ST. ANDREW'S COLLEGE

STUDENT HANDBOOK

2026-2027 Academic Year

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**** In the event of a discrepancy between this Handbook and College Policies, College Policies shall apply. ****

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I. Admission and Program Requirements/Information

1. General Statement about Admissions

In addition to academic requirements for admissions 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 their academic, vocational and psychological fitness, and that their 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.

2. Master of Divinity (MDiv)

Outcomes and Criteria

Outcome #1 (Religious Groundings and Denominational Heritage)

Apply graduate-level critical thinking and a Gospel lens to primary sources, classical traditions, and current understandings of the Christian faith to support public proclamation of the Word.

Criteria indicating outcome is met:

1. Comprehends the scope of biblical literature and interprets the texts in a manner appropriate to their literary and historical locations.
2. Understands and communicates the foundations and methods of historical and contemporary theologies, as framed by the denominational writings in ecumenical conversation.
3. Relates biblical and theological concepts to everyday life and contemporary narratives of faith and vice versa.

Outcome #2 (Personal and Spiritual Formation)

Exhibit Gospel-grounded leadership by integrating the liberating Gospel of Christ into their personal lives in a way that inspires and supports others to do the same.

Criteria indicating outcome is met:

1. Expresses God's compassion and love for self and for others in contextually appropriate ways.

2. Exhibits personal maturity through knowledge of one's own social location and limitations, and self-discipline, including emotional regulation. Demonstrates appropriate self-care. Has good decision-making skills.
3. Proficient with practices of spiritual formation for individuals and communities that nurture discernment of the movements and callings of the Holy Spirit as they strengthen Christian discipleship in providing and receiving spiritual direction to and from one another.
4. Proficient with pastoral care skills that communicate God's concern for those in need and for those suffering from institutional and systemic violence, informed by foundational and emerging insights from the fields of psychology and sociology.

Outcome #3 (Missional Awareness and Cultural Context)

Cultivate responsible Christian engagement with today's world by bridging historical and contemporary contexts and intersections of church and society.

Criteria indicating outcome is met:

1. Demonstrates awareness of diverse ethical and religious lenses, including specifically Indigenous ones, and appropriately applies them to complex personal and social crises.
2. Can describe and analyse the history and development of the Christian religion in its shared and diverse expressions, within global religious and cultural contexts, with attention to Christianity's treatment of Indigenous peoples.
3. Demonstrates ongoing openness to knowledge and experiences of Canada's diverse cultural, religious, and geographic contexts, especially those of Indigenous peoples and lands.
4. Decentres local experience and context as normative and demonstrates a deepening engagement with inclusion, justice, and decolonisation.

Outcome #4 (Teaching and Continuing Education)

From both learning and teaching perspectives, engage informed, intentional, and contextualized approaches to life-long education that nurtures Christian formation.

Criteria indicating outcome is met:

1. Uses supportive and effective age-, ability-, and culturally-appropriate methods when teaching the contents of the Christian faith.
2. Finds and assesses age-, ability-, and culturally-appropriate resources for catechesis and/or Christian education.
3. Has plans to continue education in theology, biblical studies, religious studies, and/or specialised ministries for the enrichment of the church.

Outcome #5 (Capacity for Ministerial and Public Leadership)

Lead others in church and community collaborations that serve the transformative and life-affirming work of Christ-in-the-world.

Criteria indicating outcome is met:

1. Proficiently lead denominational worship in its varied forms, as well as those of full-Communion partners, is prepared to administer the Sacraments, and effectively communicates the good news of God's work in the world through preaching and other modes of public proclamation in varying cultural contexts.
2. Clearly describes the constellation of offices in one's own denomination, how they work together, and articulates one's own calling to leadership. (Vocational Awareness and Pastoral Identity)
3. Works collaboratively with others, gives and receives feedback with critical compassion, communicates effectively, and is a respectful, invitational, and engaged listener of diverse opinions and life stories.
4. Discern, support, and model the role of the church in the public sphere, particularly as it advocates and works towards God's reconciliation, equality, and justice in the midst of environmental, economics, and other global and local precarities.
5. Demonstrates leadership in the communal life of the seminary and of field ed sites, and is well-respected and valued by one's peers, communities, and instructors.
6. Can implement organisational practises relevant to local contexts that support collaborative leadership, effective administration, change management, and constructive conflict resolution.

Admission

Admission Requirements

- Students must have a bachelor's degree that is a minimum of 90 credit hours from a recognized university or college and have graduated with a minimum GPA of 75%.
- Students without a completed bachelor's degree must a) have completed five full-year undergraduate courses (30 credit hours), b) be concurrently enrolled in the final 7 credits of their bachelor's degree, or c) be approved under the PLAR policy (for applicants over the age of 30).

Admission Process

Check with the Registrar's Office for application timelines and procedures.

MDiv Requirements (81 credit)

The MDiv is comprised of core courses, core colloquia, college specific courses/requirements, and integration capstone.

Course Requirements

Course work includes three levels of study, each corresponding to specific program goals and outcomes. Courses are distributed across three Areas of Integration (Proclamation, Service, Community/Church) at each level of study.

The MDiv consists of:

Level I: Required Courses (27 credits)

FND101 What is the Good News? A Historical Approach
FND102 Who is the Church?
FND103 Introduction to Biblical Literature
FND104 Spiritual Practices for Resilience and Compassion
FND105 Public Practical Ministry I: An Introduction to Worship and Preaching
FND106 God and Suffering
FND107 Considering Contexts, Cultures, and Differences
CLQ101 Methods of Interdisciplinary Ecumenical Theology
SAC101 United Church of Canada in Context (Knowing the Church)

Level I courses correspond to outcomes that involve how a student: comprehends, understands, relates, practices, describes, uses, finds resources, articulates, works, discerns (key terms from MDiv Program Outcomes).

Courses are normally taken in the order listed here, followed by Level I Colloquium (CLQ101). With permission, students may register for the CLQ101 upon completion of at least 4 Level I courses.

Level II: 9 courses (27 credits)

Level II courses correspond to outcomes that involve how a student: interprets, communicates, relates, expresses, exhibits, demonstrates, applies, analyses, decentres, uses, teaches, assesses, plans, leads, works, supports, implements, deepens (key terms from MDiv Program Outcomes).

