

ST. ANDREW'S COLLEGE

Calendar and Student Handbook



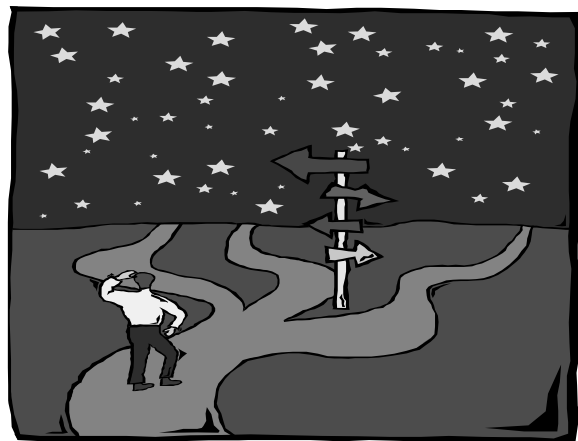
2011-2012

****In the event of a discrepancy between this handbook and college policies, college policies shall apply****

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Welcome!

Welcome—or welcome back—to classes at St. Andrew's College. Whether you are studying at a distance or coming to campus to take classes face to face, we are looking forward to exploring our faith and ministry together with you. A large part of this exploration is done in an academic setting.

Our degree and diploma programs are designed to provide theological education through a cohesive program with course-based, self-directed, and integrative components. The curriculum focuses on integration of

- Theory and practice
- Church and society
- Theological disciplines
- Self and vocation
- United Church of Canada identity and ecumenical cooperation

Our goal of making theological education as widely accessible as possible is met through a variety of modes of course delivery:

- Intensive courses taught by Faculty in 1 to 3 week blocks, or in a 'split intensive' mode such as on consecutive weekends
- Semester-long courses taught in Saskatoon by Faculty in a 'face to face' format
- On-line courses using a platform such as Blackboard, which enables students to work together in discussion and on projects, supervised by an on-line instructor and Faculty member

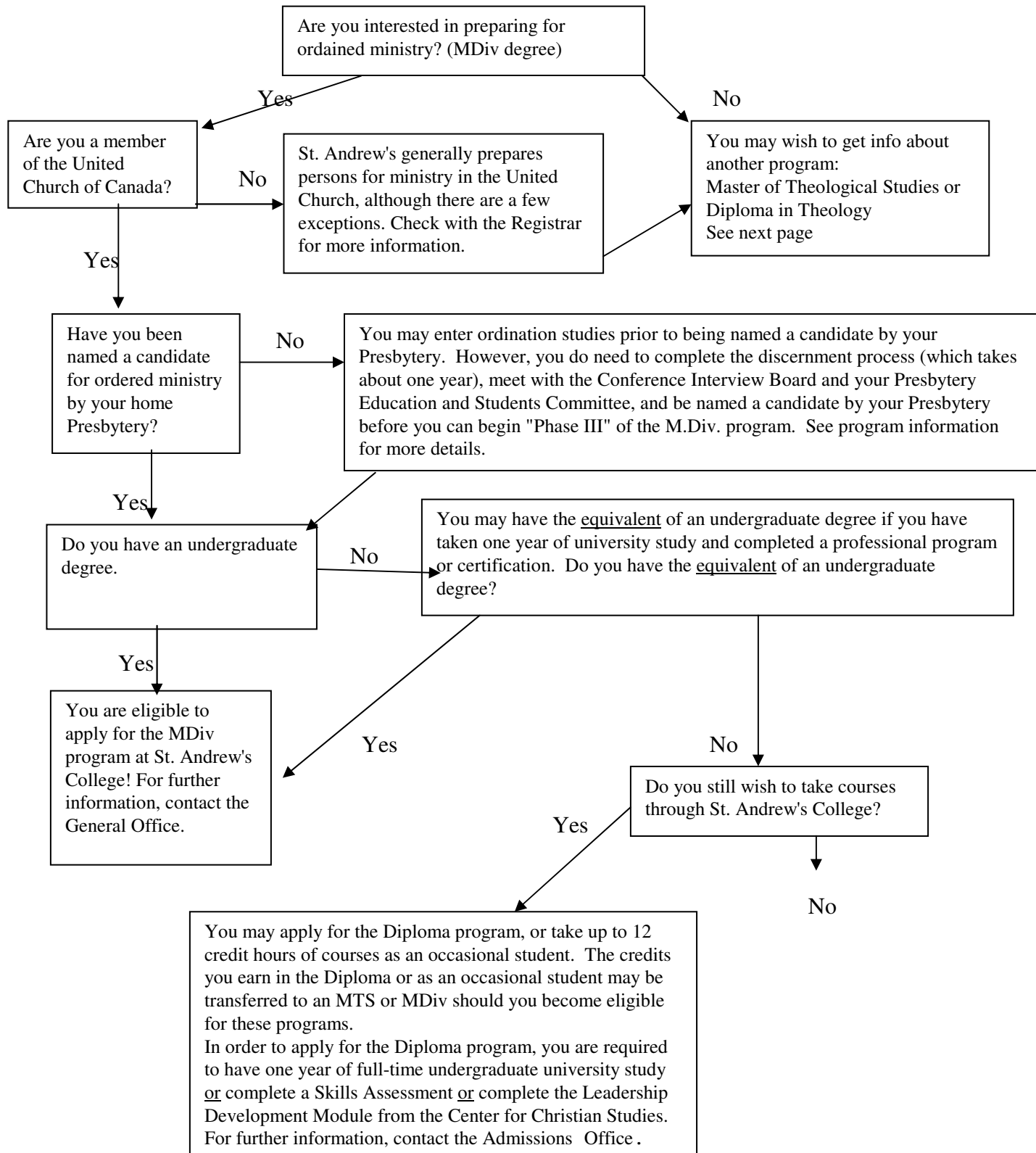
Another goal of the curriculum is to respect your individual learning needs and styles as an adult student and your life circumstances. Whether you are a part-time or a full-time student, distance or intramural, you will work with a Faculty Advisor throughout your program to enable the best possible learning.

This handbook outlines the current academic policies and procedures at St. Andrew's, and gives you other information about non-academic program requirements and policies, fees and expenses, college life, and degree and diploma programs. All members of the Faculty and the Registrar are available for consultation on these matters; your first contact should be with your Faculty Advisor. Please do not hesitate to contact us if you need to discuss any issue outlined here. A full list of useful contacts is available in Section Three.

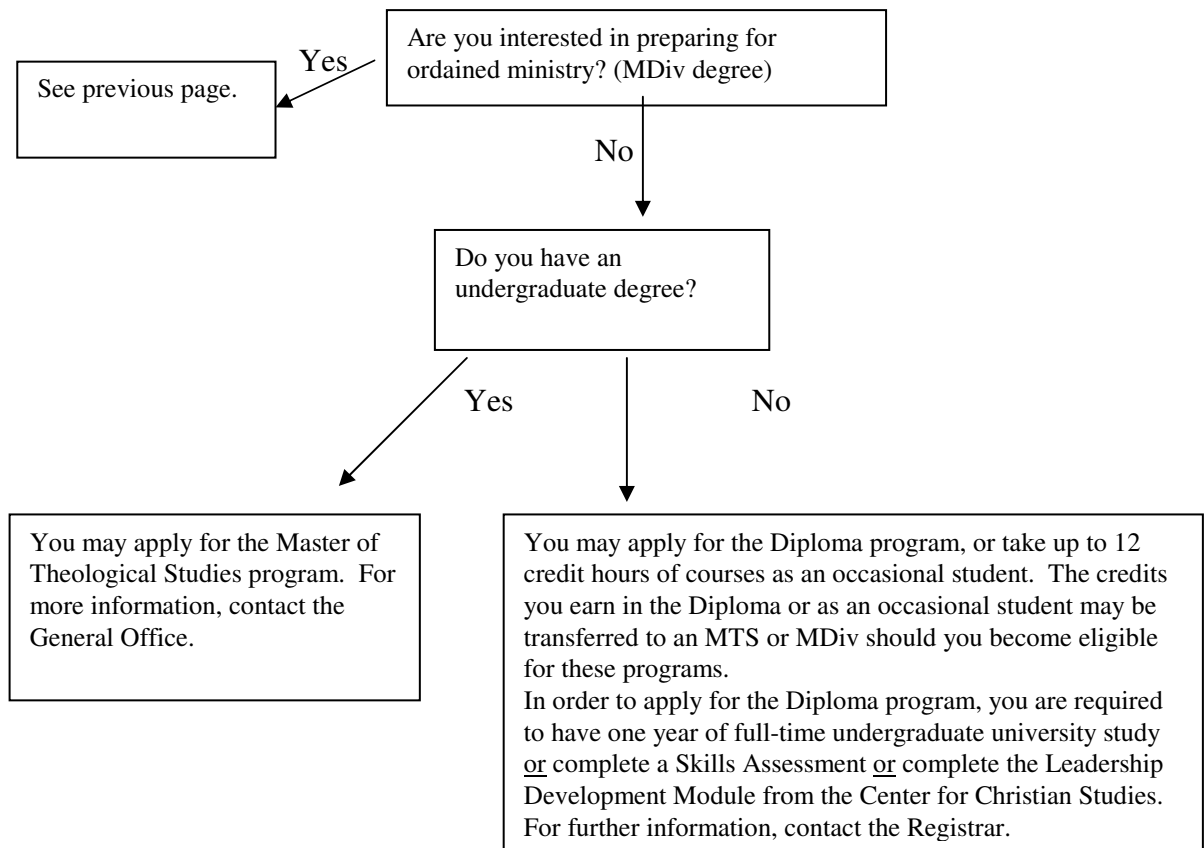
Section One

Admission and Program Requirements

1. Thinking About Theological Education?



Thinking About Theological Education? (cont.)



If you already have a Master of Divinity or Master of Theological Studies, or an equivalent degree, and are interested in further study, you may apply to the Master of Sacred Theology (STM) program. This program of study emphasizes research in a theological discipline.

If you already have a Master of Divinity, at least three years of ministry experience and are currently working in ministry in a rural area or small town, you may apply to the Doctor of Ministry program. This program of study emphasizes reflection upon ministry practice, community development and vocational development.

For further information on either of these programs contact the Registrar.

2. General Statement about Admissions

In addition to academic requirements for admission to any program, an applicant's personal qualifications, references, etc. will be considered in the admission procedure. For a student to be admitted to St. Andrew's College, the College must be satisfied of his/her academic, vocational and psychological fitness, and that her/his financial means are adequate. The College may place a student on probation or, if warranted, may discontinue a student for any of these reasons. In the case of students in the candidacy process for ministry, such actions will be taken only in full consultation with appropriate courts of the church.

3. Diploma in Theology (DipTh)

The Diploma in Theology is designed for people wishing to experience theological education for personal enrichment or as preparation for future study, in a substantial and structured way. It involves the equivalent of one full year of theological studies, and courses are taken along with students in degree programs. Most students do this program part-time, but it can be a full-time intramural course of study. Members of the United Church who are wondering whether a vocation in Christian ministry might be appropriate for them are encouraged to enter the Diploma program.

Admission Requirements:

The normal requirement is at least one year of university.

A student without this requirement may be allowed to enter the program through a Skills Assessment, which ensures that the student possesses skills of study and research at a post baccalaureate level.

Program requirements:

The program involves 30 credit hours of course work (10 one-semester courses) plus a non-credit Entry Colloquium in Saskatoon.

Courses may be obtained:

- At St. Andrew's College in Saskatoon, either in semester or one-week full-time intensive format
- Through either full-time or part-time study
- Through St. Andrew's College on-line courses
- As equivalent courses transferred from elsewhere (no more than 9 credit hours)

The core 21 credit hours (7 one-semester courses) of the program must be selected from a list of 15 introductory courses:

- BA 110 Introduction to Jewish Bible
- BE 155 Introduction to Early Christian Scriptures I
- BE 156 Introduction to Early Christian Scriptures II
- HA 111 The Story of Christianity: Early & Medieval
- HA 112 The Story of Christianity: Reformation & Modern
- SA 113 Invitation to Christian Theology
- SA 114 Jesus Christ and the Quest for Wholeness
- SA 152 Introduction to Christian Ethics
- PA 132 Pastoral Care
- PA 210 Introduction to Christian Worship
- PA 212 The Word in Worship
- PA 264 Christian Education with Children
- PA 262 Introduction to Christian Education
- PA 381 Learning Circle I: Skills and Identity in Pastoral Ministry (3.5 credit hours) (for students in a ministry placement)
- PA 382 Learning Circle II: United Church History, Theology and Polity (4.5 credit hours)

The remaining 9 credit hours may be taken as electives, either from the foregoing list or from other relevant courses chosen in consultation with the Faculty Advisor.

- Students who choose to complete the Diploma program in whole or in part through semester courses

in Saskatoon are expected to participate fully in the life of the College, including participation in Core Group, various College committees, worship, Winter Refresher, and the annual Saskatoon Theological Union retreat.

- An overall average of 60% must be attained.
- No internship or field placement is required or expected in this program.
- There is no time limit on completion of the Diploma program.

4. Master of Theological Studies (MTS)

The Master of Theological Studies is a degree that offers sufficient flexibility to serve a broad range of interests and needs. The purpose of this degree is to provide a solid theological foundation for life, for work in society or in the church, or for further theological study. The program is designed for those who wish to gain an understanding of theology:

- for general educational purposes
- to strengthen and enrich the religious basis of their personal life and work
- to integrate faith and practice within the church and community
- to supplement their secular vocation
- to enhance a vocation of lay ministry within the church
- to pursue serious academic study of theology for its own sake or for specialization in specific theological disciplines as a basis for graduate study and/or research

Note: This degree does not lead to ordered ministry or to Lay Pastoral Ministry (LPM) without fulfilling the requirements of the United Church of Canada.

Admission requirements:

Admission requires an undergraduate degree from a recognized university. In addition to academic requirements, an applicant's personal qualifications and references will be considered in the admission procedures.

