projects

Applies to: M.T.S. students

Responsible Individual Faculty,

Reference information:

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#### Policy

To complete the MTS program, students pursuing the program as a general educational degree must prepare an integrative paper or project.

#### Procedures

The integrative paper or project is undertaken as a one-credit course in the last term of the student's program. The description of this project states: *"a displayed integration of two or more of the various disciplines in theological studies in the production of an integrative paper or project."* The student should attempt to build on course work and study accomplished within the program and should define a project that displays some type of integration of fields of study undertaken during the program. A paper of 25-30 pages is expected, or a project of comparable weight.

Suggested timeline (the timeline assumes completion of the MTS in the spring term)

1. The student registers in the Fall semester for a reading and research course
2. Prior to the final semester, the student discusses the project with his/her faculty advisor. The student then approaches a faculty member to supervise the project/paper as Project Advisor. The Project Advisor recommends a second person as reader. Both the second reader and Project Advisor will be from the Knox College faculty.
3. Regular consultation with the Project Advisor will take place, prior to the semester in which the project is being undertaken, and during the semester the student is registered for the project.
4. In consultation with the Project Advisor, the student produces a brief (1-2 page) proposal by the 3<sup>rd</sup> week of the semester in which the project is registered. This proposal is approved by both the Project Advisor and second reader. The proposal should specify the fields of study, the topic or focus of the project/paper, the final form of the project/paper, and the date on which it will be submitted. The approved proposal (with any corrections) will be filed with the Director of Academic Programs.
5. The completed project is due as agreed by the Project Advisor and second reader and as stated in the approved proposal. The evaluation of the completed proposal is done by the Project Advisor and second reader, and a mark assigned.

### 3.20 Non-Academic Discipline Code

Applies to: BD, E & R, General Assembly and Knox Residence Students

Approval & Responsible Individual: Board of Governors

Reference information:

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#### SECTION I

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

#### SECTION II

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

#### SECTION III

##### Non-Academic Offenses

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

- a. *Dangerous Activity*: any conduct or activity that may endanger or threaten the health or safety of any person..
- b. *Disruption of Activities*: any conduct or activity that unreasonably infringes upon or disrupts college or residence activities, academic or otherwise, or the privileges of any member of the College .
- c. *Assault*: any conduct or activity that causes or threatens physical or mental harm to any person.

- d. *Theft or Damage to Property*: any conduct or activity that results in the theft of, destruction of, or damage to College or private property.
- e. *Trespass*: the unauthorized presence in, entry to, or use of College or private facilities.
- f. *Undermining the Reputation of Others*: any conduct or activity that seriously and maliciously undermines the reputation of any member of the College or Residence.
- g. *Breach of Discipline Procedures*: abuse of the discipline procedures, as complainant or as adjudicator, e.g. laying of false charge, malice.
- h. *Breach of Discipline Decisions*: refusal or failure to comply with any decision made under the discipline procedures.
- i. *Counselling Offences*: the counselling or aiding of any person in a conduct or activity that would be an offence listed in this section.

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

## SECTION IV

### Informal Resolution Procedures

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

## SECTION V

### Mediation Procedures

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

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

## **SECTION VI**

### **Discipline Committee Process**

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

## **SECTION VII**

### **Appeals Process**

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

## **SECTION VIII**

### **Sanctions**

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

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

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

### **3.21 Petition for Regular BD Student Status**

Applies to: Non Degree Special Basic (NDSB) or Conditionally accepted students

Approval & Responsible Individual: Faculty

Reference information:

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#### **Policy**

It is the policy of Knox College to consider petitions of students to move from Non Degree Special Basic student status or conditional admittance to study, to regular student status (M.Div., MRE, MTS).

#### **Procedure:**

If the student applied to a BD program and was given permission to study as a Non Degree Special Basic (NDSB) student, or had a special condition attached to their acceptance, the student submits a letter to the Director of Academic Programs, requesting a move to regular student status. The letter should indicate how conditions outlined in the offer of admission letter, if any, have been met.

If the student's application to the college was for permission to take a course(s) but not for enrollment in a degree program, the student should complete the Knox College BD application process.

Students admitted with a General Assembly course (course set by the General Assembly of the Presbyterian Church in Canada on recommendation of the Education and Reception Committee) and who wish to graduate with a degree (e.g. M.Div.) should consult Section 5.2.1 of the TST Basic Degree Handbook. If conditions outlined in Section 5.2.1 of the TST Basic Degree Handbook have been met, the student should speak to his/her Faculty Advisor who will consult with the Director of Academic Programs.

### 3.22 Plagiarism

Applies to: All students

Approval & Responsible Individual: Faculty

Reference information:

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#### Policy

It is the policy of Knox College to adhere to the University of Toronto's Code of Behaviour on Academic Matters. The University of Toronto's Code of Behaviour can be found at (<http://www.governingcouncil.utoronto.ca/policies/behaveac.htm>).