Level II Required Courses

AIP230 Public Practical Ministry II: Preaching
AIS240 Pastoral Theology and Pastoral Care
CLQ201 Learning in and from Indigenous Contexts
SAC201 UCC Praxis (Being in the World

Students will normally complete all Level I courses and the colloquium prior to registration in Level II courses. With permission, students may register for a Level II course prior to the completion of Level I.

Level III: 9 courses (27 credits)
Level III courses correspond to outcomes that involve how a student: (is) critical, proficient, inspires, grounded, integrating, contextually appropriate, maturity, skills, nurtures, informed, responsible, engagement, diverse lenses, complex crises, effective, collaboratively, models, respected, constructive, intentional, contextualized, cultivates, bridging, intersections, graduate-level (key terms from MDiv Program Outcomes).

Level III Required Courses

CAP330 Vocation as Leadership in Practice (MDiv Capstone)
SAC301 UCC Today (Doing Church into the Future)

With permission, students may credit a 200-level course toward Level III requirements.

Students will normally complete all Level I and II courses and colloquia prior to registration in Level III courses and capstone. With permission, students may register for a Level III course or capstone prior to completion of Levels I and II.

Areas of Integration

AIP [Proclamation]: covers biblical interpretation, theology, and proclamation (preaching/communication).
Participating faculty drawn from biblical studies, theology, pastoral studies.
AIS [Service]: covers history, religious pluralism, Indigenous religions/cultures, community leadership, and spiritual care.
Participating faculty drawn from theology, history, pastoral studies, religious studies.
AIC [Community/Church]: covers ecclesiology (inner-church relations), liturgy/worship, pastoral care, and ecumenism.
Participating faculty drawn from pastoral studies and theology.

Courses listed as **AIU [Undesignated]** correspond to more than one area of integration, indicated in the course description. Which of the three Areas of Integration requirements will be fulfilled by such a course will be determined by students in consultation with their Faculty Advisor, and in consideration of the student's overall program plan.

College-Specific Courses and Requirements
Students will be required to complete at least 9 credits of denominationally specific course work and a 6-credit unit of Clinical Psychospiritual Education (CPE).

MDiv Colloquia (in Levels I and II)

Colloquia are designed to provide opportunities for students to engage with subject material, contexts, and methods that address the program goals from a broad interdisciplinary and ecumenical perspective and to bring a focus to the contexts of learning, shared principles, and ecumenical commitments. Colloquia will include a focus on core concepts, methods, texts, and skills related to decolonization in the church and education, to experiential and contextual approaches in theological education, to preparation for both lay and rostered contexts, and to ecumenical and inter-faith commitment.

CLQ101 Methods for Interdisciplinary, Ecumenical Study
CLQ201 Learning in and from Indigenous Contexts

MDiv Capstone (in Level III)

All students, including any non-degree/occasional/transfer students, registered in the Level III Capstone will have a concurrent, or completed, supervised learning experience to bring into the Capstone for reflection and analysis.

CAP330 Vocation as Leadership in Practice (MDiv Capstone)

MDiv Thesis Option

Students may apply for admission to the Thesis Option in the MDiv which will involve completion of an acceptable thesis in lieu of 6 credits of Level III courses. Admission requirements and process are available through the Registrar's Office.

Clinical Psychospiritual Education (CPE)

Credit for Clinical Psychospiritual Education (CPE) or Pastoral Counselling Education (PCE) may be obtained, upon permission of, *or as required by,* the student's College of Registration. A CPE unit is equivalent to 6 credits and may be used in place of two electives. CPE/PCE units accredited by the Canadian Association for Spiritual Care (CASC) are available in many locations across Canada. Further information about teaching sites is available through the Canadian Association for Spiritual Care https://spiritualcare.ca/overview-of-educational-programs/.

Non-Credit Program Requirements

SAC100 Vocational Development MDiv

Community life is an integral part of theological education. It is also a vital part of ministry in the church and community. The College deeply values community life and stewardship. All MDiv students are expected to contribute to the community life of the college as part of their vocational formation. Completion of this non-credit course is required for graduation. A tuition fee equivalent to a 3-credit course will be assessed

for this requirement. Students are required to register for this course during their first term of study. Detailed information is available through the Registrar's Office.

Duration of MDiv

The MDiv is designed to be completed in 3 years of full-time study and may be completed on a part-time basis.

Normally, the maximum length of completion is 10 years from the date of admission. Requests for extension must be made in writing, at least one term in advance of the 10-year deadline.

3. Master of Theological Studies (MTS)

Outcomes and Criteria

Outcome #1 (Advanced Study of Theology and Religion)

Provide opportunity for the academic study of theology/religion at an advanced level.

Criteria indicating outcome is met:

1. Comprehend the scope of biblical literature and the range of methods for interpretation and interpret texts in a manner appropriate to its literary and historical locations.
2. Describe in broad strokes the history of the church and its engagements with Canadian cultural and religious contexts.
3. Understand the evolving landscape of theological and religious discourse and its applications, especially in Canadian cultural and religious contexts.

Outcome #2 (Personal Enrichment)

Provide personal enrichment and strengthen the theological/religious basis for leadership in lay and secular contexts.

Criteria indicating outcome is met:

1. Analyse complex personal and social crises through an ethical and theological/religious lens that leads to concrete transformational action.
2. Recognise and address one's own social location and limitations so that others feel welcome and safe to share their complex and diverse perspectives and faith experiences.
3. Articulate one's own conception(s) of spirituality and its applicability in religious and non-sectarian contexts.

Outcome #3 (Integration of Faith and Practice)

Foster the integration of faith and practice within the church and community.

Criteria indicating outcome is met:

1. Understand the range of Christian spiritual thinking and practice in contemporary contexts.
2. Understand the basic precepts of the world's major religious traditions, engage in interfaith dialogue, and work collaboratively with leaders of other communities, religious or secular, in common endeavors.
3. Locate, establish and practice one's vocation/profession in the broader religious and secular landscape of Canada and the world.

Outcome #4 (Social Justice)

Create an intellectual and religious/spiritual platform for challenging social inequities and injustices, and advancing reconciliation, especially as these pertain to countering imperialism and colonization in Canadian contexts.

Criteria indicating outcome is met:

1. Comprehend the history of a broad range of social justice issues in Canada and the world.
2. Understand Canada's rich diversity of past and present cultures and community practices, and examine the role of theology/religion and, specifically, its complicity in colonialism especially with respect to Indigenous peoples.
3. Articulate vocational/professional practices inclusive of sustained engagements with current justice and equity issues, especially those pertaining to Canadian efforts at dismantling colonial structures and attitudes, and to reconciliation.