Program requirements:

The program requires 58 credit hours of course work (approximately 20 one-semester courses), plus Program-Based Requirements (2 credit hours). Courses may be obtained:

- At St. Andrew's College in Saskatoon, either in semester or one-week full-time intensive format
- Through either full-time or part-time study
- Through St. Andrew's College or on-line courses
- As equivalent courses transferred from elsewhere or through Prior Learning Assessment and Recognition

However, at least half of the credits (30 credit hours) must be taken in Saskatoon as either semester or intensive courses. That is, no more than 30 credit hours may be taken through a combination of transfer, PLAR, cluster and on-line courses.

Course requirements include 6 credit hours of course work (2 one-semester courses), normally introductory courses, in each of the following areas:

- Hebrew Scriptures
- Christian Scriptures
- Theology
- Ethics/Church and Society,
- Church History,
- Pastoral Theology

The remaining 22 credits hours may be taken as electives. Those students who choose an area of specialization must take 12 credit hours of electives in that area: Biblical Studies, Church History, Ethics/Church and Society, Systematic Theology, or Pastoral Theology.

- Students who choose to complete the MTS program in whole or in part through semester courses in

Saskatoon are expected to participate fully in the life of the College, which includes participation in the Program-Based Requirements (2 credit hours): Entry Colloquium, Language Workshop, Boundaries Workshop, Winter Refresher (2x), Entering and Graduating Student Questionnaires, Core Group, College Committee Work, Chapel Leadership, and the annual Orientation and Saskatoon Theological Union retreat.

- The academic program must be completed with a minimum average grade of 60 percent
- No internship or field placement is required or expected in the MTS program
- Generally, work must be completed in ten (10) academic years

Honours Option: The Honours program requires a grade average of 75 percent throughout the academic program, demonstrated competence in either a second language (biblical or modern) or special preparation in the area of the thesis research, and the presentation of an acceptable thesis (50-60 pages, 12,000-15,000 words) with a 200-word abstract. Students must declare their intention to be admitted to the Honours program on the accumulation of thirty (30) credit hours, and must submit the proposal for their thesis by the time they have accumulated forty-five (45) credit hours. Competency in the second language must be proven by the end of the second week of the term in which the thesis is to be presented. Two bound copies of the thesis are to be provided to the College Library at the student's expense. If the student completes all of the course credits but does not successfully complete the thesis, the student may receive the MTS degree without the Honours designation.

5. Master of Divinity (MDiv)

The purpose of the St. Andrew's MDiv program is to make theological education and ministry training accessible to as many persons as possible, and to provide excellent integration of academic and field-based training. The Master of Divinity degree represents the equivalent of four years of full-time theological study. The option of doing an Honours MDiv is available.

Admission requirements: The normal requirement is an undergraduate degree from a recognized university, or its educational equivalent. (The college will determine educational equivalents on a case by case basis.)

OR

Applicants may seek and received "Shorter Course" approval from the designated office of the General Council of The United Church of Canada (*Manual* Section 723, 2007 edition), the requirement is Senior Matriculation plus one full year of Arts at the university level. At least one year-long course (or its equivalent) shall have been completed within the two years prior to the date of application to the Shorter Course. In accordance with standards established by the Association of Theological Schools, St. Andrew's College is restricted to having no more than ten percent (10%) of its MDiv students without an undergraduate degree or its educational equivalent. The number of students admitted without an undergraduate degree or educational equivalent may be limited in any given year.

A student who is within one or two classes of completing an Arts degree or its equivalent *may* be permitted to register to take courses for credit toward a degree at St. Andrew's on a provisional basis, provided that a plan is presented *in advance* for the completion of the unfinished pre-theological studies within the first two semesters.

In order to enter the MDiv program, students must have been received or intend to be received as candidates for ordained ministry in the United Church of Canada. (Candidates from other denominations may seek admission to the degree program by presenting documentation from their denominational bodies supporting admission and outlining denominational courses to be taken in place of United Church denominational courses.) In order to remain in the MDiv program, candidacy must be obtained by April 1 of the year in which the student intends to enter Phase Three.

For information about transferring credits from other programs, see the "Transfer Credits" section.

Program requirements:

The Program consists of 120 credit units of work, undertaken in three Phases, described more fully below. The following courses are required:

- *Program Based Credit Requirements*
 - *BA 110 Introduction to Jewish Bible*
 - *BE 155 Introduction to Early Christian Scriptures I*
 - *BE 156 Introduction to Early Christian Scriptures II*
 - *One 200-level exegesis course in Hebrew*
 - *One other 3-credit hour biblical exegesis course*
 - *HA 111 The Story of Christianity: Early & Medieval*
 - *HA 112 The Story of Christianity: Reformation & Modern*
 - *SA 113 Invitation to Christian Theology*
 - *SA 114 Jesus Christ and the Quest for Wholeness*
 - *SA 152 Introduction to Christian Ethics*
 - *One 3-credit hour 200-level Ethics or Church and Society course*
 - *PA 132 Pastoral Care*
 - *One unit of Clinical Pastoral Education (6 credit hours) – students may undertake this work at any certified CPE teaching site, and must present the certificate of completion to the Registrar; students who take the unit offered in Saskatoon will be granted credit for PA 235-236 upon presentation of the certificate of completion.*
 - *PA 210 Introduction to Christian Worship*
 - *PA 212 The Word in Worship*
 - *PA 262 Introduction to Christian Education*
 - *SA 273 Integration Seminar*
 - *SA 274 Integration Seminar*
 - *PA 380 Ministry Residency (30 credit hours)*
 - *PA 381 Learning Circle I: Skills and Identity in Pastoral Ministry (3.5 credit hours)*
 - *PA 382 Learning Circle II: United Church History, Theology and Polity (4.5 credit hours)*
 - *PA 383 Learning Circle III: Cross-Cultural Experience (4.5 credit hours)*
 - *PA 384 Learning Circle IV: The Ministry of Parish Administration (2 credit hours)*
 - *PA 385 Learning Circle V: Who Am I in Pastoral Ministry? (3.5 credit hours)*
 - *Non-Credit Degree Requirements*
 - *Four courses (12 credit hours) of electives chosen in consultation with a Faculty advisor*
- All italicized courses in the above list must be completed before Phase 3.
- An overall average of 60% must be attained.
- No more than half the credits required for the degree may be any combination of on-line, cluster, transfer or Prior Learning credits. Students admitted without an undergraduate degree or its educational equivalent are not eligible for Prior Learning Assessment.
- No more than 6 credit hours in introductory biblical languages are allowed.
- Generally, students are expected to complete the program within ten (10) years.

Honours option: The Honours program requires a grade average of 75 percent throughout the academic program, demonstrated competence in either a second language (biblical or modern) or special preparation in the area of the thesis research, and the presentation of an acceptable thesis (50-60 pages, 12,000-15,000 words) with a 200-word abstract. Competency in the second language must be proven by the end of the second week of the term in which the thesis is to be presented. Two bound copies of the thesis are to be provided to the College Library at the student's expense. If a student successfully completes all of the course credits but does not successfully complete the thesis, the student may be given the MDiv degree without the Honours designation.

Phase One

Requires attendance at Entry Colloquium in Saskatoon, and 30 credit hours of course work (10 one-semester courses). These may be obtained:

- Through full-time or part-time studies
- At St. Andrew's College in Saskatoon, in either semester or one-week full-time intensive format
- Through St. Andrew's College distance education cluster or on-line courses
- As equivalent courses transferred from elsewhere or through Prior Learning Assessment and Recognition
- Courses in Phase One must include at least seven of the credit courses italicized in the list above (21 credit hours), or their equivalents, and nine additional credit hours (normally three semester courses) chosen from this list or as electives in consultation with the student's Faculty advisor.
- Students who take Phase One in Saskatoon are expected to participate fully in the life of the College, including participation in Core Group, various College committees, worship, Winter Refresher, and the annual Saskatoon Theological Union retreat.

Phase Two:

Requires 30 credit hours of course work (10 one-semester courses). These must be obtained:

- Through *two full-time semesters at St. Andrew's College* (typically September to April of one academic year; exceptions must be approved by the Faculty).
- Students in Phase Two are expected to participate fully in the life of the College, including participation in Orientation, two (2) semesters of Core Group, various College committees, worship, Winter Refresher, and the annual Saskatoon Theological Union retreat.

Course requirements in Phase Two consist of any remaining courses italicized in the list above and additional electives to total 30 credit hours. The Integration Seminar (SA 273-274) is always taken in Phase Two. Students must have completed a total of 60 credit hours, including all required course work except the Learning Circles, before they may begin Phase Three.

Phase Three:

Requires an additional 60 credits of work. Phase Three is governed by a Learning Covenant, which is a statement of learning goals prepared collaboratively with the student's Faculty advisor, the ministry residency coordinator, and Presbytery E&S Committee. Credits are earned as follows:

- Half-time supervised ministry while resident at one learning site for 20 months (PA 380; 30 credit hours; normally begins in September)
 - St. Andrew's College, through the Ministry Residency Coordinator facilitates the finding of learning sites for students.
 - Students wishing to do residencies outside of the three prairie conferences (Saskatchewan, Albert & Northwest and Manitoba Northwestern Ontario) must get authorization and seek cooperation from the Conference where they want to do their residency.
 - General Council of the United Church contributes financially to residencies. This financial aid fluctuates year to year and such support will be communicated clearly upon a site applying for site status. Students are appointed as Student Supply $\frac{1}{2}$ to $\frac{3}{4}$ time to a Pastoral Charge and therefore are afforded all the benefits of such an appointment.
 - The CIES Committees of the prairie conferences do their best to find internship placements, but **cannot guarantee** such placement in a given year since they are dependent on pastoral charges to volunteer to take on the oversight and partial cost of such community-based internships. The ability to find learning sites is further challenged but individual student needs.
 - The College depends on the policies of the General Council of the United Church for authorization and funding of the internship program. If the United Church makes changes in

- the requirement for or funding of internships, the St. Andrew's internship will change accordingly.
- Students must apply for Residency, in writing prior to October 1 for the following year. Copies of the application, available on line and through the Ministry Residency Coordinator are to be sent to: the home presbytery Education and Students Committee, the St. Andrew's Ministry Residency Coordinator, and the appropriate Conference Internship and Educational Supervision Committee so that appropriate deployment of resources may be planned.
 - Half-time academic study (30 credit hours), composed of:
 - Intensive Learning Circles at St. Andrew's College or educational partner institution.

In exceptional cases students with fifty-four (54) credit hours may apply for internship, but must include a proposal prior to registration for the first semester of Phase 3 of how the remaining six credit hours will be completed.

Students retain their status as students (for student loans, book bursaries, etc.) until all courses and the twenty-month supervised ministry are completed.

6. Graduate Studies: STM and DMin

The STM and the DMin degrees are offered through the Graduate Studies Council (GSC) of the Saskatoon Theological Union (STU). Please refer to the STM and DMin Handbooks, available from the Registrar.

7. Occasional (non-program) students

"Occasional" students may register **for credit** in up to four semester courses without being enrolled in a degree program. To be permitted to take a course for credit, such students must provide the College with a transcript indicating that they have successfully completed the equivalent of one year of university classes or the Leadership Development Module from the Centre for Christian Studies, or successfully complete a Skills Assessment (available from the General Office). "Occasional" students may **audit** a course (except an internet course) with the permission of the instructor.

Members of the United Church who are wondering whether a vocation in Christian ministry might be appropriate for them are encouraged to enter the Diploma program.

8. Admission to the Order of Ministry of the United Church of Canada Certificate

Members of the Order of Ministry who are seeking admission to the Order of Ministry of the United Church of Canada are required to complete an educational component at a testamur-granting college. The admission process is overseen by the appropriate unit of the General Council of the United Church of Canada. St. Andrew's College can supervise this program of study, and will provide reports as requested.

Admission requirements: Applicants are required to submit a letter to the College stating their wish that St. Andrew's College supervise their program of study, including the name of the presbytery and conference with which the student is affiliated. A photocopy of the applicant's Master of Divinity degree transcript must also be supplied. There is a one-time fee, charged at the time of application.

Program requirements: These requirements are specified in the *UCC Admission to the Order of Ministry Handbook*, which may be found at

<http://www.united-church.ca/files/handbooks/admissions.pdf>

Students under supervision of St. Andrew's College are required to take:

- PA 382 Learning Circle II: United Church History, Theology and Polity (usually offered as a ten-day event in February) (4.5 credit hours)
- PA 392 United Church Worship (a reading research course designed for this purpose) (1.5 credit hours)

- hours)
- PA 262 a course in Christian Education (may be taken on-line at St. Andrew's 3 credit hours), or PA 395 (a reading research course designed for this purpose 1.5 credit hours)
- Any other course(s) specified by the applicant's Presbytery or Conference

St. Andrew's College will assign a Faculty advisor to the applicant, and will provide the required reports to the United Church. Upon completion, students will receive a UCC Certificate. All policies and regulations of the College will apply.

9. Course Descriptions

These are all the approved St. Andrew's College courses. Not all courses are offered every year. Please check the most recent Timetable for course offerings. Elective courses available through the Lutheran Theological Seminary and the College of Emmanuel & St. Chad are not included in this list of courses; please check the most recent STU Timetable for additional elective courses.

Biblical Studies

BA 101-102 Introductory Hebrew Grammar

Comprehensive introduction to the grammar of biblical Hebrew. Translation from Hebrew into English of selected Hebrew Bible passages. (C. Mitchell)

BA 110 Introduction to the Jewish Bible

A study of the whole Jewish Bible from the perspective of its formation as a canon of scripture in postexilic Judaism. Identical to RELST 350.3 at the University of Saskatchewan. (C. Mitchell)

BE 155-156 Introduction to Early Christian Scriptures I & II

This course invites a careful reading of all the New Testament writings, as well as some other examples of early Christian literature. The study begins by exploring the different kinds of literature early Christians wrote — letters, sayings-collections, etiologies, hymn-collections, apocalypses, and testimonies. The next set of texts for study illustrate how early Christians combined and edited such materials in shaping longer documents. Our literary concern is with appreciating the layers of meaning that have been created within the text in its present state, while our historical concern is with identifying the issues that their first Christian readers were having to face. BE 155 focuses on texts with the strongest links to Judaism (Mark, Matthew, James, the Didache, "Q"). BE 156 shifts the focus to those texts which more explicitly address a Gentile audience (Paul, John, Luke-Acts).

BA 221 The Pentateuch

Prerequisite: BA 110 or equivalent.