#### Definition of Plagiarism

According to the University of Toronto's Code of Behaviour on Academic Matters, "to represent as one's own any idea or expression of an idea or work of another in any academic examination or term test or in connection with any other form of academic work" is "to commit plagiarism"

(<http://www.governingcouncil.utoronto.ca/policies/behaveac.htm>).

#### Information and Guidelines to help you avoid a charge of plagiarism

"How not to plagiarize" (<http://www.sgs.utoronto.ca/governance/policies/plagiarism.htm>);  
<http://www.writing.utoronto.ca/advice/using-sources/quotations>.

Normally, an author's ideas should be paraphrased or summarized, but not quoted unless in quotations and properly footnoted. (<http://www.writing.utoronto.ca/advice/using-sources/quotations>).

Short quotations of even two or three words must be put in quotation marks to distinguish an author's own words and ideas from those of the student (Thompson, L. C., & Williams, P. G. (1995). "But I changed three words! Plagiarism in the ESL classroom" Clearing House, 69, 27-29).

**Note:** Plagiarism also applies to the use of internet sources.

### 3.23 Police Records Check

Applies to: BD and General Assembly Candidacy students and any student required to do a Theological Education Field Placement (TFE)

Responsible Individual: Faculty

Reference Information: A & P 2005 pp 369ff and A & P 2007 pp 339-40, & p 39.

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#### Policy

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

This policy is part of the Leading with Care Policy of the Presbyterian Church in Canada (adopted in 2005) and which was amended at the 2007 General Assembly (A&P pp 339-40, 39). *A copy of this policy can be obtained from the Academic Office.* It requires a student in the candidacy process (that is PCC students in the M.Div. program) to present a Police Records Check at their first certification interview, again before participating in field education placement and again at examination for certification for ordination. It also states that the candidate is required to present an updated statement at each annual recertification interview. If you become an ordained minister of the PCC you are required to lodge a Police Records Check with your Presbytery Clerk. M.Div. students from other denominations and MRE students must have a Police Records Check before they can be accepted into the Theological Field Education (TFE) placement with vulnerable sector people.

The Leading with Care Policy (section 3.10 p 28) notes that the term “Police Records Check” is a general term. In your region the check may be called a “Volunteer Screening Check” or another term. The policy adopted in 2007 states “candidates and prospective candidates for ministry are required to obtain the most comprehensive police check”. The check is considered valid for 5 years, after 5 years you must reapply and obtain another check.

To obtain a Police check, get the application form from your local police station. Most often you can find the application form on the police website. Fill it out remembering it is to cover all your ministry duties for the next five years, even though you may not presently be doing some of them. Have your minister sign the application and return it to the police station. The Check can take up to 6 weeks so it is important to begin the application process right away.

**You own the Police Check** and should always keep the original. You may be required to present it for other volunteer work you do. When you present the police check to the Academic Office, we will take a photocopy returning the original to you. We sign the photocopy saying we have seen the original embossed copy.

### **3.24 Preaching Pool Policy**

Applies to: BD and General Assembly Candidacy Students

Responsible Individual: Director of Academic Programs

Reference information:

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#### **Policy**

It is the policy of Knox College to allow M.Div. and General Assembly students to be eligible to apply to have their names published on the Preaching Pool list.

#### **Procedures**

The Director of Academic Programs annually approves the Preaching Pool list. To apply to be on the list up a student must forward the following information:

1. A letter of recommendation from their minister.
2. Name of Presbytery
3. Certified (yes/no) or Ordained (yes/no) Denomination
4. Completed an Introductory Preaching course (yes/no)
5. Travel Limitations (car, distance, etc.)

### **3.25 Reading and Research Courses**

Applies to:        Basic Degree Students

Approval & Responsible Individual: Faculty

Reference information:

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#### **Policy**

It is the policy of Knox College that students are not normally given Reading and Research courses at the Basic Degree level.

### 3.26 Reassessment of Grade

Applies to: BD, E & R and General Assembly students Knox College courses

Approval & Responsible Individual: Faculty and Board of Governors Executive,  
April 17, 2002

Reference information:

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#### Policy

Students may petition in writing to have a final grade reassessed.

#### Procedures

The petition must be received by the Director of Academic Programs within 21 days of course grades being distributed to students. Grades can be reassessed in the following two situations:

- 1) In the event that a student believes that an arithmetical error in calculating the course mark has been made, she/he may request a re-checking of the calculation of the final grade.
- 2) in the event that that a student believes that there has been an error in the substance of the grading of a particular piece of work, she/he may ask that the paper and/or exam be reread. There is a \$25.00 administration fee for this procedure. Students must submit an explanation of no more than 500 words of why they feel the grade is inappropriate, with supporting documentation (course syllabus, references from textbooks, lecture notes, etc.). Students must say more than they deserve a higher mark. The faculty will assign a second reader to examine the paper and the student's explanation. The grade assigned by the second reader may be higher, lower, or the same as the original grade. If the grade is changed, the administration fee will be refunded.