Admission

Admission Requirements

- Students must have a bachelor's degree that is a minimum of 90 credit hours from a recognized university or college and have graduated with a minimum GPA of 75%.
- Students without a completed bachelor's degree must a) have completed five full-year undergraduate courses (30 credit hours), b) be concurrently enrolled in the final 7 credits of their bachelor's degree, or c) be approved under the PLAR policy (for applicants over the age of 30).

Admission Process

Check with the Registrar's Office for application timelines and procedures.

MTS Requirements (54 credit)

The MTS is comprised of core courses, core colloquia, college specific courses/requirements, and an integration capstone.

Course Requirements

Course work includes three levels of study, each corresponding to specific program goals and outcomes. Courses are distributed across three Areas of Integration (Proclamation, Service, Community/Church) at each level of study.

The MTS consists of:

- 5 courses assigned by the faculty from the Level I courses in the MDiv,
- 1 introductory colloquium in methods for research and study normally fulfilled by completion of *CLQ101 Methods for Interdisciplinary, Ecumenical Theological Studies*,
- 3 courses in a major area of focus,
- 2 courses in a minor area of focus,
- 2 elective courses,
- 3 course requirements determined by the student's faculty advisor,
- 1 upper-level colloquium for *CLQ201 Learning in and From Indigenous Contexts*,
- 1 MTS capstone (CAP390 MTS).

Students will normally complete course and colloquia in Level I prior to registering in upper-level courses.

This represents 18 courses/colloquia for 54 credits in total.

Prior to registration in Level II or Level III courses, students will declare a major and a minor focus area and will work with their advisor to identify Level II and III courses (and where necessary, additional Level I courses) to fulfill these requirements.

A Thesis option is available, with a 6-credit thesis or presentation option in place of 2 elective courses.

Areas of Integration

AIP [Proclamation]: covers biblical interpretation, theology, and proclamation (preaching/communication).
Participating faculty drawn from biblical studies, theology, pastoral studies.
AIS [Service]: covers history, religious pluralism, Indigenous religions/cultures, community leadership, and spiritual care.

Participating faculty drawn from theology, history, pastoral studies, religious studies.

AIC [Community/Church]: covers ecclesiology (inner-church relations), liturgy/worship, pastoral care, and ecumenism.

Participating faculty drawn from pastoral studies and theology.

Courses listed as **AIU [Undesignated]** correspond to more than one area of integration, indicated in the course description. Which of the three Aeras of Integration requirements will be fulfilled by such a course will be determined by students in consultation with their Faculty Advisor, and in consideration of the student's overall program plan.

College-Specific Courses and Requirements

Students will be required to complete at least 9 credits of specific courses as determined by their Faculty Advisor.

Major and Minor Focus Areas in MTS

Possible areas of study: Practical Theology and Ministry, Liturgy, Proclamation, Pastoral and Spiritual Care, Biblical Studies, Leadership Studies, Theological Studies, Historical Studies, Ethics/Church and Society Studies, Theology and Culture, Ecumenical Studies.

MTS Colloquia and Capstone

MTS Students fulfill colloquia requirements through a combination of participation in colloquia shared with MDiv students, and assignments specific to the MTS. Upon completion of 45 credits in their program of study, students will be eligible to participate in the Capstone seminar.

CLQ101 Methods for Interdisciplinary, Ecumenical Study
CAP390 MTS Capstone

MTS Thesis Option

Students may apply for admission to the Thesis Option in the MTS which will involve completion of an acceptable thesis in lieu of 6 credits of Level III courses. Admission requirements and process are available through the Registrar's Office.

Non-Credit Program Requirements

SAC100 Vocational Development MTS

Community life is an integral part of theological education. It is also a vital part of ministry in the church and community. The College deeply values community life and stewardship. All MTS students are expected to contribute to the community life of the college as part of their vocational formation. Completion of this non-credit course is required for graduation. A tuition fee equivalent to a 3-credit course will be assessed for this requirement. Students are required to register for this course during their first term of study.

Duration of the MTS

The MTS is designed to be completed in 2 years of full-time study and may be completed on a part-time basis.

Normally, the maximum length of completion is 10 years from the date of admission. Requests for extension must be made in writing, at least one term in advance of the 10-year deadline.

MTS for International Partners

This MTS for International Partners degree allows persons with a MDiv, MTS, or equivalent degree to obtain a Canadian Master's degree without having to transfer credits from previous work. It is useful to international students who are already ordained and are seeking admission or have been admitted to the ministry of The United Church of Canada. International students who are not ordained but hold an MDiv degree (or equivalent) may also seek admission to this program.

Students whose primary language of learning is not English must demonstrate proficiency with spoken and written English, demonstrated by any of the following:

- TOEFL IBT score of 88, with no component less than 20
- TOEFL paper-based score of 550
- Duolingo English test of at least 110
- Pearson English Test of at least 59 overall and for each component
- IELTS of at least 6.5 overall and for each component
- U-Prep 2 from University of Saskatchewan of at least 75%

MTS for International Partners Requirements (36 credit)
Students are exempt from the non-credit course SAC100MTS but are encouraged to participate in Core Community, Chapel and other events, where possible. Specific course requirements and/or additional non-credit program requirements as part of the program are at the discretion of the faculty.

Level I (15 or 18 credits)

Required Colloquium and Courses

- *CLQ101 Methods for Interdisciplinary Ecumenical Theological Studies*
- *FND105 Public Practical Ministry I: An Introduction to Worship and Preaching*
- *FND107 Considering Contexts, Cultures, and Differences*
- *SAC101 United Church of Canada in Context (Knowing the Church)*

One or Two courses from the following:

- *FND101 What is the Good News? A Historical Approach*
- *FND102 Who is the Church?*
- *FND103 Introduction to Biblical Literature*
- *FND104 Spiritual Practices for Cultivating Resilience and Compassion*
- *FND106 God and Suffering*

Level II and III (18 or 21 credits)

Required Course

- *CAP390 MTS Capstone*

Two additional Level II or III courses from the following:

- *AIP230 Public Practical Ministry II*
- *AIS240 Pastoral Theology and Pastoral Care in the Congregational Setting*
- *AIS260 Leading Missional Communities*
- *CLQ201 Learning in and from Indigenous Contexts*
- *SAC201 UCC in Praxis (Being in the World)*
- *SAC301 UCC Today (Doing Church into the Future)*

Three or Four elective courses

Thesis option: 6 additional credits (42 credit program)

CCS-SAC MTS Dual Program

St. Andrew's College (SAC) and The Centre for Christian Studies (CCS) have a dual program that leads to the Master of Theological Studies degree from SAC following the Diploma in Diaconal Ministries from CCS. The MTS will be conferred only after completion of the CCS Diploma and the additional requirements described below.