A study of Israel's identifying story, its development, and the formation of the books of Genesis through Deuteronomy. The issues of pentateuchal criticism will be considered. The bulk of the time will be given to close consideration of an extended section. Topic may change from year to year. (C. Mitchell)

BA 226 The Prophetic Books of the Hebrew Scriptures

Prerequisite: BA 110 or equivalent.

The origin and development of prophetic texts, and the formation of the prophetic canon(s). The bulk of the time will be given to close consideration of a part of the prophetic canon. Topic may change from year to year. (C. Mitchell)

BA 229 Feminist Exegesis of the Hebrew Scriptures

Prerequisite: BA 110 or equivalent.

The concerns of feminist critique, and the development of feminist biblical criticism. The bulk of the time will be given to a close consideration of a book or extended section, using the tools of exegesis and the lens of feminist concerns. Topic may change from year to year. (C. Mitchell)

BA 301-302 Continuing Reading in the Hebrew Bible

Prerequisite: BA 101-102 or its equivalent

Reading of biblical Hebrew prose to improve speed and comprehension. Normally a two-semester sequence but may be taken for one semester by arrangement with the instructor. (C. Mitchell)

BA 329 Inner-biblical Interpretation

Prerequisites: BA 110, or equivalent; and either a 200-level course in Hebrew Scriptures or BL 150, or equivalent.

An examination of the interrelationships between texts in the Hebrew Bible. Various theories and models will be studied, followed by an in-depth analysis of a particular biblical book (or part of a book) and its relationships to other biblical texts. (C. Mitchell)

BA 340 Reading and Research: Hebrew Scriptures

Prerequisite: one 200 level course in Hebrew Scriptures

Special tutorials designated for senior students in consultation with their professor. (C. Mitchell)

BA 349 Thesis Writing: Hebrew Scriptures

BA 399 Thesis Writing: Christian Scriptures

BU 400 Graduate Seminar: Method In Biblical Studies

Prerequisite: introductory courses in Hebrew Bible and New Testament, at least one 200-level and one 300-level Bible course, or approved equivalents to these, at least one introductory level biblical language.

This course is designed to give the graduate student an adequate understanding of current methodological discussion in biblical studies. The emphasis will be on methods which have been developed recently, or which have undergone major change in recent times. More traditional methods, which the student should already have encountered in exegesis courses, will also be reviewed. (C. Mitchell)

Church History

HA/HL 111 Church History: Early and Medieval Eras

The thousand years (A. D. 500-1500) of the story of Christianity that are covered in these four and a half weeks have often been passed over in silence or treated rather negatively in Protestant histories and seminaries. Yet in these years the foundations were laid for European Christianity which has decisively shaped our Western culture, the faith communities of which most of us are a part, and the personal faith of most of us. In the short time available to us, we will aim to develop some understanding of and appreciation for this significant portion of our "family history" and some ability to reflect on what this period of history can teach us for the life of faith in today's world. (C. Beish)

HA/HL 112 Church History: Reformation and Modern Eras

This course picks up the story of Christianity in the late medieval period and carries it through to the end of the second millennium. This course has as its focus two main components. The first part will deal with the Reformation movements of the 16th century. The second part deals with the story of Christianity in the modern world. The sixteenth century represents a major watershed in the story of Christianity in the West. We speak of "the Reformation" of the sixteenth century, but what that term means is understood in a variety of ways. Some have seen the Reformation as the triumph of light after centuries of darkness; for others it is the tearing apart of Christ's body, the church, into many fragments. (C. Beish)

HA 252 Christians in Conversation: Aspects of Ecumenism

Prerequisite: HA/HL 111 & HA/HL 112, or equivalent.

This course will examine the ways Christians have sought to end their divisions with one another through cooperation and dialogue, particularly since the advent of the modern ecumenical movement in the late nineteenth century. It will look at both the forms and the content of ecumenical conversations, including the developing world of interfaith relations. (S. Beardsall)

HA 323 The Protestant Spiritual Heritage

Prerequisite: One course in church history

Church life in the denominations that arose from the reformations of the Sixteenth Century (and later) required

new ways of exploring and expressing personal and collective faith. This course will examine the various spiritual paths that developed within Protestant churches, linking them to contemporary spiritual movements. Special attention will be given to the Canadian context. (S. Beardsall)

HA 335 Reading Congregations: Historical Portraits of Parish Life

Prerequisite: One course in church history

This course combines contemporary approaches to congregational studies with explorations of works of fiction that have unfolded congregational settings in a variety of places and historical eras. The goal is to understand the theology that underlies life and practice in the Christian congregation, through analyzing the riches of the past, the possibilities of literary “truth” in studying the faith, and the challenges of present parish contexts. (S. Beardsall)

HA 356 Preparing for Ecumenical Ministries

Prerequisite: HA/HL 111 & HA/HL 112, or equivalent.

Increasing numbers of Christian communities are working in close ecumenical ways to facilitate mission and ministry, especially in areas of depopulation or other financial struggle. Many of these become formally linked as “ecumenical shared ministry” congregations or clusters. This course will explore the dynamics particular to developing and sustaining ecumenical ministry initiatives in congregational settings. It will introduce participants to the structures, theologies, and ethos of the major denominations involved, and consider issues that are unique to ecumenical relationships. Participants will identify and strengthen their gifts for these ministries, in the context of the wider discussions of contemporary ecumenism. (S. Beardsall)

HA/HE/HL 390 Reading and Research: Church History

HA/HE/HL 399 Thesis Writing

HA 423 The Wesleys: Susanna, Charles and John

Prerequisite: graduate standing or permission of the instructor.

Of the many religious societies that arose in England in the Eighteenth Century, that initiated by the Wesley family has had the greatest impact on global Christianity. This course will examine the lives and theologies of Susanna Wesley and two of her sons, Charles and John, in the context of their time and place. Each student will do a research project on an area of interest within the history and theology of the Wesleys. (S. Beardsall)

Theology, Ethics, Church & Society

SA 113 Invitation to Christian Theology

An introduction to major themes of Christian theology: God, creation, human nature, Christ, salvation, the community of faith, and the goal of salvation history. These themes are studied in the context of issues such as the irruption of difference in terms of race, gender, sexual orientation, the impact of globalization, the ecological crises and the changing places of churches in Western societies. The overarching goal of the course is to help students interpret the Christian faith in relation to life in the contemporary world. (D. Schweitzer)

SA 114 Jesus Christ and the Quest for Wholeness: Articulating an Authentic Christology

Prerequisite: SA 113, BE/BL 155-156 or equivalent (may be taken concurrently).

Beginning from the historical Jesus and drawing on contemporary critical Christologies, this course follows the development of faith in Jesus as the Christ and examines different ways of understanding his saving significance in different contexts. The goal is to equip students to develop and articulate their own Christology in a way that is authentic to the Christian tradition, their own experience, the experiences of others with whom they are in dialogue and the needs of communities to which the students belong. (D. Schweitzer)

SA 152 Introduction to Christian Ethics

This is an introductory course for students with no previous background in Christian ethics. Together we will struggle to identify what is the right course of action from a Christian perspective. We will analyze the structure of moral arguments and develop a working knowledge of moral theory. We will also explore the role of the Bible and of theology in Christian ethics. This course is cross listed with the Department of Religious Studies in the University of Saskatchewan. (N. Wiebe)

SA 262 On Justice

Prerequisite: SA 152 or its equivalent

This course takes an in depth look at what we understand to be God's call to "Do Justice." We will gain a working knowledge of some of the key classical theories of justice, as well as alternative perspectives such as aboriginal views of justice and restorative justice. Social justice issues such as the growing gap between the rich and poor, sexism, racism and other forms of discriminations and marginalization will be examined. (N. Wiebe)

SA 273-274 Integration Seminar

On the basis of a field placement in a social agency, students will learn how to analyze their situations and reflect theologically on their experience in ministry. With the participation of Faculty members from other departments, students will also be exposed to the pastoral implications of different methodological choices in the theological disciplines. This is a required course for St. Andrew's students in the M. Div. program. It is a two term, two credit course offered annually. There is an extra fee, equivalent to five percent (5%) of tuition, due in the fall semester, to cover any additional costs required by placement agencies. (L. Caldwell)

SA/SL 282 Food, Faith, and the Rural Community

Everyone eats - and eating is an act with moral, theological, political and social ramifications. This course will explore the philosophical assumptions underlying our food production system in the light of theological guidance from our Christian tradition about the purpose of human life, the place of community, and our relationship to the land. It will critically examine the causes of the current farm crisis and the decline of rural communities. Exposing the myths which inform current food production and consumption practices will open the way to envisioning alternative models based on Christian perspectives and values. (N. Wiebe and C. Harder)

SA 327/427 The Self

Prerequisite: SA 113 or its equivalent or permission of the instructor

This course examines the nature of the self as embodied, communal and reflexive in relation to themes of creation, fall and redemption through dialogue with contemporary gender studies, feminist theory, political philosophy and classical and contemporary Christian theologians. (D. Schweitzer)

SA 333 God and the World

Prerequisite: SA 113 or its equivalent

This course explores what God means to the world and what the world means to God from within a Reformed perspective in Christian theology. The first section examines the salvific meaning of God for the world, and the increase that the world and its salvation bring to the life of God. The second section expands upon this, looking at the moral and transmoral nature of God's relationship to the world. The third section explores questions concerning the suffering of God and creation, the nature of evil, loss and Christian hope. (D. Schweitzer)

SA 340 The Holy Spirit

Prerequisites: SA 113 or its equivalent, or permission of the instructor.

This course examines the nature and work of the Holy Spirit, looking at how it has been understood in the early church and at present. Topics covered include the role of the Spirit in the economy of salvation, expressions of the Spirit in contemporary church and society, the revelatory role of the Holy Spirit, its relation to the reign of God and the Holy Spirit as the growing edge of God. (D. Schweitzer)

SA 392 Reading and Research: Systematic Theology

SA 393 Reading and Research: Ethics

SA 394 Reading and Research: Church and Society

SA 399 Thesis Writing

Pastoral Theology

PA 132/PE 233 Pastoral Care

The purpose of this course is to create a basic understanding of pastoral care, including the development of skills appropriate to the delivery of pastoral care in a congregational setting. The course includes lectures and reading, visitation in parish homes, written verbatims, and participation in group learning.

PA 210 Introduction to Worship

This course introduces students to the history, theology, and practice of Christian public worship. It is designed to gain biblical, historical, theological, and pastoral dimensions on the nature of Christian worship; to explore the praxis of sacramental worship; to gain insights into Christian year, liturgical place, and prayers within worship traditions, music, with reference to its relationship of culture; to demonstrate practical knowledge and experience in leading/presiding worship, writing prayers, and choosing hymns. (H. Kim-Cragg)

PA 212 The Word in Worship

This course introduces students the basics of preaching in terms of its contents and methods. While discussing the central elements of constructing a sermon, it aims to explore the effective and holistic ways of how the sermon can be delivered. With the participation of invited preachers who are in ministry, students will also gain practical and pastoral insights on preaching. Students will be granted to demonstrate their preaching as a mutual learning experience. (H. Kim-Cragg)

PA 262 Introduction to Christian Education

This course examines the basics of Christian education as it deals with its concept, purpose, context, subjects, and process as well as method. It aims to strengthen the understanding of Christian faith as a life-long learning by exploring ways of how different people in age, faith development, and culture learn from one another and journey together as disciples of Jesus Christ. While exploring different approaches to Christian education over the decades, students are encouraged to envision the future direction of the teaching ministry in congregational setting and their pastoral vocation as teacher. (H. Kim-Cragg)

PA 235-236 Clinical Pastoral Education

A unit of clinical pastoral education taken through the Saskatoon Institute for Pastoral Education.

PA 264 Christian Education with Children

This course engages in the importance of children's ministry as students are encouraged to study child development and faith formation, in relation to her/his communities, contexts, and the world. It involves in exploring children's literature beyond religious contents to equip students to interact with the children. It also examines the identity formation of a child in light of the group dynamics including the family, school, and church. By the end of this course, students are able to develop story-telling skills, design intergenerational worship and discover their sense of vocation to children's ministry (H. Kim-Cragg).

PA 318 Worship and Christian Education: A Postcolonial Feminist Approach

This course will examine the role of Story and Song as they address the need for the interplay between Christian worship and Christian education from a postcolonial feminist perspective. It is designed to gain biblical, liturgical, and pedagogical dimensions on the interdisciplinary nature of Christian worship and Christian education; to explore the praxis of intergenerational and intercultural worship and education; to engage worship and education, with reference to their relationship of cultures and Canadian church context. Students are also encouraged to discuss such contemporary theological issues as diaspora identity, hybridity, orientalism, and inculturation, while exploring the implications for the church ministries in the 21st century. This course will consist of presentations, readings, assignments, and discussions. (H. Kim-Cragg)

PA 320 Just Liturgy (Advanced Worship Seminar)

This course explores the radically inclusive ways of worshipping as a matter of justice. It involves in critiquing the liturgical traditions and practices that are patriarchal and exclusive against certain groups of people including women and the differently abled. Such critiques encourage students to examine inclusive language issues in prayer and hymns and liturgical leadership as power issues. It will also consider the embodiment and sensory

phenomenological approaches to worship, overcoming to focus on liturgical texts and documents. Students will be able to grasp the importance of creating just liturgy as an integrated way of carrying out justice. (H. Kim-Cragg)

PA 380 Ministry Residency

Prerequisite: 60 credit hours of courses.

Enrolment is limited to students in Phase 3 of the St. Andrew's MDiv program.

PA 381 Learning Circle I: Skills and Identity in Pastoral Ministry

Prerequisites: Two years of theology or permission of instructor. All students must be currently working at least halftime in a pastoral ministry setting.

This 3.5 credit course is required for all St. Andrew's Phase Three students, and is open to anyone engaged in congregational ministry who wishes to explore the meaning and purpose of the parish pastoral minister. Using a variety of praxis-based approaches, including case studies; discussion of articles and film; workshops; in-class exercises; and written work, the course addresses core aspects of pastoral experience and identity: leadership, vocation, and learning to "read" congregations and engage them in their mission and ministry. The major assignment is a congregational "thick description," to be completed and submitted after the conclusion of the 8-day course meeting. (N. Wiebe)

PA 382 Learning Circle II: United Church History, Theology and Polity

Prerequisites: HA/HL 111/112, SA 113, their equivalents or permission of the instructor.