The results of any petition are final.

(This is adapted from the similar regulation found in the Faculty of Arts and Sciences Calendar, University of Toronto.)

### 3.27 Research on Human Subjects

Applies to: BD students (M. Div., M.T.S., M.R.E., Special)

Approval & Responsible Individual: Faculty, March 2003.

Reference information: [www.sgs.utoronto.ca/current/policies/research/humanguide](http://www.sgs.utoronto.ca/current/policies/research/humanguide)

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#### Policy

It is the policy of Knox College that any student who proposes to do research on human subjects (interviews, surveys, focus groups, etc.) must secure approval from the Ethics Review Unit of the University of Toronto.

#### Procedures

Due to the length of time in which to obtain permission, research on human subjects is not appropriate for papers or projects within term work courses. If any student so wishes to do research on human subjects for a thesis or integrative paper they must start the process no later than 6 weeks prior to the end of the previous term in which the thesis/integrative paper will be undertaken.

**Additional Information:** (from [Research Involving Human Subjects](#) ©School of Graduate Studies, U of T)

#### What research requires ethics review?

1. All research that involves living human subjects requires review and approval by a REB [Research Ethics Board] before the research is started, except as stipulated below.
2. Research about a living individual involved in the public arena, or about an artist, based exclusively on publicly available information, documents, records, works, performances, archival materials or third-party interviews, is not required to undergo ethics review. Such research only requires ethics review if the subject is approached directly for interviews or for access to private papers, and then only to ensure that such approaches are conducted according to professional protocols.

#### What must be reviewed?

Research involving human subjects includes:

1. Obtaining data about a living individual through intervention or interaction with the individual, or the obtaining of private personal information about the individual;
2. Secondary use of data (i.e., information collected for purposes other than the proposed research) that contains identifying information about a living individual, or data linkage through which living individuals become identifiable;
3. Naturalistic observation, except the observation of individuals in contexts in which it can be expected that the participants are seeking public visibility.

### 3.28 Sexual Abuse and Harassment

Applies to: all BD & AD students; faculty; staff; residents; guests

Approval & Responsible Individual: Faculty

Reference information:

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#### **Policy**

All students in the M.Div. program including non PCC students are required to attend a Sexual Abuse and Harassment Workshop by the end of their first year of studies and before they will be accepted for a TFE placement. Sexual abuse and harassment in any situation is reprehensible. It is the policy of Knox College to provide an environment wherein the Knox community, including but not limited to students, faculty, staff and residents are able to learn, study, teach and work, free from sexual harassment.

#### **Overview**

It is the responsibility of every member of the Knox Community to become familiar with and abide by this policy.

Failure to abide by this policy will result in disciplinary action up to and including dismissal.

*Sexual harassment is:*

1. Unwanted sexual attention of a persistent or abusive nature, made by a person who knows or ought reasonably to know that such attention is unwanted;
2. The making of an implied or express promise of reward for complying with an unwelcome sexual advance or proposition;
3. The making of an implied or express threat of reprisal, in the form of actual reprisal or the denial of opportunity, for refusal to comply with an unwelcome sexual advance or proposition;
4. Sexually suggestive remarks and behaviour, which may reasonably be perceived to create a negative psychological and emotional environment for work and study.

#### **Process**

Anyone who believes he/she is being sexually harassed by someone else in Knox College or Knox Residence is encouraged to speak to either the Director of Academic Programs, their Faculty Advisor, the Principal, or other female in administrative authority.

Incidents of sexual harassment shall be investigated and dealt with by Knox College in accordance with guidelines and procedures which are available in the Principal's office. The person complaining will be provided with a copy of the guidelines and procedures that will be used in the investigation of the sexual abuse and harassment complaint.

### **3.29 Simultaneous Registrations**

Applies to: BD, E & R and General Assembly students.

Approval & Responsible Individual: Faculty

Reference information:

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#### **Policy**

It is the policy of Knox College that students are not to be enrolled in programs at other institutions while enrolled at Knox College.

#### **Process**

Students enrolled in or intending to enroll in programs at other institutions while enrolled at Knox College must inform the Director of Academic Programs in writing upon application for admission to Knox College. Once enrolled as a Knox student, the student must notify the Director of Academic Programs immediately upon acceptance of an offer to be enrolled in another institution.

The TST Basic Degree Handbook 7.6 states...

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

### **3.30 Standards of Professional Practice Behaviour**

Applies to: All students

Approval & Responsible Individual: Faculty

Reference information:

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#### **Policy**

It is the policy of Knox College that all students adhere to the Toronto School of Theology's Standards of Professional Practice Behaviour. See the TST Basic Degree Handbook section 15.3.