CCS students will normally apply for the MTS within 2 years of beginning the CCS Diploma in Diaconal Ministries and must do so before registering for a fifth course at SAC. Admission to the MTS program will be assessed on the basis of previous academic work and professional training. Students who already hold the educational equivalent of an undergraduate degree may be directly admitted into the MTS program and admitted into the 36-credit option upon completion of the CCS Diploma. Students without the educational equivalent of an undergraduate degree may be provisionally admitted into the MTS program and fully admitted into the MTS program 36-credit option upon completion of the CCS Diploma.

CCS is responsible for the admission of students into the CCS diploma program.

SAC is responsible for the admission of students into the MTS program. While in the dual program, students must maintain good academic standing described in SAC's policies at the time of acceptance into the program and must abide by all other academic policies and regulations of SAC, including those governing transfer credits.

CCS-SAC MTS Dual Program Structure (36 credit)

CCS Diploma Requirements	SAC MTS Requirements (36 cr)
- Learning on Purpose Circle - 12 Theme Learning Circles (min. 3 in each of Spiritual Care, Social Justice, Education & Worship) - 3 Field Placements - 3+ Diaconal Praxis years - Global Perspectives Experience - 3 Integrating Circles	- Equivalent of previous extensive study in theology, allowing admission into a reduced credit MTS degree For the purposes of the MTS, the CCS Diploma will be considered the equivalent to a "major area of study" - Exempt from *SAC100 Vocational Development* (non credit)
8 external courses - Introduction to Theology - Introduction to Christian Scriptures - Elective in Theology - Elective in Christian Scriptures - Elective in Hebrew Scriptures - Christian Ethics - Church History	**Courses in MTS program for CCS externals (21 cr)** - *FND106 God in our Suffering (3 cr)* - *FND103 Introduction to Biblical Literature* (3 cr) - Level II/III course (3 cr) theology - Level II (3 cr) Bible - Level II (3 cr) Bible - *AIC250 Practices for Ethical Reflection* (3 cr) - *FND101 What is the Good News? A Historical Approach* (3 cr) **or** *SAC101 UCC in Context* (3 cr)
	Additional MTS requirements (15 cr) - *CLQ101 Methods Colloquium* (3 cr) - *CAP390 MTS Capstone* (3 cr) - Elective Course credits (9 cr) At least one elective will normally fulfill the 8th external requirement for the CCS Diploma. Honours option: MTS Thesis (6 cr) in place of *CAP390* (3 cr) and Elective (3 cr); all other normal MTS Honours program requirements apply.

4. Doctor of Ministry (DMin)

The DMin degree is offered in cooperation with Lutheran Theological Seminary Saskatoon. Please refer to the DMin Handbook, available from the Registrar's Office.

5. 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 theological study, in a substantial and structured way. It involves the equivalent of two full terms of theological studies, and courses are taken along with students in degree programs.

Admission

Admission Requirements

The normal admissions requirement is at least one year of university study. 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.

DipTh Requirements (18 credit)

The program involved 18 credit hours (six 3 credit courses):

- *CLQ101 Methods for Interdisciplinary, Ecumenical and Theological Studies*
- 5 courses selected from the following:
  - *FND101 What is the Good News? A Historical Approach*
  - *FND102 Who is the Church?*
  - *FND103 Introduction to Biblical Literature*
  - *FND104 Spiritual Practices for Cultivating Resilience and Compassion*
  - *FND105 Public Practical Ministry I*
  - *FND106 God and Suffering*
  - *FND107 Considering Contexts, Cultures, and Differences*
  - *SAC101 The United Church of Canada in Context (Knowing the Church)*

6. Lifelong Learning Pathway (LLL)

The Lifelong Learning Pathway seeks to open the great joy and privilege of theological and spiritual reflection to a wide community of learners, beyond our traditional degree programs. For those who are exploring Christian discipleship through leadership in church or in the wider society, and for those who are seeking paths of wisdom in other spiritual traditions, our certificate programs create new possibilities of study.

LLL prioritizes the student's own learning goals and pairs the learner with their own educational guide. By identifying educational resources and opportunities, developing a personalized learning plan, and building a portfolio of reflective work, the learner progresses at their own pace toward achieving their self-specified learning goals.

Each certificate program offers an advanced variant which invites learners to articulate the achievement of their learning goals according to seven zones of competency (each with specified outcomes).

This unique program will be a perfect fit for seasoned pastors seeking continuing education, lay leaders who desire to engage in theological work to enhance their ministries and vocations, and spiritually curious wisdom-seekers who will benefit from a flexible and supportive framework of reflection. Regardless of one's previous formal education, LLL opens a treasure-trove of theological and spiritual exploration to all who desire it!

Some of the benefits included with your subscription to the program include:

- Personalized learning plan/journal/portfolio
- Access to coordinator and guide
- Technology access, including Teams and the Microsoft suite of programs
- Library access, including the Digital Theological Library
- Peer cafes
- Internal learning offerings
- College chapel and other worship invitations
- College social events (LLL learners are as deeply integrated with the degree students as possible, to develop a large and vibrant mixed community of learners at the College)
- Core Community and access to Pastor-in-Residence
- Contemplative Gatherings (and other spiritual formation opportunities)
- Practically Prophetic webinars

The LLL Pathway includes three certificate options:

- Leadership in the Faith Community
- Leadership in the World
- Spiritual Exploration

All three certificates may incorporate elements of academic writing (deploying the formats of argumentation and style germane to accepted academic practice) which may allow students to transition into the graduate level degree programs, such as the MDiv or MTS.

LLL tuition is applied on a subscription model per term (4 months).

7. Occasional Students

Many of the MDiv and MTS offerings are available to occasional students to fulfill the educational requirements for various denominational programs, for example testamur requirements, admissions from other denominations, or lay leadership programming.