This 4.5 credit course explores the history, theology and ethos of the United Church through an overview of where the United Church has been and how it has got to where it is now. Students will gain an enriched understanding of how the United Church was formed, the journey it has traveled to the present, how it is organized and how its polity functions. (D. Schweitzer)

PA 383 Learning Circle III: Cross-cultural Experience

Co-requisite: Enrolment in PA 380 (Ministry Residency)

Students will participate in a cross-cultural experience in a First Nations context; normally this will include some time spent in a Native Ministry site and some time spent in a First Nations theological education site. The College makes arrangements for this learning circle, but students who wish a different experience may, with the prior approval of Faculty, make their own arrangements. Students with extensive experience of First Nations context/s may be permitted, with the prior approval of Faculty, to substitute a different experience. Enrolment is limited to students in the St. Andrew's M.Div. program. This is a 4.5 credit course.

PA 384 Learning Circle IV: The Ministry of Parish Administration

Prerequisites: PA 381, PA 382, PA 383

Co-requisite: Enrolment in PA 380 (Ministry Residency)

This is a 2 credit course.

PA 385 Learning Circle V: Who Am I in Pastoral Ministry?

Prerequisites: PA 381, PA 382, PA 383, PA 384

Co-requisite: Enrolment in PA 380 (Ministry Residency)

This 3.5 credit course will provide closure to the internship and Phase 3 of the M.Div. program. It will combine biblical, liturgical, pedagogical and contextual work with completion of tasks in the students' learning covenants, culminating in a statement of personal pastoral identity in ministry. A substantial piece of individual independent work is also expected. As well, there will be time spent looking forward to ordination and settlement, and expectations of new clergy. This course is required for all St. Andrew's Phase 3 students who are in M.Div. program and open to those with the equivalent to Phase 3 ministry experience and engagement.

(H. Kim-Cragg)

PA 392 Reading and Research: United Church Liturgy and Worship (1.5 credit admission course)

The goal of this course is to gain an appreciation of the liturgical history and polity of The United Church of Canada in the context of the present denomination of the candidate for admission. It invites students 1) to complete a reading of and reflection on texts written by United Church scholars for developing faithful worship practices within our congregations, and 2) to develop an attentive awareness of one's own leadership style and how it integrates with/challenges the worship culture(s) of The United Church of Canada. (H. Kim-Cragg)

PA 393 Reading and Research: Pastoral Care and Counselling

PA 394 Reading and Research: Church Administration and Practice

PA 395 Reading and Research: United Church Christian Education/Faith Formation (1.5 credit admission course)

The goal of this course is to equip students to be educated leaders, who are seeking to be admitted and transferred in the United Church of Canada. It invites students to 1) engage in the interplay between religious education and worship, 2) explore the postcolonial approaches and 3) articulate the issues that are central and critical to faith formation of the intercultural congregational ministries. (H. Kim-Cragg)

PA 399 Thesis Writing

SECTION TWO:
INFORMATION FOR STUDENTS



A. Courses and Registration

1. Calendar of Dates for 2011-2012

September 2011

5	Monday	Labour Day - Colleges Closed
6-7	Tuesday-Wednesday	Orientation
8-9	Thursday-Friday	STU Retreat
12	Monday	First Day of Classes
12	Monday	Tuition payment deadline
16	Friday	Deadline to transfer courses through registrars
21	Wednesday	Boundaries Workshop – all students
23	Friday	Deadline to transfer courses with faculty permission
23	Friday	Deadline to withdraw from course with 100% tuition refund
30	Friday	Deadline to withdraw from course with 75% tuition refund

October 2011

5	Wednesday	STU Event
10	Monday	Thanksgiving - Colleges Closed
14	Friday	Deadline to withdraw from course with 50% tuition refund
19	Wednesday	STU Event
21	Friday	Deadline to withdraw from course with 25% tuition refund
24-28	Monday-Friday	Mid-Term Break
28	Friday	Deadline to withdraw from course without academic penalty

November 2011

2	Wednesday	STU Event
11	Friday	Remembrance Day – Colleges closed
16	Wednesday	STU Event
18	Friday	Deadline to register for January and Winter terms
30	Wednesday	STU Advent Worship

December 2011

7	Wednesday	STU Event
9	Friday	Last Day of Classes
12-16	Monday-Friday	Exam Week
21	Wednesday	STU Event
22	Thursday	Colleges close for Christmas break

January 2012

2	Monday	Colleges closed in lieu of New Years Day
3	Tuesday	Colleges reopen after Christmas break
3-20		January Intensive Term
6	Friday	Grades due – fall term
23	Monday	First day of classes for Winter term
23	Monday	Tuition payment deadline

27 Friday Deadline to transfer courses through registrars

February 2012

1 Wednesday STU Event
3 Friday Deadline to transfer courses with faculty permission
3 Friday Deadline to withdraw from course with 100% tuition refund
10 Friday Deadline to withdraw from course with 75% tuition refund
15 Wednesday STU Event
20 Monday Family Day - Colleges closed
24 Friday Deadline to withdraw from course with 50% tuition refund

March 2012

2 Friday Deadline to withdraw from course with 25% tuition refund
5-9 Monday-Friday Mid-Term Break
7 Wednesday STU Event
9 Friday Deadline to withdraw from course without academic penalty
21 Wednesday STU Event

April 2012

4 Wednesday STU Event
6 Friday Good Friday - Colleges closed
9 Monday Easter Monday - ESC administration offices closed
18 Wednesday STU Event
20 Friday Last day of classes
20 Friday Registration Deadline for Fall term
23-27 Monday-Friday Exam Week
25 Wednesday Grades due for graduating students

May 2012

1-3 Tues-Thursday LTS Board Meetings
1-3 Tues-Thursday LTS Study Conference
2-3 Wed-Thursday SAC Board Meetings
3-4 Thurs-Friday ESC Council Meetings
4 Friday STU Convocation
May-June Language Institute

June 2012

1 Friday All other grades due

2. Registration Procedures

As a new or continuing program student, you will receive a Registration Form and information about class offerings for the upcoming academic year in approximately mid-June. After choosing the course(s) you would like to take, you should contact your Faculty Advisor (see below) for permission to enrol in them. Once you have received permission (by e-mail or by obtaining a signature), you should complete the Registration Form and send it along with appropriate payment (see Fees, below) to

Registrar
St. Andrew's College
1121 College Drive
Saskatoon, SK S7N 0W3

a. Course registration

Registration for courses for credit will not be considered complete without a Faculty advisor's approval and the payment of tuition and fees. **Late registration** is permitted only with Faculty advisor and instructor permission by the late registration deadlines.

Deadlines for registration and tuition payment, 2011-2012:

FALL

Monday, September 12 – Deadline for registration for Fall semester courses

Friday, September 23 – Deadline for late registration or course changes for Fall courses

WINTER

Monday, November 18 – Deadline for registration for January term and Winter semester courses

Friday, January 27 – Deadline for late registration or course changes for Winter courses

CLUSTER/ON-LINE/INTENSIVE COURSES AND LEARNING CIRCLES

Four weeks before the first day – Deadline for registration for cluster/on-line/intensive courses and learning circles

Two weeks before the first day – Deadline for late registration for cluster/on-line/intensive courses and learning circles

Occasional students who wish to register in an Internet or regional cluster course offered by St. Andrew's should send an e-mail to <standrews.registrar@usask.ca> with the following information in the body of the e-mail:

- full name
- town or city
- the course(s) of interest

b. Course withdrawals

Upon deciding to withdraw from a class, students are responsible for the following:

- awareness of the academic and financial consequences of the withdrawal (see below)
- notification of the Registrar
- notification of the course instructor
- notification of the Faculty advisor

To drop a class, students may either obtain the necessary signatures on a form available from the General Office, OR (if a distance education student) students may use e-mail (see contact list) to make the necessary contacts. Students should ensure that they keep a copy of the e-mail.

Semester, cluster and on-line course withdrawal dates for 2010-2011 are:

FALL

Friday, September 23 – Noon Deadline to withdraw from course with 100% tuition refund; after this date the transcript will show “Withdrawn”

Friday, September 30 – Noon Deadline to withdraw from course with 75% tuition refund

Friday, October 14 – Noon Deadline to withdraw from course with 50% tuition refund

Friday, October 21 – Noon Deadline to withdraw from course with 25% tuition refund (no tuition refund after this date)

Friday, October 28 – Noon Deadline to withdraw from course without academic penalty; after this date the transcript will show “Withdraw-Fail”

WINTER

Friday, February 3 – Noon Deadline to withdraw from course with 100% tuition refund; after this date the transcript will show “Withdrawn”

Friday, February 10 – Noon Deadline to withdraw from course with 75% tuition refund

Friday, February 24 – Noon Deadline to withdraw from course with 50% tuition refund

Friday, March 2 – Noon Deadline to withdraw from course with 25% tuition refund (no tuition refund after this date)

Friday, March 9 – Noon Deadline to withdraw from course without academic penalty; after this date the transcript will show “Withdraw-Fail”

INTENSIVE COURSES/LEARNING CIRCLES

End of the first day of an intensive course – Deadline to withdraw from course with 100% tuition refund (minus \$150 withdrawal fee); after this date the transcript will show “Withdraw-Fail”

End of the second day of a learning circle – Deadline to withdraw with 100% tuition refund (minus \$150 withdrawal fee); after this date the transcript will show “Withdraw-Fail”

c. Course Load

The normal full course load is five classes, enabling a student to carry 15 hours of classes and 30 hours of preparation for those classes. Normally, registration will be limited to five classes per semester (including any courses being taken elsewhere). Any student wanting to take an overload should request an exemption from the Faculty through her/his Faculty advisor. Each request will be handled on a case by case basis and does not imply any precedent.

d. Minimum Course Registration

Ordinarily the minimum number of registered students needed for a course to be offered is five. If fewer than five students register for a class, the Faculty will review the case and decide whether it should be offered.

e. Auditing a Course

With permission of the Faculty advisor and the instructor of a course a student may choose to enrol in a course (except internet courses) as an audit student (rather than for credit). Audit students are expected to do course readings, but are not required to submit assignments, and will not be evaluated by the instructor. The "audit" designation appearing on a transcript is an indication of "status" (regular attendance) and not one of academic achievement. Audit fees are one-half of credit fees.

3. Faculty Advisors

All students in degree and diploma programs at St. Andrew's are assigned a Faculty advisor. Students should confer with their Faculty advisors before filling out their registration forms. Faculty advisor will give advice on the following:

- credits that can be transferred into the program from elsewhere
- prior learning assessment and recognition (see policy in Section 3)
- admission to an Honours program
- course and other requirements for the student's program
- course substitutions
- complaints about academic offences
- overall academic performance and standing

For candidates for ordained ministry, the Faculty advisor will also complete the College's annual report to the candidate's presbytery and will work with the student and the Ministry Residency Coordinator to help in the preparation of the Learning Covenant for Phase 3 of the MDiv program.

The Registrar assigns Faculty advisors for each student upon admission. In the case of a dispute or disagreement between a student and her/his Faculty advisor, the Principal or Registrar will mediate, but will not normally re-assign the student or the Faculty member for this reason. However, because of a need to ensure an equal distribution of students for advising among available Faculty members, students may be re-assigned to a new Faculty advisor at any time, but normally at the beginning of a new semester.

The Faculty advisor and/or the Registrar must take some decisions to the full Faculty Council for a decision or recommendation. These include:

- approval of admission to a program
- approval of transfer to another program
- approval of transfer credits (a student wishing to take a course and transfer the credit into a St. Andrew's program must obtain prior approval from the Faculty advisor)
- approval for admission to an Honours program, and certification of satisfaction of language requirement for an Honours program
- grade appeals
- placement on academic probation or suspension
- recommendation to Academic Committee for granting academic credit for successful completion of residency (on recommendation of Conference Committee on Internship and Educational Supervision, through the Ministry Residency Coordinator)
- recommendation for graduation and granting of testamur (recommendation goes to Academic Committee)
- recommendation for scholarships or awards (recommendation goes to Academic Committee)

4. Transfer Credits Awarded on Admission

- Applicants with a Master of Theological Studies degree from St. Andrew's College may have those credits applied to the Master of Divinity degree program.
- Applicants with a Masters or Doctoral degree from another ATS accredited institution may request that **up to 15 semester classes or 45 credit hours** be applied to the Master of Divinity degree.
- Applicants with degrees or credits from other institutions (including credits earned prior to an institution receiving ATS accreditation) will be considered on a case-by-case basis.
- Approval of transfer credits shall be at the discretion of the Faculty who will consider such factors as the distribution requirements, level of course, age of credits, number of courses in one area, and range of preparation in undergraduate degree. Students may be asked to provide a course outline for any transfer course.
- The Integration Seminar, Residency, and Learning Circle requirements, while normally upheld, are also at the discretion of the Faculty depending on previous experience and the content of the previous degree.
- No more than half the total credits for any degree or diploma may be earned through a combination of on-line or cluster courses, transfer credits and/or prior learning assessment and

recognition.

- A student who has taken a course(s) in a given area at an undergraduate institution prior to attendance at St. Andrew's is encouraged to apply for an exemption(s) in the equivalent course(s): "advanced standing". Another course will be required in its place.

For a non-St. Andrew's course to be accepted for a semester course credit at St. Andrew's it must:

- be based on the assumption of not less than 108 hours of work, including, except in the case of correspondence courses, not less than 26 contact hours, and
- include at least 20 pages (5,000 words) of written work.

5. Letters of Permission for Study at another Institution

Students may take up to half of their program through a combination of St. Andrew's on-line and cluster courses, and courses at another institution, either through credits transferred in on admission, or by Letter of Permission from the College giving approval to study elsewhere. The procedure is as follows:

- At the student's request, the Faculty advisor assesses the proposed course in cooperation with the Faculty member in the subject area most closely related to the course, taking into account the institution, level, instructor, requirements and suitability of the course for the student's programme.
- The advisor makes the decision on whether to grant permission in conjunction with the Faculty member in the subject area of the course.
- The Faculty advisor reports the decision to the Registrar immediately, and seeks approval from the whole Faculty at its next meeting; either the Faculty advisor or Registrar prepares a Letter of Permission sent directly to the other institution.