### 3.31 Student Exchanges

Applies to: BD and six semester General Assembly Students

Approval & Responsible Individual: Director of Academic Programs

Reference information:

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#### Policy

It is the policy of Knox College that students have the opportunity to engage in an Exchange Program at the Basic Degree Level.

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Presently, Knox has partnership agreements with -

- i) **YuShan Theological College and Seminary in Taiwan:** one summer, or one or two semesters.  
The summer program involves field experience teaching English, conducting Bible Study and visiting Taiwanese Aboriginal churches.  
The semester program can involve courses
- ii) **Presbyterian College and Theological Seminary Seoul Korea:** one semester or one year every second year.
- iii) **Youngnam Theological University and Seminary, South Korea.**

#### Procedure:

##### **For the semester or one year exchange -**

At least one year is needed to facilitate the exchange. Students will be notified in October about an exchange(s) that would commence in September of the following year. Interested students can obtain an application form from the Academic Director, complete it and return it by February 1<sup>st</sup> with a cheque for \$200 made out to Knox College.

##### **For the summer field experience –**

Students will be notified in October about the exchange that would commence in May of the following year and conclude in August. Interested students can obtain an application form from the Director of Academic Programs, complete it and return it by Feb 1<sup>st</sup>.

**On the student's return** he/she will be expected to share their experience and learning through the Knox Vox, Leading Worship and the community dinner, and ConneXions

### **3.32 Substitution and Transfer Credits**

Applies to:       BD students

Approval & Responsible Individual: Faculty

Reference information:

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#### **Policy**

Students can apply for substitutions and transfer credits.

#### **Process**

##### Transfer Credits – General.

The main policies on Transfer Credits may be found in the TST Basic Degree Handbook, section 6.1 – 6.2. Specific procedures used at Knox are spelled out below.

If a student has taken a course at another institution that they believe could be credited to the program in which they are currently registered and that course has not already been credited to a degree they have earned, the student may apply to have it transferred to the program in which they are enrolled. The student supplies the Director of Academic Programs with the syllabus so it can be assessed against the outcomes of the Knox program.

All such courses require a B average for transfers to be granted. Normally transfers are granted for courses done within the last ten years.

#### **Substitutions**

Substitute credits may be granted on a limited basis for some work done at the University undergraduate level (B.A., B.Sc.) and graduate level. All such courses must have a B average. For instance if a student has done a degree in religious studies which contained a course in history covering the same period of history that the program currently enrolled in requires, the student could apply to the Director of Academic Programs to do an elective in place of the history course. The student provides the Director with the syllabus so it can be assessed against the outcomes of the Knox program.

### 3.33 Technology - Appropriate use of

Applies to: BD, E & R, General Assembly and all other University of Toronto students & visitors

Approval & Responsible Individual: Board of Governors

Reference information: U. of T. policy "*Appropriate Use of Technology*"

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#### Policy

Technology shall be used appropriately.

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

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

- Freedom
- Privacy

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

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

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

#### Computers in Caven Library

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

#### Computer Users

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

## Intended Use

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

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

Library policies applicable to all public use computers are:

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

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

### **3.34 Thesis Language Policy**

Applies to: Basic Degree Students

Approval & Responsible Individual: Faculty

Reference information: Faculty

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#### **Policy**

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

### **3.35 Theological Field Education (TFE)**

Applies to: PCC and non PCC M.Div. and M.R.E students

Approval & Responsible Individual: Faculty

Reference information: Faculty

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#### **Policy**

All PCC and non PCC M.Div. students for Ministry of Word and Sacraments and M.R.E. 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; certification that the student has completed the Sexual Abuse and Harassment Workshop and also have the student's psychological assessment completed (See Faculty Advising Sheet). Students need to have completed TFE before they can have their 2<sup>nd</sup> 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.

### **3.36 Transfer of Program**

Applies to:       BD students

Approval & Responsible Individual: Faculty

Reference information:

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#### **Policy**

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. or M.R.E. to M.Div.). Depending on a student's length of time in their program the transfer from and MTS to the M.Div. 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.

#### **Process**

The student will make a request in writing to transfer from one program of study to another program of study. The request will be sent to the Director of Academic Programs. At the time of the written request a fee of \$50.00 will be charged to the student making the request.

The Director of Academic Programs will take the request to the BD Advisory Committee and then to the Faculty for approval.

If transfer is made to the M.Div. after the first semester, the program may be extended.

If transfer is made to the M.Div. program all payment schedules regarding the inter-cultural component apply.

Deadlines for program transfers coincide with admission deadlines.

Note: No fee will be charged if the transfer of degree program is initiated by the Faculty of Knox College.