Occasional students may register for credit for up a maximum of 18 credit units (ordinarily, 6 courses) without being enrolled in a degree program. To be permitted to take a course for credit, students must provide the College with evidence of one of the educational prerequisites:

- An official transcript indicating that they have successfully completed the equivalent of one year of university classes;
- The Learning on Purpose Module (formerly the Leadership Development Module) from the Centre for Christian Studies (letter of completion or official transcript);
- Successfully complete a Skills Assessment (available from the Registrar).

Occasional students may audit a course with the permission of the instructor.

Note: Occasional Student courses may not be used as transfer credit to another institution. Only External Program Student courses are eligible for this purpose.

8. External Program Student

External Program Student status is for students who intend to use credits earned through courses at Lutheran Theological Seminary or St. Andrew's College towards academic degree programs at another institution.

External Program Students may register for up to a maximum of 18 credit units (ordinarily, 6 courses). Upon completion of 18 credit units, students must be admitted to a program with Lutheran Theological Seminary or St. Andrew's College. No further study will be permitted without status in one of our member schools.

Students are expected to be eligible for the courses in which they seek to enroll, meeting pre-requisite and co-requisite requirements. With permission from the instructor, the institution may choose to waive these requirements in particular cases but is under no obligation to do so.

Note: Occasional Student courses may not be used as transfer credit to another institution. Only External Program Student courses are eligible for this purpose.

Application includes:

1. A $75 CDN non-refundable application fee.
2. A letter from the applicant's home institution stating that the applicant is prepared and able to study at a graduate level.
3. A Letter of Permission from the applicant's home institution for each course registration.
4. A copy of the applicant's current transcript from their home institution.

External Program Students are responsible for:

1. The full tuition cost of a course. No bursary or scholarship funding is provided.
2. All other relevant student fees (e.g., Populi, technology).

II. Information for Students

1. Courses and Registration

Registration Procedures and Course Guidelines

All students are to register for courses through the learning management system ("LMS"), currently Populi. It is the student's responsibility to register in courses and follow up with fee payment as outlined. After choosing the course(s) the student must contract their Faculty Advisor for approval, approval will be provided to both the student and the Registrar.

Course Registration

Course registration will not be considered complete without a Faculty Advisor's approval and the payment of tuition and fees. Registration for a credit course is due 4 weeks prior to the start date of the course. Late registration is permitted only with Faculty Advisor and instructor permission and must be at least 2 weeks prior to the start date of the course.

Course Withdrawals

Upon deciding to withdraw from a course, 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 or faculty.
- Completion and submission of the course withdrawal form to the Registrar.

Program students must inform their Faculty Advisor prior to withdrawing on the LMS.
Occasional students should contact the Registrar directly.

Course cancellation by the College offering the course will result in a full refund for enrolled students.

Course change: This policy also applies to students wishing to withdraw from one course and enroll in a different course. Students will be charged a $50 per credit unit transfer fee instead of a withdrawal fee.

Intensive Courses:
One-Week:

- Credit and audit – 100% refundable up to the end of class time of the first day of the course with a $150 withdrawal fee. No "W" on transcript.

- Credit and audit – 50% refundable up to the end of class time of the second day of the course with a $150 withdrawal fee. "W" on transcript.
- After the second day, there is no refund, and the transcript will show "Withdraw-Fail" for credit students.

Switching from credit to audit:

- Up to end of class time of the first day of the course – 50% refund
- Up to end of class time of the second day of the course – 25% refund
- After the second day of the course – no refund

Two-Weeks:

- Credit and audit – 100% refundable up to the end of class time of the second day of the course with a $150 withdrawal fee. No "W" on transcript.
- Credit and audit – 50% refundable up to the end of class time of the fourth day of the course with a $150 withdrawal fee. "W" on transcript.
- After the fourth day, there is no refund, and the transcript will show "Withdraw-Fail" for credit students.

Switching from credit to audit:

- Up to end of class time of the second day of the course – 50% refund
- Up to end of class time of the fourth day of the course – 25% refund
- After the fourth day of the course – no refund

Three-Weeks:

- Credit and audit – 100% refundable up to the end of class time of the third day of the course with a $150 withdrawal fee. No "W" on transcript.
- Credit and audit – 50% refundable up to the end of class time of the sixth day of the course with a $150 withdrawal fee. "W" on transcript.
- After the sixth day, there is no refund, and the transcript will show "Withdraw-Fail" for credit students.

Switching from credit to audit:

- Up to end of class time of the third day of the course – 50% refund
- Up to end of class time of the sixth day of the course – 25% refund
- After the sixth day of the course – no refund

Six-Weeks:

- Credit and audit – 100% refundable up to the end of class time of the sixth day of the course with a $150 withdrawal fee. No "W" on transcript.
- Credit and audit – 50% refundable up to the end of class time of the twelfth day of the course with a $150 withdrawal fee. "W" on transcript.
- After the twelfth day, there is no refund, and the transcript will show "Withdraw-Fail" for credit students.

Switching from credit to audit:

- Up to end of class time of the sixth day of the course – 50% refund
- Up to end of class time of the twelfth day of the course – 25% refund
- After the twelfth day of the course – no refund

Full Term Courses:

- Up to Friday at noon of the second week of the course – 100% refund with a $150 withdrawal fee – No "W" on transcript.
- Up to Friday at noon of the fourth week of the course – 75% refund with a $150 withdrawal fee – "W" on transcript.
- Up to Friday at noon of the seventh week of the course – 50% refund with a $150 withdrawal fee – "W" on transcript.
- Up to Friday at noon of the eighth week of the course – 25% refund with a $150 withdrawal fee – "W" on transcript.
- After the eighth week of the course – no refund – "Withdraw-Fail" on transcript for credit students.
- Auditing the course: Non-refundable after the second week.

Switching from credit to audit:

- Up to Friday at noon of the second week of the course – 50% refund
- Up to Friday at noon of the seventh week of the course – 25% refund
- After the seventh week of the course – no refund

Course Load

Each 3-credit course typically requires 30-36 instructional hours (in the classroom) with an additional 60-72 hours to complete course requirements (reading, assignments, etc.). Full-time study is understood as three 3-credit courses at minimum in the fall and winter terms. Registration will be limited to five courses per term (including any courses taken at other institutions). Any student wanting to take an overload should request an exemption from their Faculty Advisor. Each request will be handled on a case-by-case basis and does not imply any precedent.