Saskatoon Theological Union (STU):

Equivalents have been established for most courses offered at other STU Colleges; these are available from the Registrar. A Letter of Permission is not required for registration in an STU course; these courses follow the same approval process as for St. Andrew's College courses, including approval by the Faculty advisor.

University of Saskatchewan courses:

All St. Andrew's students need permission to take courses offered at the University of Saskatchewan. Permission is granted only when it is demonstrated that the course will enhance the learning objectives within the student's program and the course desired is not otherwise available within the STU. The student's Faculty advisor will take the request to the next Faculty meeting for approval. Once approved, the process for registration is as follows:

For undergraduate courses (numbered 100-600):

- The student's Faculty advisor will write a "Letter of Permission" to the Director of Admissions, U of S. This letter will indicate that the student in question has been granted permission by St. Andrew's to take a specific course for credit towards a St. Andrew's degree. The letter needs to be sent directly by St. Andrew's to the Admissions office (in a sealed envelope).
- The student must apply for admission to the University of Saskatchewan on either a U of S application form, checking the box for "visiting student", and then taking that form along with the required admission fee to Student and Enrolment Services, Administration Building, U of S, or on the web at www.usask.ca/registrar. Students must meet U of S application deadlines!
- The processing will normally be done within one week of the receipt of both form and letter. The status of visiting student will be valid for one year. Students should be aware that enrolments for some January classes are filled in the September registration.
- The student will be given a U of S student number and a transcript will be created. At the end of the course **the student must request that an official transcript be sent to St. Andrew's** where it can be recorded.

For graduate level classes (numbered 700 or higher):

St. Andrew's students enrolled in the MTS or MDiv degree programs may register in graduate classes at the U of S under a Memorandum of Agreement. Such students must have a grade average of 70% or equivalent and may register for no more than 4 courses (MTS) or 8 courses (MDiv) under this arrangement. There are no additional fees required. Use the form attached in Section Three of this Handbook to get the necessary approvals.

University of Regina Courses:

For undergraduate classes: same as U of S procedure (see above)

For graduate level classes: The U of Regina Faculty of Graduate Studies has agreed to duplicate the arrangement between St. Andrew's and the U of S on an experimental basis.

6. Prior Learning Assessment and Recognition (PLAR)

Credit may be granted for learning acquired in a variety of contexts outside the higher education setting. The process for assessing such learning enables students to obtain recognition for learning (knowledge and skills) which they have achieved through both formal and non-formal learning experiences, including work experiences and other life experiences such as independent study, community and church activities, political action, or cultural and artistic pursuits. PLAR credits are considered to be external courses, or the equivalent of transfer credits. A non-refundable fee is assessed for consideration of a PLAR portfolio. The Prior Learning Assessment and Recognition Policy and Procedures document is available from the General Office. Students admitted without an undergraduate degree or its educational equivalent are not eligible for PLAR.

7. Class Attendance

Given the size of the student body and the small size of most classes, it is extremely important that full attendance at class sessions be the norm. The success or failure of a class often depends on the attendance and full participation of all members of the class. The procedures to be followed in the case of repeated absence are in the hands of the course instructor and are set forth in the course syllabus. Auditors are also bound by this regulation.

8. Submission of Assignments and Recognition of Sources

Assignments for face to face (on-site) courses are to be handed directly to the Faculty member or to the General Office. Students intending to submit an assignment electronically must be sure to check with the Faculty member offering the course for permission to do so and for guidelines to format and timing. Students are responsible for keeping a back-up copy of all assignments; it is strongly suggested that such a back-up be available in printed format.

All external sources used in any assignment must be documented, and students must not represent as their own any idea or expression of an idea of another person or group. Plagiarism is considered to be a serious offence and may result in action under the College Policy on Student Discipline (see Section Three).

9. Course credits

What is a course credit?

At St. Andrew's College a course normally offered over one term will involve 3 hours of classroom time each week for 12 or 13 weeks. It is assumed that a student will spend 2 hours outside of class engaged in reading and writing assignments for every hour in class. Successful completion of the work will earn the student 3 credit hours.

How is a course credit determined in a non-traditional setting, such as for satisfying reading course requirements or other components of a learning covenant?

Criteria:

1. Relevance of the topic - all work for which a student seeks academic credit must be relevant to the student's learning goals and overall program of study.
2. Level of Work - all work for which a student seeks academic credit must be completed at a level appropriate to the degree being sought.
3. Hours of Work - Based on the assumptions named above, each credit hour should involve at least 36-39 hours of total work including lectures, workshops, reading and writing.
4. Written Work - Students should expect to complete and have evaluated a minimum of 10 pages (2500 words) of written work for each credit hour. This may be based on research, reflection on a project or workshop, or a form appropriate to the project.
5. Bibliography - Students should prepare a bibliography of resources to be consulted for the topic proposed, and should expect to complete a significant proportion of the reading in order to earn a credit.
6. Fees - Tuition fees paid by the student to St. Andrew's College give the student access to the Faculty and other learning resources of the College. The student will be responsible for any fees associated with additional learning events outside the College that are included in a self-designed program. Such events may be included in an application to the St. Andrew's Bursary Fund.

10. Grading Practices

The three Colleges of the Saskatoon Theological Union use the grading scheme developed by the University, which is described in detail in the University Calendar at:

<http://www.usask.ca/calendar/exams&grades/gradingsystem/>

In general for all programs except the STM (for which a minimum passing grade is 70 percent), the following grading and notation scheme applies:

90-100	Exceptional	P	Pass
80-89	Excellent	F	Fail
70-79	Good	ABF	Absent-Failure
60-69	Satisfactory	INF	Incomplete-Failure
50-59	Minimal Pass	W	Withdrawal
<50	Failure	WF	Withdrawal-Failure
AU	Audit		

A Pass is understood to be 65% or more. (Note: A passing grade for a course taken for percentage grade is 50%; however, an overall grade average of 60% must be maintained.)

There are some courses at St. Andrew's that are always designated Pass/Fail rather than having a percentage grade. These are

- SA 273-274 Integration Seminar
- PA 381, 383, 384, 385 Learning Circles 1, 3, 4 and 5

For courses that are not designated Pass/Fail, St. Andrew's College students may elect to take up to six courses (18 credit hours) during their MDiv program or four courses (12 credit hours) during their MTS program for Pass/Fail credit in addition to those designated, either in advance or by class covenant, as Pass/Fail.

Students may opt for pass/fail evaluation only at the beginning of a course. An opportunity to indicate the choice will be given and a student must choose by the last day for changes in registration each semester (in 2008-2009: September 19; February 6; first day of the intensive). The decision is final.

11. Grade Appeal Process

Every student has the right to a re-read of an assignment. The Faculty member who gave the original grade should be approached about the grievance first. If after the instructor's decision is made, a student still feels there are grounds for a grievance the following procedure should be followed:

1. The student should take her/his case to his/her Faculty advisor (or to the Registrar if the instructor is also the student's Faculty advisor);
2. The Faculty advisor will take the matter to the Faculty;
3. The Faculty will appoint a third party with expertise in the area of the assignment to re-read the paper(s) and exam(s) involved in the grievance and (a) uphold the mark given or (b) raise the mark given or (c) lower the mark given.
4. A final appeal may be made to the Academic Committee.

12. Repeating Courses

When a student retakes a course and receives a better grade, that better grade will replace the earlier grade on the transcript, but the student will receive only one credit for the course.

13. Academic Standing

The student's Faculty advisor and the Faculty as a whole monitor each student's academic progress. If a student appears to be in academic difficulty, an evaluation of the student's work will take place and measures to aid the student in his/her studies will be taken, such as a reduction of course load, repetition of certain courses or delay of residency. If the difficulties continue, the student may be placed on academic probation, during which time an improvement in performance must occur or the student's further study at St. Andrew's will be jeopardized.

14. Examinations

There are a few courses in which final exams are scheduled. Students are encouraged to bring any scheduling conflicts to the attention of the Faculty members involved.

15. Extensions – an STU Policy

- All assignments are due on the date specified in the course syllabus.
- If an assignment cannot be completed on time, it is the responsibility of the student, before the date on which the assignment is due, to request an extension.
- If an extension within the term is granted by the instructor, terms for handing in the assignment (for example, the new due date, any penalty for handing in assignment late) may be in writing at the request of either the student or instructor.
- Two options are available for extensions beyond the final day of a semester. For either option students must submit a completed "Post-Term Extension Request Form" (available from the Registrar) normally no later than one week prior to the last day of classes.
- The request may be:
 - **for up to four weeks** in which case the student will hand in the form to the class instructor(s). The course instructor(s) may grant such an extension at her/his discretion. If the extension is granted, then the instructor will forward the form to the designated committee and/or registrar of the College of enrollment.

OR

- For an extension **of more than four weeks** in which case the student will submit the request to the instructor(s) who will forward it to the Registrar of the College where the course is being taught (or in cases of team taught courses, to the Registrar designated by the course instructors), and to the Registrar of the College of enrollment. The College of enrollment may accept or deny the request. If approved, the college of instruction will determine the date by which the material must be submitted. Extensions will not be permitted beyond four months. (eg: April 30 for material due in December, September 1 for material due in April). Extensions are not available beyond the exam period in April for Winter semester classes required for

- residency or graduation.
- If a student requests more than one extension in a semester, the Faculty may encourage or require that student to have a lightened course load the next semester.
- No further extension on extensions will be granted.
- In situations of emergency or compassionate need, the decision to grant an extension will rest with the President/Principal.

16. Reading Courses and other Non-traditional Course Credits

Non-traditional course credits

One "credit hour" may be given for each 36 hours of non-traditional work. The topic area must be appropriate to the student's area of study; and the level of work should be appropriate to the student's degree program. The usual tuition fee is to be paid to the College. (Note that a one semester course is three credit hours.) An example of a possible non-traditional course is the annual Winter Refresher. Both a one-credit hour and a three-credit hour course are possibilities.

Reading courses:

Faculty and curriculum considerations

- Each St. Andrew's College Faculty member may choose to supervise up to four reading courses and/or theses in an academic year.
- Faculty members will normally offer courses only in their area of research/expertise, and no Faculty member is required to offer a reading course.
- Reading courses will not normally be offered in a topic which is being covered by a regular course in the same term.
- Reading courses may be offered to St. Andrew's College students by Faculty from other STU colleges. Such courses when offered during the regular academic year will be given a St. Andrew's College course number and are subject to the usual academic regulations and procedures for St. Andrew's College courses. When reading courses are taken outside the regular academic year (i.e., between May and August) from members of other STU Colleges, the student registers through the College of the Faculty member offering the course, and the course is subject to that College's regulations and tuition.
- Reading courses may be offered by individuals who are not regular STU Faculty members (such as adjunct faculty), with approval of the St. Andrew's College Faculty. Such courses will be given a St. Andrew's College course number and will be subject to the usual academic regulations and procedures for St. Andrew's College courses.

Student considerations

- A student may do a maximum of one Reading Course per term or during the summer. (This limitation does not apply to the self-directed component of Phase Three.)
- There is no limit on the number of reading courses a student may take in any department, other than the normal departmental requirement/limits.
- All work for which a student seeks academic credit must be relevant to the student's learning goals and overall program of study, and must be completed at a level appropriate to the degree being sought.

Procedures for initiating a Reading Course during the Regular (Sept.-Apr.) session

(Note: that the procedures for Reading courses offered by STU Faculty in the summer or as intensives will be the procedures for the College offering the course)

1. A student should first discuss with his/her Faculty Advisor the suitability of a reading course in the student's program. Once the Faculty Advisor has agreed to the general content and the student and advisor have identified a potential instructor, the student and the Faculty advisor should complete Part I of the Reading Course/Honours Course Proposal form.

2. The student should then approach the proposed instructor with a request to offer a Reading Course, and negotiate the course content and approach, including a bibliography of resources to be consulted. The student and the instructor should together complete Part II of the Reading Course/Honours Course Proposal form and return it to the Faculty advisor, who will ensure that it is placed in the student's file.
3. Once an instructor has agreed to offer the course, the Faculty Advisor will report the arrangement to Faculty.

Academic Requirement for Reading Courses

In general, the requirements are the same as those for a regular course, without the expectation of class attendance:

- Each credit hour should entail at least 36-39 hours of work
- Students should expect to complete and have evaluated a minimum of 10 pages (2500 words) of written work for each credit hour. This may be based on research, reflection on a project or workshop, or a form appropriate to the project.

Administrative Requirements

In addition to completing the course proposal, and once it has been approved, students must complete a formal registration for a reading course, and pay the relevant tuition to the College. Such registration is done at the student's home College for regular term courses, and at the Faculty member's home College for courses outside the regular term. Normally, arrangements for a reading course should be completed well before the term in which the course is to be taken begins.

The pass/fail option is available for reading courses taken during regular term on the same basis as for regular courses offered at St. Andrew's College.

Students are normally expected to complete the course within the regular term. Withdrawal and extension dates are on the same basis as for regular courses.

17. Honours Courses/Thesis (an STU policy)

A thesis option is available for students in MDiv and MTS programs.

Students must maintain an average of 75% and will have a second language or a research methods course or some other special preparation for writing the thesis. Thesis proposals will be approved by the Faculty of the student's home College. Thesis work will constitute two course credits (6 credit hours) of work in the programs.

Thesis will normally be 50-60 pages (12,000 – 15,000 words) long. Students successfully completing the thesis will be awarded an Honours Degree. If a student successfully completes all of the course credits but does not successfully complete the thesis, the student may be given a MDiv or MTS without the Honours designation.

Faculty considerations at St. Andrew's College

When a student is approved for an Honours program, a St. Andrew's College Faculty member with expertise in the area of study will be assigned by the Faculty to direct the Thesis course in the relevant section.

If the thesis topic is outside the area of expertise of available St. Andrew's College Faculty, a Faculty member from the STU, or an adjunct Faculty member, may be approached by the Registrar and asked to supervise the thesis.