Course Delivery

Courses are either Intensive or Term-Length:

1. Intensive Courses (1-3 weeks long)
   - Courses are synchronous and may be held onsite or online, or both.
   - Students should check the course schedule carefully as to the configuration of days and weeks.
2. Term-Length Courses (offered in two, 6-week blocks)
   - Courses are typically taken over a 4-month period, or one term.
   - Class sessions are generally scheduled as 3-hour sessions once a week.

Courses may be scheduled in one of the following formats (as identified on course syllabus):

1. **On-line:** All students must attend the class fully online (video conferencing).
2. **On-site**: All students must attend the class in-person, which may include locations other than Saskatoon.
3. **Hybrid**: Some students join the class onsite, and others join simultaneously online through video conferencing.

4. **Blended**: One component of the course is held onsite, and the second component is online.
5. **Split**: The first half of the course is held in one section of the academic year, and the second half is held later in the year. Split courses usually have a "Part a" section and "Part b" section in the course number (ex. CLQ101a/CLQ101b). Students must enrol in both sections of the course.
6. Classes can be **synchronous** (assigned class times with simultaneous student engagement) or **asynchronous** (flexible scheduling with structured milestones).

Minimum Student Enrollment per Course

The minimum number of enrolled students needed for a course is five. If fewer than five students are enrolled, the faculty will review the case and decide whether it should be offered.

Auditing a Course

With permission of the Faculty Advisor and the course instructor, a student may choose to register as an auditor (rather than for credit). Auditors are expected to attend class and 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.

Program Withdrawal

All students in degree, diploma, and certificate programs are assigned a Faculty Advisor. Students must confer with their Faculty Advisor before registering for courses. The Faculty Advisor will give advice on the following:

- Course and other requirements for the student's program.
- Course substitutions.
- Complaints about academic offences.
- Overall academic performance and standing.

In the case of a dispute or disagreement between a student and their Faculty Advisor, the Dean of Studies (LTS)/Faculty Council (SAC) 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 (normally at the beginning of a new term).

The Faculty Advisor and/or the Registrar must take some decisions to the faculty of the college of admission for a decision or recommendation. These include but are not limited to:

- Approval of transfer to another program.
- Approval of transfer credits.
- 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 of successful completion of internship.
- Recommendation for graduation.
- Recommendation for scholarships or awards.

Transfer of Credit from Other Institutions

Summary

- The MDiv or MTS may be completed with 1/3 transfer and/or test-out credits at maximum.
- Acceptance of transfer credits is determined by faculty of the College of Registration.
- An assessment fee is associated with each course you wish to have considered for transfer credit.

Process

- To transfer a course completed at another institution, please contact your Faculty Advisor.
- You will need to include the course number and name, a copy of the transcript that includes your final grade for the course, the course syllabus that includes details for each week's topic, the number of in-class hours, reading and reference materials for each class, and the instructor's institutional contact information.
- Faculty will assess the course; appeals may be addresses to your College of Registration.

STU and Eden Network Consortium

- Courses taught by members of the STU Common Faculty do not need to be officially transferred. Each of the colleges has agreed to offer courses in specific subject areas according to the qualifications of the respective college's faculty.
- Courses taken through the Eden Network Consortium are accepted as STU courses for students based on the MOU between Eden Network Consortium and each of the STU colleges.

Letters of Permission for Study at Another Institution

Faculty Advisors will consult with the faculty of the College of Registration about courses at other institutions. Students will need to provide the following to their Faculty Advisor:

- Institution,
- Level,
- Instructor,
- Syllabus,
- Requirements and suitability of the course for the student's program.

Prior Learning Assessment Recognition (PLAR)

Summary

- Students who have not completed a bachelor's degree may submit a PLAR application to waive that admission requirement for the master's degree. Students without an accredited baccalaureate degree or equivalent may be admitted to a master's degree if the college documents through rigorous means that those students are prepared to do master's-level work (see ATS Standard 7.4).
- PLAR status relies on evaluating learning achieved outside of post-secondary education. This learning can happen in technical or trade schools, through professional work certification and skill-building, through independent study, community activities, social justice involvement, or cultural and artistic pursuits. The emphasis is on the learning achieved through these activities. The PLAR portfolio demonstrates that learning.
- An assessment fee is associated with the PLAR application.

Process

- To apply for PLAR, please contact the Registrar.
- You will need to include:
    - A list of successfully completed training or certification courses, letters of reference (one from a professor or instructor, one from a friend or colleague (or member of a congregation if applying to the MDiv), one from a pastor (if applying to the MDiv), and one from a person of your choosing). These can be the same letters as required for your program admission. The letters should attest to your capacity as a learner and your previous relevant experiences.
    - A list of church and community committees that you have served on, with a brief description of your role on those committees and what you learned about yourself, the church, and the community through this service.
    - Three essays of 1,000 words each, demonstrating:
        - How your life and experiences have shaped your learning, and your ability to thoughtfully and logically evaluate that by answering the question, "How has your professional life and experience prepared you for study in this program?"
        - Your ability to do research and evaluate what you are reading by answering the question, "In your opinion, what are the two major challenges facing Christianity in the 21st century, and how do you think this program will help you to face them?" Include research sources through footnotes and a short bibliography.
        - Your ability for self-awareness and reflection by writing about an incident in your life where you learned something significant, for better or worse, and how you might deal with it differently after further reflection.

- Faculty will assess the PLAR application and may request additional pre-graduate courses prior to admission; appeals may be directed to your College of Registration.

Test-Out Policy

Summary

- The STU-affiliated master's degree may be completed with no more than 1/3 transfer and/or test-out credits.
- Acceptance of test-out portfolios is determined by faculty.
- An assessment fee is associated with each course you wish to test out of.

Process

- To test out of a required course, please contact the Registrar.
- The portfolio should include a) an autobiographical account of your related professional and/or contextual experiences (4-6 pages), b) a learning statement that addresses how you have already met the learning goals for the class you wish to test out of, and c) any supporting documentation (can include a letter from a supervisor who has witnessed your learning, certification, work evaluations, examples of work you would be expected to produce in class assignments).
- Faculty will assess the portfolio in consultation with the instructor of the required course you are testing out of; appeals may be addressed to your College of Registration.