Curricular requirements at St. Andrew's College

The requirement for completion of the Honours programs is the same as that for the regular program, except as follows:

- Honours students must maintain a grade average of 75% throughout the academic program.
- Honours students are required to demonstrate competence in either a second language (biblical or modern) or special preparation in the area of the thesis research. *Examples of special preparation include demonstrated competence in relevant methodologies (such as qualitative or quantitative analysis or computer languages).* No additional credit is awarded for satisfying this requirement.
- In lieu of 6 credits of electives, Honours students will enrol in the *A 399 course in the relevant section. The requirement of this 6-credit course is presentation of an acceptable thesis (50-60 pages, 12,000-15,000 words) with a 200 word abstract. The thesis course is graded on a P/F basis.

Procedures for initiating an Honours requirement at St. Andrew's College

1. Students wishing to follow an Honours program must declare their intention to their Faculty advisor on accumulation of thirty (30) credit hours for the MTS program, or forty-five (45) credit hours for the MDiv program.
2. The student and the Faculty advisor should complete Part I of the Reading Course/Honours Course Proposal form (attached).
3. The Faculty advisor will then seek approval from the Faculty for admission of the student to the Honours program.
4. Once approval has been given, the student will be assigned a thesis supervisor.
5. The student and the instructor should together complete Part II of the Reading Course/Honours Course Proposal form and return it to the Faculty advisor, who will ensure that it is placed in the student's file. Students will be expected to submit the proposal for their thesis to the supervisor by the time they have accumulated forty-five (45) credit hours for the MTS program, or seventy-five (75) credit hours for the MDiv program.
6. The student will formally register in the *A 399 course.
7. The supervisor will determine what the student needs to do to meet the language/methodology requirement. Completion of this requirement must be proven by the end of the second week of the term in which the thesis is to be presented.
8. The thesis will be read and evaluated by the Thesis Supervisor, who will report the grade to the Registrar for approval by Faculty.
9. Two bound copies of the thesis are to be provided to the College Library at the student's expense.
10. If a student successfully completes all of the course credits but does not successfully complete the thesis and/or meet the grade requirement for Honours, the student may be given the degree without the Honours designation. In such cases, the registration in the Thesis Course will be converted to registration in a Reading Course (6 credits).

Administrative Requirements

In addition to completing the Thesis Course proposal, and once it has been approved, students must complete a formal registration for a reading course, and pay the relevant tuition to the College. The tuition for the Thesis Course is the same as for any other 6 credits.

The Thesis Course is graded on a pass/fail basis.

Students are normally expected to complete the Thesis Course within the regular term. Withdrawal and extension dates are on the same basis as for regular courses.

18. Course Evaluations

At the end of each term, students are required to evaluate their courses. Course Evaluation Forms are to be signed and handed in at the General Office. They will not be given to the instructors until course grades have been submitted. Evaluations which are unsigned will not be considered.

19. Transcripts

Official transcripts of a student's academic record are issued by the Registrar upon written request of the student. Each student paying a program fee may receive unlimited official transcripts during that year at no additional charge; occasional students and alumni/ae are charged \$10.00 plus GST (currently 5%) for each requested copy. Unofficial transcripts may be issued directly to the student; official transcripts bearing the signature of the Registrar or designate and the official seal of the College may be issued to any third party designated by the student. Students should allow at least two weeks from the time of request to the time the transcript is required.

20. Degrees and Convocation

Convocation ceremonies are normally in early to mid May, and are held jointly with the other STU Colleges. Students who intend to graduate are required to notify the General Office before February 1.

BTh degrees: Holders of the BTh degree from St. Andrew's College may apply to the Registrar to have their BTh re-issued as an MDiv. A new diploma will be issued upon surrender of the BTh diploma and payment of a processing fee.

B. Non-course Community Activities and Resources

It is expected that the time that our students spend pursuing the on-campus component of their program will be enriched by their being part of a community of face-to-face learners, engaged in integration of academic disciplines, vocational and denominational formation, and community-building opportunities. Students in their residential semesters are expected to participate in the worship life of the College and the STU as part of their United Church and ecumenical formation. There are a number of opportunities for this:

1. Orientation and Entry Colloquium

All students registering for a degree or diploma program at St. Andrew's College for the first time are to participate in a credit Entry Colloquium. The Colloquium is offered in conjunction with an Orientation event for students beginning their residential experience. Orientation and Entry Colloquium address such subjects as

- What is theological education?
- What is St. Andrew's College and what is its ethos?
- What do the programs look like?
- Who are the participants (Faculty, staff, students, etc.)?
- Orientation to library and its use for distance and intramural students.
- Study skills for various course models.
- Candidacy issues and relationships of programs to the church.
- Experiences of community building, worship.

The College may assess a small fee to cover the cost of meals and refreshment breaks; students are responsible for arrangement and payment of their own travel and accommodation. Students participating in the Colloquium may apply for bursary assistance to help defray costs.

2. College Committees

Much of the life of the College revolves around work done by committees of College Council. To acknowledge the necessity and the value of committee work in the life and functioning of St. Andrew's, there is no chapel worship on Tuesdays so that Core Groups and committees may meet. Core Groups and committees meet on alternating weeks; see the 2011-2012 schedule in this handbook. Participation by students in the committee work will be considered a non-credit requirement on the same basis as core groups.

3. Core Group

Core Group is a non-credit requirement for students in their residential semesters required for graduation. Each MDiv student requires at least two semesters of Core Group participation, and is required to participate for four semesters if Phase One is taken in Saskatoon. Each MTS student is required to participate during every semester of coursework in Saskatoon for up to four semesters. The group will meet six times per semester for an hour and 15 minutes each time. Attendance in Core Group is mandatory. A student's participation in a core group in a given semester will be recorded on the transcript. Core Group facilitators are usually retired clergy; all work within Core Group remains confidential.

The purpose of the Core Group is as follows:

- A safe place to build community: to learn how to support each other; a place to experience the grace of God; to form collegial relationships; to give and receive hospitality.
Through intentional and informal activities, students can develop an identity that will strengthen the student body and the College.
- A forum to discuss the life of St. Andrew's, and the wider church, in its various forms.

- An opportunity to experience the challenge and joy of being part of a small intentional group over an entire academic year.
Effective small group development is the responsibility of each member.
- A place where spiritual formation activities can take place.
With group consensus, the facilitator or members of the group can select activities, or a resource person can be brought in to conduct sessions.
- An opportunity for sharing and growing faith; for informal theological conversation.
Core Group provides a safe place for students to explore and enhance their faith; an opportunity to integrate classroom learning at a holistic level.
Through this process, students can learn more about themselves and their colleagues.
- A place where presentations can be made by knowledgeable persons in the community, including students, on subjects selected by the students.

Within the framework of these basic purposes, each Core Group is free to set its own agenda and format for meeting; it is expected that the Core Group will identify its own mutually agreed upon ways of meeting these expectations.

Workshops: As part of the Core Group requirement, every on-campus program student is required to attend the Boundaries Workshop and the Language Workshop **every year** the student is in Core Group.

4. Pastor-in-Residence

The College attempts to provide pastoral care services within the College each year. The Reverend Jack Carr is Pastor-in-Residence for the 2011-2012 academic year. He will be leading core group (see above). He is also available to any student needing pastoral care or guidance. All concerns raised with the Pastor-in-Residence are held in confidence, and are not shared with Faculty without the student's permission.

5. Chapel

Worship is an important part of life at St. Andrew's College. Chapel services are held in our own chapel on Mondays, most Wednesdays, and Thursdays (communion) at 11:40 a.m., and jointly with the STU Colleges on two Wednesdays a month at 11:40 a.m. throughout the academic year; in addition there are special services throughout the year. Students and Faculty have opportunities and obligations to participate in planning and facilitating worship.

6. Retreat

Each fall, students, staff, Faculty spend a weekend together at a Retreat and Community-Building weekend; often this event is held in conjunction with the other STU Colleges. Costs are partially subsidized by the College; the remainder is included in the annual Program Fee payable by all students. Attendance at this event is expected as part of students' commitment to an intramural year.

7. Winter Refresher

All classes under St. Andrew's jurisdiction are cancelled during the annual Winter Refresher program. Faculty may negotiate alternative meeting times around the scheduled times of lectures and workshops. Students taking classes at other Colleges need to make their own arrangements with those instructors. It is anticipated that this will enable all students to fully participate in the Winter Refresher Program. Mark your calendars now for February 13 -15, 2012 for Winter Refresher 2012.

8. Saskatoon Theological Union Libraries

Mission Statement

The purpose of Saskatoon Theological Union Libraries is to provide and promote library and information resources in support of the missions and goals of the colleges which form STU. Saskatoon Theological Union Libraries confirm their commitment to the importance of information literacy in all library plans, policies, and activities.

Introduction

This policy governs the circulation of material from Saskatoon Theological Union Libraries. Its intention is to provide a balance of consistent and equal access to library materials for all users, facilitation of research, and efficient use of library resources including staff time.

General Lending Policies

- STU Libraries lend on-site to current students, faculty/ instructors/ facilitators, staff, and alumni of member Colleges of the Saskatoon Theological Union (the College of Emmanuel & St Chad, Lutheran Theological Seminary, and St Andrew's College), and to current University of Saskatchewan students, staff, and faculty.
- Borrowing is also extended on-site to personnel involved in ministry in the United, Lutheran or Anglican Church, including ministers/priests, lay personnel, and administration, as well as to members of the public.
- Distance borrowing is available to distance education faculty and students, students of St. Stephen's College, Edmonton, and ministry personnel, and other users as may from time to time be identified, within Canada.
- Borrowing and return policies are established according to type of material and user. These are described in the following sections under Policies and Loan Periods.

Borrowers' Cards

- To receive a borrower's card, applicants must present a current student card or driver's license/other identification with current address.
- Borrower's cards are non-transferable. By presenting a borrower's card, the user is accepting full responsibility for all library materials signed out to that card.
- Borrowers should register at the library of the College with which they are associated.

Borrowing

- Registered borrowers may borrow materials from or return them to any STU library. Exception: Reserve materials must be returned to the library from which they are borrowed. To facilitate processing, overdue materials should be returned to the library from which items were borrowed.

Overdues

- Overdue notices will be sent by email when items are 7 - 10 days overdue. Where the borrower has no email address, overdue notices will be mailed.
- Borrowers who have one or more overdue recalled books, one or more overdue reserve items, and/or \$30 or more owing in outstanding accounts will not be permitted further loans until items are returned and fines paid.
- Grades, diplomas, tuition refunds, and further course registrations will be withheld for STU borrowers who owe \$30 or more in outstanding accounts.
- If students have unreturned books at the end of their program, they must be returned before they can graduate.
- Refunds for lost items will be issued if a borrower returns the item before a replacement copy has been ordered. When a refund is issued, the overdue fine will be imposed. Lost items will be replaced and the full price of the new item, plus a \$20 processing fee, will be invoiced to the patron.

Privacy

- STU Libraries do not release information about library users to any person, institution, agency or association except for reporting financial information regarding materials to the offices of the Registrar and Finance at individual Colleges as necessary; and except where a court order has been served.

POLICIES AND LOAN PERIODS

On-site STU and U of S students , alumni, ministry personnel, and members of the public		
1. Borrowing requirements	Current STU Libraries card	
2. Loan Period (Books, videos, DVDs, cassettes CDs)	a) Regular loan period	3 weeks
	b) Number of items permitted at one time	No limit
	c) Number of renewals permitted	2; must be requested before due date. Items with holds may not be renewed.
	d) Telephone online renewal of items	Yes
	e) Extended loan	May be available upon request
	f) Reserve items	Available for loan only to students currently enrolled in the course Loan period as indicated on the reserve item's circulation card.
3. Holds	Holds may be placed.	
4. Reference items, journals, and microforms	No, unless signed out to photocopy.	

5. Lost and Damaged Library Materials	Materials more than 28 days overdue are considered to be lost. Replacement costs are charged as follows: a) For all materials in print, the cost listed in the catalogue of one of the Library's usual suppliers, converted to Canadian dollars, plus a \$20 processing fee to cover acquisition, cataloguing and physical preparation. b) For materials no longer in print a flat rate of \$50 per item plus a \$20 processing fee
The following types of material are subject to overdue fines. Fine maximum is \$10.00 per item.	
Items from the main collection	\$0.25 per day per item
Reserve items	\$1.00 per day per item
Periodicals	\$1.00 per day per item

Distance Patrons (students and alumni, ministry personnel)		
1. Borrowing requirements	Current STU Libraries Card	
2. Loan Period (Books, videos, DVDs, CDs, cassettes)	a) Regular loan period	8 weeks
	b) Number of items permitted at one time	No limit
	c) Number of renewals permitted	2; must be requested before due date Items with holds may not be renewed.
	d) Telephone online renewal of items	Yes
	e) Extended loan	May be available upon request
	f) Reserve items	No
3. Holds	Holds may be placed. Items with holds may not be renewed.	
4. Reference items, journals and microforms,	Photocopies only.	
5. Lost and Damaged Library Materials	Materials more than 28 days overdue are considered to be lost. Replacement costs are charged as follows: a) For all materials in print, the cost listed in the catalogue of one of the Library's usual suppliers, converted to Canadian dollars, plus a \$20 processing fee to cover acquisition, cataloguing and physical preparation. b) For materials no longer in print a flat rate of \$50 per item plus a \$20 processing fee	
The following types of material are subject to overdue fines. Fine maximum is \$10.00 per item.		
Items from the main collection	\$.25 per day per item	
Periodicals, Reference items	\$1.00 per day per item	

Library Hours (September-April; Spring/Summer hours will be posted)

St. Andrew's College Library

Monday, Wednesday, and Friday: 8:30 a.m. to 4:30 p.m.

Tuesday, and Thursday: 8:30 a.m. to 9:00 p.m. (after September 7th)

Saturday: 1:00 to 5:00 p.m. (weekend hours begin after September 7th)

Lutheran Theological Seminary Library

Monday and Thursday: 8:30 a.m. to 9:00 p.m. (after September 7th)

Tuesday and Wednesday: 8:30 a.m. to 10:00 p.m. (after September 7th)

Friday: 8:30 a.m. to 4:30 p.m.

Saturday and Sunday: 1:00 p.m. to 5:00 p.m.

College of Emmanuel and St. Chad Library

Monday and Tuesday: 8:30 a.m. to 4:30 p.m.

Evening Hours TBA – Please see posted hours

All hours are subject to change, and will be posted.