Thesis Program

Summary

- A thesis option is available for students in both the MDiv and the MTS.
- Students must maintain an average of 75% or higher throughout their academic program 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 faculty. Thesis work will constitute two course credits (6 credit hours).
- Theses will be 50-60 pages (12,000-15,000 words) in length. Students successfully completing the thesis will be awarded an Honours Degree. If a student successfully completes all the course credits but does not successfully complete the thesis, the student may be given an MDiv without the Honours designation.
- If the thesis topic is outside the area of expertise available within the Common Faculty, an adjunct or affiliate Faculty member may be appointed to supervise the thesis.
- 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). No additional credit is awarded for satisfying this requirement.

- Thesis students will enroll in HNR4xx course in the relevant program and area of study. The specific course number will be assigned by the Common Faculty.
- 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 as Pass/Fail.
- The thesis shall conform to the standards of the latest edition of Kate L. Turabian's *A Manual for Writers of Term Papers, Theses and Dissertations* (9th edition).

Process

- Students wishing to follow a thesis program must declare their intention to their Faculty Advisor on accumulation of forty-five (45) credit hours for the MDiv, or twenty-seven (27) credits for the MTS.
- The Faculty Advisor will then seek approval from faculty for admission of the student to the Thesis program.
- Once approval has been given, the student will be assigned a thesis supervisor.
- Students will be expected to submit the proposal for their thesis to the supervisor by the time they have accumulated fifty-four (54) credit hours for the MDiv.
- The supervisor will determine what the students 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.
- The college will assign a Second Reader for the thesis, preferably from within the Common Faculty, in addition to the Thesis Supervisor.
- The Thesis Supervisor and Second Reader will review the thesis and determine its readiness for oral defense.
- When the thesis is ready to proceed to oral defense, the Academic Dean will convene an examining committee of the Supervisor, Reader, and an additional Internal or External Reader with expertise in the topic of the thesis.
- Copies of the thesis must be provided to the STU Library at student's expense.
- If a student successfully completes all 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).

Class Attendance

Class attendance is mandatory for all courses. Given the size of the student body and the small size of most classes, it is extremely important that students attend all classes. A successful course experience for everyone often depends on the attendance and full participation of all members of the class. Students must inform the instructor of any absence.

Normally, students are not permitted to miss more than 10% of the classes for any one course. For synchronous courses, students are required to participate fully without distraction. For asynchronous courses, failure to complete all assignments by the stated deadline will be considered as an absence for that week. Students who find it necessary to be absent for more than the 10% permissible amount must provide a medical note or other documentation. Students who miss more than 10% of any given course should anticipate a grade penalty. Students who miss 25% of the course may fail the course. Auditors are also bound by this regulation.

Submission of Assignments and Recognition of Sources

Assignments are to be submitted in the LMS unless otherwise advised by the faculty. 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 of expression of an idea of another person or group.

Grading Policy

The College uses a grading scheme developed by the University of Saskatchewan:

90-100 Exceptional

A superior performance with consistent strong evidence of:

- A comprehensive, incisive grasp of the subject matter.
- An ability to make insightful critical evaluation of the material given.
- An exceptional capacity for original, creative, and/or logical thinking.
- An excellent ability to organize, to analyze, to synthesize, to integrate ideas, and to express thoughts fluently.

80-89 Excellent

An excellent performance with strong evidence of:

- A comprehensive, grasp of the subject matter.
- An ability to make sound critical evaluation of the material given.
- A very good capacity for original, creative, and/or logical thinking.
- An excellent ability to organize, to analyze, to synthesize, to integrate ideas, and to express thoughts fluently.

70-79 Good

A good performance with evidence of:

- A substantial knowledge of the subject matter.
- A good understanding of the relevant issues and a good familiarity with the relevant literature and techniques.
- Some capacity for original, creative, and/or logical thinking.
- A good ability to organize, to analyze, and to examine the subject material in a critical and constructive manner.

60-69 Satisfactory

A generally satisfactory and intellectually adequate performance with evidence of:

- An acceptable basic grasp of the subject material.
- A fair understanding of the relevant issues.
- A general familiarity with the relevant literature and techniques.
- An ability to develop solutions to moderately difficult problems related to the subject material.
- A moderate ability to examine the material in a critical and analytical manner.

50-59 Minimal Pass

A barely acceptable performance with evidence of:

- A familiarity with the subject material.
- Some evidence that analytical skills have been developed.
- Some understanding of relevant issues.
- Some familiarity with the relevant literature and techniques.
- Attempts to solve moderately difficult programs related to the subject material and to examine the material in a critical and analytical manner which are only partially successful.

<50 Failure

An unacceptable performance.

In general, the following grading and notation scheme applies on transcripts:

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		

In a course designated Pass/Fail, a Pass is understood to be 65% or more.
A passing grade for a course taken for percentage grade is 50%.
An overall grade average of 60% must be maintained to remain in good academic standing.

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:
The student shall submit the appeal in writing to the Registrar within 14 days of receiving the final grade. The written appeal must clearly state the reasons for the appeal and include copies of the graded work in question. (The fact that they disagree with the instructor's assessment or that they need a higher grade for a bursary or scholarship is not a sufficient reason to appeal a grade.)
The Registrar will inform the Principal/Dean of Studies/Faculty of the appeal.

An Appeal Committee or a third party with expertise in the area of the assignment, will be tasked to reread 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.
The committee's or third party's decision will be binding.

Repeating Courses

In accordance with the policies of the University of Saskatchewan, failures and marks below 60% in courses taken will be deleted from the average if the course is retaken according to the following rules:

1. A failed course required can be retaken. The highest mark will be used in the average.
2. A required course in which the grade was 50 to 59% can be retaken once and only the highest mark will be used in the average.
3. An elective course can be retaken two times, and the highest mark will be used in the average.
4. A required course in which the grade was 50 to 59% may be retaken at the same time as a course for which it is the prerequisite.
5. The grades received for all attempts of the course will remain on the transcript.
6. Marks for courses transferred from other universities are not used for calculation of averages to determine promotion and graduation eligibility.
7. A student cannot retake a course that has been given transfer credit from another university for credit or to raise the average. A failed transfer course may be retaken. A transfer course with a passing mark cannot be retaken.

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.

Incomplete Course Work

Students having more than one incomplete course in a term will not be able to register for the next term.

In order for students to register in the new academic year (fall term), all incomplete course work must be finished by August 31st of the given year.

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 their studies will be taken, such as a reduction of course load, repetition of certain courses or delay of ministry 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 will be jeopardized.

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.