Please ask library staff if you need any assistance. We're here to help!

C. Student Fees and Finances

1. Tuition and Other Fees

Students of St. Andrew's College are assessed tuition fees on a course-by-course basis, program fees based on their program of study, and student fees. Tuition fees for a given course are assessed according to the student's program of study (rather than the level of the course taken). In May 2011, the Board of St. Andrew's College approved the tuition fees for 2011-2012. They are outlined on the following chart (please note: these fees are subject to change by decision of the Board):

Program	Appli- cation fee (non refund- able)	Tuition fees (per 3- credit course)	Program fee (per academic year)	Program fee includes	Program fee does not include	Program fee in- voiced
Diploma	\$75	\$650	\$150	1. Faculty advising 2. Fee for the annual STU Retreat 3. Registration Fee for Winter Refresher 4. Fee for issuing unlimited official transcripts during the year 5. Graduation Fee	Course tuition Student fees Fines, penalties	Sept. 15
MDiv MTS	\$75	\$650	\$150	1. Faculty advising 2. Fee for the annual STU Retreat 3. Registration Fee for Winter Refresher 4. Fee for issuing unlimited official transcripts during the year 5. Graduation Fee	Course tuition Student fees Fines, penalties Bound copies of thesis	Sept. 15
STM DMin	\$75	\$925	\$150	1. Faculty advising 2. Thesis supervision & defense 3. Registration Fee for Winter Refresher 4. Fee for issuing unlimited official transcripts during the year 5. Graduation Fee	Course tuition Student fees Fines, penalties Bound copies of thesis	Sept. 15
Admission to the UCC	N/A	\$650	\$75, payable once	1. Faculty advising 2. Fee for issuing unlimited official transcripts during the supervision period	Course tuition Fines, penalties	At time of appli- cation
Occasional (per course)	N/A	\$650	\$0	N/A	N/A	N/A
Audit (per course)	N/A	\$325	N/A	N/A	N/A	N/A

2. Student (non-tuition) Fees: Theological Students' Union Fees

The Theological Students' Union is an autonomous organization that set its own membership fees and conditions. See the Student Union Executive for details.

3. Refund Policies, Late Fees

Students choosing to withdraw from courses must notify the Registrar before the end dates specified below to be eligible for refunds. If a course is cancelled due to insufficient registration, course payment is refunded in full. This policy also applies for students wishing to withdraw from one course and enrol in a different course.

Intensive courses (week-long): refundable up to the end of the first day of course (\$150 withdrawal fee)

Learning Circles (10-day): refundable up to the end of the second day (\$50 withdrawal fee)

Internet courses and face-to-face courses that take place over a period longer than a week:

- up to the end of the second week of the course – full refund
- up to the end of the third week of the course – 75% refund
- up to the end of the fifth week of the course – 50% refund
- up to end of the sixth week of the course – 25% refund
- after the sixth week of the course – no refund

Audit courses: Non-refundable after the second week

Switching from credit to audit:

- up to the end of the second week of the course - 50% refund
- up to the end of the sixth week of the course– 25% refund
- after the sixth week – no refund

Program students must obtain the approval of their Faculty advisor in order to drop a class. (Occasional students should contact the Registrar's Office at St. Andrew's College directly).

Late payment

A student will not be permitted to register for a new semester until all fees (course and student activity) for the previous semester have been paid. Degrees will not be conferred and transcripts will not be released until all outstanding fees have been paid to the College. There is a late payment charge of 10% of the outstanding balance.

4. Tuition Tax Credit

Tuition tax credit (T2202A) forms will be issued and mailed by the last week of February for the previous calendar year. Please notify the Accounting Office of any address change for mailing tax receipts.

5. Financial Assistance Information

All program students are eligible to apply for financial assistance. Please see the Bursary section of this handbook.

Financial Aid Officers:

Linda and Neil Westcott

170 Mount Allison Crescent, Saskatoon, SK S7H 4A5

stafa@shaw.ca

373-3880

Students may also apply to Canada Student Loans at www.student-loans.sk.ca

To access your new or existing loan account register at www.Canlearn.ca

SECTION THREE:

RESOURCES



1. Useful contacts at St. Andrew's College

General Office

Melanie Schwanbeck, Executive Assistant to the Principal
melanie.schwanbeck@usask.ca 966-8973

Margret Hernik, Accounting Assistant
malgorzata.hernik@usask.ca 966-8972

Faculty

Dr. Sandra Beardsall, Professor of Church History and Ecumenics – on sabbatical
sandra.beardsall@usask.ca 966-8968

Dr. Lynn Caldwell, Professor of Church and Society
lynn.caldwell@usask.ca 966-8968

Lorne Calvert, Principal
lorne.calvert@usask.ca 966-8975

Dr. HyeRan Kim-Cragg, Professor of Pastoral Studies
hyeran.kimcragg@usask.ca 966-6941

Dr. Christine Mitchell, Professor of Hebrew Scriptures
christine.mitchell@usask.ca 966-8985

Dr. Don Schweitzer, McDougald Professor of Theology
don.schweitzer@usask.ca 966-8964

Dr. Nettie Wiebe, Professor of Church and Society
nettie.wiebe@usask.ca 966-8979

Registrar

Colleen Walker
standrews.registrar@usask.ca 966-5244

Ministry Residency Coordinator

standrews.internship@usask.ca 966-8974

Library

Mallory Wiebe, Library Technician
standrews.library@usask.ca 966-8983

Sarah Benson, STU Librarian
sarah.benson@usask.ca 966-8983

Financial Aid Officers:

Linda and Neil Westcott, 170 Mount Allison Crescent, Saskatoon, SK S7H 4A5
stafa@shaw.ca 373-3880

Pastor in Residence:

Rev. Jack Carr 244-3984

Accounting Office:

Leslee Harden 966-8980
leslee.harden@usask.ca

2. Some acronyms and abbreviations commonly used at St. Andrew's

ANW – Alberta and Northwest Conference of the UCC
ATS -Association of Theological Schools in Canada and the US (our accrediting body)
CCS – Centre for Christian Studies (national field based program for diaconal ministry, Winnipeg)
CIES – Conference Internship and Educational Supervision Committee
CPE/SPE – Clinical Pastoral Education or Supervised Pastoral Education
DE – Distance Education
DJSRC – Dr. Jessie Saulteaux Resource Centre, an aboriginal training centre for UCC ministries in
Beausejour, Manitoba
E&S – Education and Students Committees of the Church (can be of Presbytery and of Conference)
FFE – Faith Formation and Education Unit, a Division of General Council
GC – General Council of the United Church of Canada
GSC – Graduate Studies Council of the STU
LPM/LPMiT – Lay Pastoral Minister or Lay Pastoral Minister in Training
MNWO – Manitoba and Northwestern Ontario Conference of the UCC
PLAR – Prior Learning Assessment and Recognition
PRC – Pastoral Relations Committees (normally of Presbytery; could also be of Conference)
SAC – St. Andrew's College
STU – Saskatoon Theological Union (includes SAC, the Lutheran Seminary, the College of
Emmanuel and St. Chad)
UCC – The United Church of Canada
U of A – University of Alberta
U of S – University of Saskatchewan
U of W – University of Winnipeg

St. Andrew's College
Reading Course/Thesis Course Proposal

PART I: to be completed jointly by the student and Faculty advisor

Student name: _____ **Student's program of study:** _____

Term in which course is to be taken: _____ **Number of credit units:** _____

Brief description of nature of course:

This course will fulfil the following requirement in the program of study:

Rationale for requesting this course, and student's qualifications for undertaking the course:

Student

Faculty Advisor

PART II : to be completed by the course instructor (reading courses) or thesis supervisor (thesis course registration)

For Reading courses only:

Course title/number to be recorded on student transcript:

Grading scheme for course:

Credit hours:

Means of evaluation:

For reading courses, a brief course outline, including a proposed schedule of readings, meetings and assignments, as well as a bibliography, should be attached.

For thesis course only:

Working title of thesis:

Expected term of completion:

For the thesis course, a one-page thesis proposal, draft outline and bibliography should be attached.

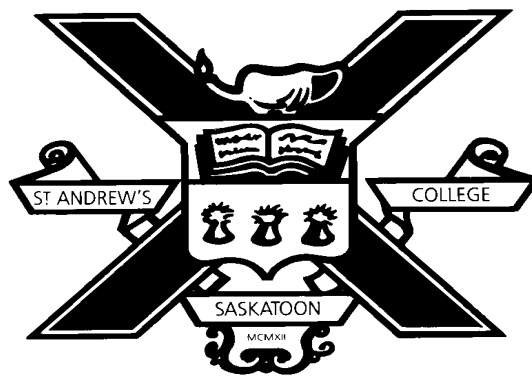
I hereby agree to direct this course/thesis for the student named above.

Instructor

Date

SECTION FOUR:

College Policies



St. Andrew's Policy on Justice, the Code of Student Conduct and Policy on Student Discipline, the Policy Regarding Sexual Harassment, and Bursary information are included in this section. All students should be familiar with these policies.

St. Andrew's College has adopted a number of other formal policies that students should know about. Copies of these can be obtained from the General Office:

1. Procedures Regarding Sexual Harassment
2. Policy on Prior Learning Assessment and Recognition
3. Memorandum of Agreement Between St. Andrew's Theological College and the College of Graduate Studies and Research, University of Saskatchewan, and Request Form.

1. St. Andrew's Policy on Justice

At St. Andrew's College we encourage attention and commitment to issues of justice in church and society, with particular concern for the ways individuals and groups are oppressed and marginalized. St. Andrew's gives leadership to this process in the following ways:

We expect students to take seriously the issue of justice for women in church and society. Teaching and resources are provided to enable an informed study of the position of women in biblical, historical and theological contexts.

We are also committed to raising consciousness about the experience in church and society of persons who are gay, lesbian, bisexual or transgendered, and to eliminating discrimination based on sexual orientation or gender identity at St. Andrew's College.

As part of our attempt to do justice for all people regardless of gender and sexual orientation, the practice of the College is to use inclusive and appropriate language in course work, at worship, in publications of the College, and in our community life.

2. St. Andrew's College Code of Student Conduct and Policy on Student Discipline

PREFACE

1. St. Andrew's College is a community of teaching staff, administrative staff and students, involved in teaching, research, learning and other activities. Students are members of St. Andrew's College while registered in programs or courses of St. Andrew's College intramurally or at a distance.
2. In order to be admitted or to continue as a student at St. Andrew's College, persons must demonstrate academic, vocational and psychological fitness, and adequate financial means.
3. St. Andrew's College seeks to offer a learning environment based on mutual respect and courtesy, as well as upholding high standards of scholarly activity. Conduct of students shall uphold the good order and functioning of academic and non-academic programs and activities of the College, and shall not endanger the health, safety and well-being of other members of the St. Andrew's College Community nor damage or destroy property of St. Andrew's College or property use in the conduct of St. Andrew's classes.
4. St. Andrew's has a policy of justice for women and for gay, lesbian and bisexual people which members of the College are expected to uphold.
5. Behaviour exhibiting respect for others is expected.
6. St. Andrew's College sponsors, encourages or tolerates many non-academic activities of its members, both on and off campus. These activities, although generally separate from the defined requirements of students' academic program are a valuable part of the life of the college and of its students. Appropriate conduct is assumed at these events and occasions.
7. St. Andrew's College students are not, as such, immune from the criminal and civil laws of the wider political units to which they belong. Normally breaches of civil or criminal law will be dealt with by the courts. Such action does not preclude internal actions by St. Andrew's College.
8. This code applies to conduct of students of St. Andrew's College. Cases of sexual harassment are covered by the St. Andrew's College policies and procedures related to sexual harassment. Procedures outlined in the "Guidelines" for the internship program offered jointly by the Conference Committees on Internship & Educational Supervision, National United Church and St. Andrew's College are to be followed in situations related to internships.
9. Students will familiarize themselves with College policies referenced in this document and abide by them.

OFFENSES

1. Offenses against persons
 - a) No person shall assault, threaten or otherwise harm any other person, nor shall anyone create a condition that unnecessarily endangers the health, safety or well being of other persons.
 - b) No person shall disrupt or obstruct any activity organized by St. Andrew's College nor of its members to carry on their legitimate activities, to speak or to associate with others.
 - c) No person shall engage in behaviour that violates either St. Andrew's policy of justice for women and for gay, lesbian and bisexual people, or federal or provincial Human Rights Codes in effect.
 - d) No person shall knowingly engage in activities to intimidate other students, staff or Faculty.
2. Academic offenses
 - a) No student shall give false information to gain admission or credits. No student shall forge or falsify educational records or use false documents.
 - b) No student shall engage in academic dishonesty, that is, misrepresentation with intent to deceive or without regard to the accuracy of statements or findings. It includes such things as: theft of notes, research or materials prepared by another student or instructor, using or possessing unauthorized aids in tests or examinations, unauthorized assistance in any academic work, concocting research results or distorting research reports, plagiarism or other representation as one's own of any idea or expression of an idea of another person, submission as one's own of the work of others, submission without the approval of the instructor of any work for which credit has previously been obtained or is being sought in another course, aiding another student's dishonesty, etc.
 - c) No student shall engage in behaviour that is lacking in due respect or is disruptive of the learning in any class.
 - d) No person shall violate the rules and regulations established by the Saskatoon Theological Union Libraries.
3. Offenses involving property
 - a) No person shall knowingly take, destroy, damage or deface premises or property of St. Andrew's College or property used in the conduct of St. Andrew's College classes.
 - b) No person shall knowingly take, destroy or damage any physical property that is not her or his own.

- c) No person shall knowingly destroy or damage information or intellectual property belonging to St. Andrew's College.
- d) No person shall use facilities, equipment or services of St. Andrew's College contrary to the express instructions of a person or persons authorized to give such instruction, or without just cause.

STUDENT DISCIPLINE PROCEDURES

Procedural Assumptions:

1. When one or more members of the College community finds the behaviour of a student to be unacceptable it will usually be possible for the two parties to meet in safety and with mutual respect to identify the problem and agree upon ways to resolve it.
2. Presumption of the existence of a problem does not mean presumption of guilt.
3. Prompt and informal resolution of differences is desirable, but endless informality without change or action serves no purpose.
4. The Faculty, acting as a whole at a duly called meeting, have the right and the responsibility to take such action as will uphold the values and goals of the College. This includes the right to discipline a student whose behaviour is not consistent with the code of student conduct.
5. An individual Faculty member or Local Instructor may require that a student leave a class meeting if that student's behaviour is unduly lacking in respect or disruptive to the learning of the class.

Procedures

(to be followed when one-to-one conversation is not feasible or has not resolved the problem)

1. COMPLAINANT'S ACTION

- (a) A Faculty member will address a complaint to the student's Faculty advisor.
- (b) A student will address a complaint to his/her own Faculty advisor, or to the Local Instructor if s/he is an occasional student in a Distance Education course.
- (c) A staff member will address a complaint to the President.
- (d) In any case, any complaint may go, by choice or preference for whatever reason, to the President.

2. DISCRETION REGARDING ACTION

When a Faculty advisor or the President receives a complaint she/he will use discretion and consultation with the complainant, as to whether further action is required. If the complainant wants to proceed she/he will prepare a written incident report.

3. COMPLAINTS AS WRITTEN INCIDENT REPORT

The complaint will be written and signed by the person(s) initiating the complaint. It will include the name(s) of the person(s) involved, a brief description of the objectionable behaviour, and an indication of how the behaviour has an undesirable impact on persons, learning, and/or property.

Normally the complainant will have or be assigned a Faculty advisor at this stage.

4. WITHDRAWAL OF COMPLAINT

The complainant may withdraw the complaint including the written incident report at any time up to the end of procedures outline in #9 below. If the complaint is withdrawn, the respondent will be notified of the withdrawal.

5. FACULTY ADVISOR

For students in diploma or degree programs the respondent's Faculty advisor will be informed of a complaint and given the incident report. For occasional or Distance Education students not in degree or diploma programs, a Faculty advisor will be appointed as quickly as possible. She/he will seek to meet with or telephone the student as soon as possible (within 7 working days unless there are unusual extenuating circumstances) to inform the respondent of the complaint, hear the student's response, clarify the situation and seek ways to resolve or redress the problem. A brief written record of this meeting written by the respondent's Faculty advisor will identify the issue, the student's response, and any plans for resolution including time frame. The absence of resolution plans shall also be noted. This written note will be given to the complainant and the respondent and copied to their student files. The original complaint will also be kept in both files.

6. The respondent will not confront, threaten nor intimidate the complainant as a result of the complaint. Retaliation of any kind will be treated as a separate offense.

7. SEEKING RESOLUTION

- (a) If there are plans for resolution they will be implemented.
- (b) If there is no agreement on the situation or on plans for resolution then the incident report and student's response will be shared and discussed at a duly called Faculty meeting.
- (c) Following discussion the Faculty may require that the respondent's Faculty advisor again meet with the student as in #5 above. This cycle of meeting with student and consultation with Faculty may be repeated for as often as Faculty deem advisable and effective. Either complainant or respondent may request or be invited to address a Faculty meeting in this cycle of meetings, normally in person if the student is local or in writing or by conference call if at a distance.
- (d) Either a Faculty member or the student respondent may request that a Faculty member who is not the respondent's Faculty advisor act in place of the Faculty advisor in the resolution meetings. Faculty will make the decision to grant or deny this request.

8. ALTERNATIVES

- (a) If at any point personal safety is at risk, Faculty may take immediate action including suspension and/or denial of access to services of the College to minimize the risk.
- (b) If the behaviour of the student is such that it would give rise to civil or criminal proceedings, the matter may be referred to the appropriate court. A student may be suspended and/or denied access to services of the College pending outcome of court procedures.

9. WHEN INTRA-COLLEGE RESOLUTION IS UNSUCCESSFUL

- (a) If steps 5 & 7 above result in no satisfactory progress towards resolution the President will appoint an outside conflict resolution facilitator and will set a date by which they will report. In appointing the conflict resolution facilitator, the President will make every attempt to choose a person acceptable to the complainant, respondent, and other parties involved. The conflict resolution facilitator will normally be a volunteer from the community or church.
- (b) The conflict resolution facilitator will determine procedures to follow using either the procedures referred to in section 074 (Manual 1998) or other commonly accepted conflict resolution procedures.
- (c) If this leads to agreement of parties concerned then implementation follows.

10. PROCEDURES WHEN RESOLUTION IS UNSUCCESSFUL

When the preceding attempts at resolution are unsuccessful then Faculty has the right and responsibility to make a decision including to take disciplinary action which is consistent with the aims and ethos of the College.

- (a) Faculty will meet, propose a decision, name reasons for it and propose disciplinary action if it is seen to be warranted.
- (b) The student respondent will be informed by the President in writing with personal or assured delivery of the proposed decision, the reasons for it, and any proposed disciplinary action. The student has the right to petition the Faculty in response (in person or in writing from local students; in writing or by conference call for distance students). The student will give notice of intent to appear to the President within 3 working days of being informed of the proposed decision and disciplinary action. The President will call a meeting of the Faculty to hear the student's response within 7 working days of informing the student of the proposed decision and disciplinary action.
- (c) The student appearing in person is entitled to bring a friend or other person with them to the Faculty meeting.
- (d) After hearing or reading the response of the student or after the time for student response has elapsed, the Faculty will make a decision.
- (e) The student will be informed by the President in writing of the decision (by personal or assured mail delivery), including any disciplinary action and the date on which it takes effect.

11. EDUCATION & STUDENTS COMMITTEE INVOLVEMENT

When the student has entered the Discernment or Candidacy process, the respondent's Presbytery E&S committee may at any time be consulted if, in the opinion of the Faculty, the student's behaviour affects suitability for ministry or may jeopardize the student's successful completion of the program. If disciplinary decisions have been made, E&S will be informed in writing with assured delivery of the decisions and the reasons for them, with a copy to the student, and a copy retained in the student file.

12. PROCEDURE FOR STUDENTS NOT REGISTERED THROUGH ST. ANDREW'S COLLEGE

The policies in effect are normally the policies of the school at which the student is registered.

Saskatoon Theological Union students

- (a) When behaviour of a student registered through one of the other Saskatoon Theological Union Colleges is problematic, the St. Andrew's Faculty member most directly concerned will initiate contact with the student involved and then, as appropriate, with the Faculty advisor at the other STU college.
- (b) Informal Faculty to Faculty conversation is to be preferred, but in some cases communication may be President to President/Principal.
- (c) If resolution does not occur a written incident report will be given to the student and the President/Principal of the school in which the student is registered.
- (d) If resolution is still not forthcoming, and after consultation with the Faculty of the home college, the St. Andrew's Faculty may make decisions and implement disciplinary action.

University of Saskatchewan students

Procedures of University of Saskatchewan will be in effect for cross-listed courses in which the student registers through University of Saskatchewan

13. DISCIPLINARY OPTIONS

Under Sections 10 and 12, the Faculty may assign one or more of the following disciplinary actions:

- (a) Assign a grade of 0 (or Fail in a Pass/Fail class) on an assignment
- (b) Assign a grade of 0 (or Fail in a Pass/Fail class) in a course*
- (c) Withhold grades in a course*
- (d) Withhold diploma, degree, and/or testamur*
- (e) Require an apology from the student
- (f) Issue a written letter of reprimand to the student
- (g) Specify a period of probation for the student, with specified conditions
- (h) Suspend the student for up to one full academic year*
- (i) Suspend the student from access to specified services and activities
- (j) Expel the student*
- (k) Require restitution, which may include community service and/or a fine

*these actions are entered on the student's transcript (see Section 14)

14. STUDENT RECORD

For those disciplinary actions with academic consequences, the permanent student record (transcript) will reflect the action taken as follows:

- When grades in a course, or a diploma, degree, and/or testamur are withheld for disciplinary reasons, the permanent student record (the transcript) will show that these are "withheld for disciplinary reasons". If the grade, diploma, degree, and/or testamur are subsequently awarded, the notation will be removed.
- If a student is placed on probation for a period of time for disciplinary reasons, the record will show the following: <date> Placed on probation for <period> for disciplinary reasons.
- If a student is suspended for a period of time for disciplinary reasons, the record will show the following: <date> Suspended for <period> for disciplinary reasons.
- If a student is expelled for disciplinary reasons, the record will show the following: <date> Expelled for disciplinary reasons

15. APPEALS

- (a) When a student is informed of a decision to implement disciplinary action the complainant or respondent will have up to 1 week to launch an appeal.
- (b) Appeals will be addressed to the chair of the Academic Committee who will establish a committee to consider the appeal. The Appeal Committee will have at least one student member.
- (c) Appeals will be in writing and will outline the gist of the reason for the appeal.
- (d) The Appeal Committee will determine if there are grounds for appeal (using the grounds as per, *The United Church Manual*, 076 (f) (m), 1998).
- (e) The appeal which will follow appeal procedures as determined by the Board of Regents or its Executive will be heard within 3 weeks of the receipt of the request for the Appeal.
- (f) Costs will be apportioned by the Appeal Committee (as per Manual).

3. St. Andrew's College Statement of Policy Regarding Sexual Harassment

I. THEOLOGICAL STATEMENT

We believe that women and men are equal before God and in creation, and that Jesus emphasized mutuality and respect in relationships. Sexual harassment is usually based on gender and/or unequal power relationships. It therefore violates the integrity of persons, degrades them, and interferes with their gifts of creativity and wholeness. Sexual harassment misuses power and distorts relationships. It leads to alienation and distrust. Sexual harassment is sin.

II. DEFINITION OF SEXUAL HARASSMENT AND TERMS

Sexual harassment is defined as any attempt to coerce an unwilling person into a sexual relationship, or to subject a person to unwanted sexual attention, or to punish a refusal to comply, or to reward compliance. Sexual harassment must be understood as an exploitation of a power relationship, rather than as an exclusively sexual issue. Sexual harassment may involve a wide range of behaviours from verbal innuendo and subtle suggestions to overt demands and inappropriate physical conduct of a sexual nature. It may be one incident or a series of incidents which may offend, embarrass, humiliate or threaten another person. It is behaviour of a sexual nature that is known or ought reasonably to be known to be unwanted or unwelcome. Sexual harassment includes actions which contribute to an environment that is "poisoned" by persistent comments about sex, gender, appearance, marital status, sexual orientation and/or by pornographic pictures or cartoons.

Sexual harassment is prohibited by federal and provincial/territorial law.

The terms Complainant and Respondent are used throughout the Procedures section. These terms are chosen because they are descriptive, the Complainant is the person who makes the complaint; the Respondent is the person against whom the complaint is made, the person who is called upon to respond to the complaint. These terms do not assume the outcome of any procedures.

III. POLICY

St. Andrew's College is committed to providing a harassment-free environment for study, work and worship. Complaints of sexual harassment will be taken seriously and dealt with fairly, with a view to preventing further harassment.

St. Andrew's College will not tolerate any behaviour which constitutes sexual harassment perpetrated by any member of the College community against any other member of the College community and such behaviour may result in disciplinary action.

Any attempt to penalize a Complainant for initiating a complaint or any form of retaliation is prohibited and may be treated as a separate incident which calls for investigation by the Advisory Committee.

IV. ADVISORY COMMITTEE

- (1) Membership of the Advisory Committee shall include one representative from the student body, one from Faculty or staff, and one from outside the St. Andrew's College community. At least one member of the Advisory Committee shall be female and at least one member shall be male. The Committee members will be appointed by the Board of Regents.
- (2) The term of office of Advisory Committee members shall normally be two years, renewable twice.
- (3) The members of the Advisory Committee shall be appointed no later than September 30 of each year.
- (4) Upon appointment, all members of the Advisory Committee are required to become familiar with the issues involved in sexual harassment by reading current materials on harassment and by

- participating in educational seminars.
- (5) The Advisory Committee shall:
 - (a) facilitate ongoing education regarding sexual harassment and this Statement of Policy and Procedures;
 - (b) advise Complainants about this Statement of Policy and Procedures (see Section B in Procedures document);
 - (c) deliver the written complaint to the Respondent and advise the Respondent about this Statement of Policy and Procedures (see Section C in Procedures document);
 - (d) proceed with Examination of complaints (see D in Procedures document);
 - (e) report annually to the Board of Regents.
 - (6) A member of the Advisory Committee shall, in all matters in which he or she is involved by virtue of this Statement of Policy and Procedure, maintain total and strict confidentiality, imparting any information gathered to no one other than the parties themselves and, where a Formal Hearing is recommended or requested, the Chair of the Formal Hearing Committee (see E in Procedures document).
 - (7) If it appears that a member of the Advisory Committee may have a conflict of interest in respect to the Complainant or Respondent, the matter will be referred to the Chair of the Formal Hearing Committee to adjudicate. If the Chair decides there is indeed a conflict of interest, then the member of the Advisory Committee will be asked to disqualify herself/himself for that particular case.

Procedures document is available from the General Office.

4. St. Andrew's College Bursary Fund

St. Andrew's College provides student financial aid through a variety of bursary and other funds. Some support is provided by interest on designated bursary endowments and some by donations from individuals, pastoral charges, and units of United Church Women (UCW). Other funds are funds administered by the United Church's Faith Formation and Education Unit, and still others by bequests administered elsewhere. The major designated bursaries are described below. **Note that all students registered in a St. Andrew's program of studies are eligible for the Book Bursary.**

Funds for counselling for Candidates and their families are available through the Employee Assistance Program (EAP).

In addition, **the College provides money that is allocated on the basis of student financial need.** Students should apply to the College's Financial Aid Officers at the beginning of the fall semester for any anticipated financial aid required for the following academic year. Students are also encouraged to contact their home pastoral charges, Presbytery Education and Students Committees, Conference Bursary Fund Committees, and service organizations for supplemental financial assistance.

Book Bursary

Each student enrolled in a degree program may claim a matching grant up to \$200.00 per semester to assist in the purchase of books that are essential tools for ministry and theological study. Eligibility for the book bursary is for up to eight semesters for students in the M.Div. program, four semesters for those in the M.T.S. program, and two semesters for the Diploma in Theology, the STM and the Graduate Certificate in Theology programs. This bursary is given on a 50/50 shared basis for books purchased for use in theological education. Each claim will show receipts marked paid and be approved by the student's Faculty advisor. Forms are available in the Registrar's Office.