Extensions Policy

- All assignments are due on the date specified in the course syllabus.
- If the course requirements cannot be completed on time, it is a student's responsibility, before the final day of the course, to request an extension from the instructor by filling out a Course Extension Request Form. An approved extension request supersedes the Late Work policy for the course, although the instructor(s) may assess penalties for assignments submitted during the extension period, which must be documented on the form.
- Two options are available for course extensions beyond the final day of the course:
    - For up to three weeks beyond the end of the course: the course instructor(s) may grant such an extension at their discretion. If the extension is granted, then the instructor will forward the completed form to the Registrar for the student's file.

OR

    - For more than three weeks beyond the end of the course: the student will submit the completed form to the instructor(s) and then the Faculty Advisor for approval. The Faculty Advisor may approve or deny the request. If the extension period is granted, then the completed form is forwarded to the Registrar, and the grade of Incomplete ("I") is assigned until the final grade is determined. Extensions are not available beyond the grade submission deadline in April for courses required for graduation.
- If a student requests an additional course extension, then the student must submit an amended form to the instructor(s) with the new date for completion before the end of the initial extension. This request is then submitted to the Faculty Advisor and the College of Registration, who may approve or deny the request. If the extension is granted, then the completed amended form is forwarded to the Registrar.
- If the additional extension is denied, or if the student fails to submit the outstanding work by the stated date on the form, then the outstanding work will receive grades of zero, which is calculated into the final course grade. Situations of emergency or compassionate need rest with the College of Registration.

Admissions Deferral

Candidates formally admitted into a degree program are expected to begin their studies by the following term. If a deferral of the commencement of study is necessary candidates must apply in writing to the Registrar for a one-year extension of their

admission. Extensions beyond one year may necessitate further documentation for re-admission purposes. A candidate's application is held for two years after which time candidates must re-apply.

Leaves of Absence Policy

Leaves of absence are available to all program students. Leaves of absence are normally granted to coincide with registration terms. In order to avoid being dropped from the current student roster students requiring a leave of absence must apply formally within three months of the last term for which they were registered. Normally the leave of absence is granted for up to one year, with the possibility of extension for a subsequent year upon written request. Normally, such a request must be made within three months of the expiration of the leave of absence. Each leave of absence will be considered and approved on a case by case basis by the college faculty.

Students will not be assessed program fees during a leave of absence. The leave period is not included in the time period for completion of the degree. Normally, the policy stating that courses begin to stale date after ten years still applies. If a student needs a leave of absence while a course/thesis/placement is in progress, then the course will continue to be parked as IP (in progress) on the student's transcript, but all access to supervision and faculty support/feedback is suspended. If a student does not qualify for a leave of absence but requests time away, then a continuation fee equivalent to the annual program fee must be paid.

Students requiring a leave of absence from their studies must apply formally in writing to their Faculty Advisor. This letter must indicate the reasons for the appeal and the length of absence requested. For a medical leave, a note from the physician is required and must include the length of time the physician has been treating the person and the specific dates/duration of time away being recommended by the physician.

Immigration Status/Study Permits: If you are an international student, taking a leave of absence could impact your study permit and/or your status in Canada. We strongly recommend that any international graduate student pursuing a leave of absence from study contact the International Student and Study Abroad Centre (ISSAC) as soon as possible to be advised appropriately.

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 (note: a one term course is three credit hours). An example of a possible non-traditional course is the 4 College Conference. Both a one-credit hour and three-credit hour course are possibilities.

Reading courses:

Faculty and curriculum considerations

- Each 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 by individuals who are not regular faculty members (such as adjunct faculty), with approval of the faculty. Such courses will be given a course number and will be subject to the usual academic regulations and procedures for courses.

Student considerations and procedures

- A student may do a maximum of one reading course per term.
- All work must be relevant to the student's overall program of study.
- A student will discuss the possibility of a reading course with their Faculty Advisor.
- Once a Faculty Advisor has agreed the student and Faculty Advisor complete Part I of the Reading Course Proposal form.
- A student will then approach the proposed instructor and negotiate the contents and structure of the course.
- Once the instructor has agreed, the student and the instructor will complete Part II of the Reading Course Proposal form and the instructor will report the arrangement to faculty.
- 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 (2,500 words) of written work for each credit hour.
- Once the course has been approved, students must formally register for a reading course.
- 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.

Course Evaluations

At the end of each course, students are required to complete an evaluation. Course evaluations are attached to the courses in the LMS. Course grades will be submitted prior to instructors seeing the evaluations. These evaluations are important, both to help instructors improve their course and to help the seminaries evaluate the academic programs. Marks for the course will not be released to a student or other parties until the student completes the evaluation. The evaluations are summarized; student's names are not connected to the summary.

Transcripts

Official transcripts of a student's academic record are issued by the Registrar upon written request of the student. A transcript fee will be assessed for each requested official copy. Official transcripts bearing the signature of the Registrar or designate, and the official seal of the College may be issued to any third part designated by the student. Students should allow at least two weeks from the time of request to the time the transcript is required.

Degrees and Convocation

Convocation ceremonies are normally in May. Students who intend to graduate are required to notify the Registrar in November.

Academic Writing Support

Academic Writing at the graduate level can require the development of new skills that, like any art, require long hours of learning and practice. The Student Learning Service at the University of Saskatchewan offers help in writing for an academic context. Their website can be found at https://library.usask.ca/studentlearning/index.php.

Academic Integrity—Plagiarism

Plagiarism is the copying of material, whether intentionally or by simple carelessness, from another and claiming the work to be one's own. This is a serious offence and may result in failure of the course, failing the piece of written material, or in having to rewrite the material.

The University of Saskatchewan Calendar states that plagiarism exists when:

- The work submitted or presented was done in whole or in part by someone other than the individual who submitted or presented the work;
- Parts of the written work are taken from other sources without reference to the source;
- The whole work is copied from another source.

In order to avoid plagiarism, it is necessary to learn to paraphrase and use quotations properly.

Paraphrasing Correctly

Paraphrasing means to summarize the thought of the author. You do not paraphrase by simply shifting the word order or using synonyms. If you use a thesaurus, you are not paraphrasing. Paraphrasing demonstrated that you understand the concepts and are not merely repeating what the author has said.

Using Quotations Properly

It is preferable for the student to use their own words in order to demonstrate command of the material. Quotations can be used when one wants to point to the specific wording used by the author. The use of a quotation from another work should flow

naturally into the student's own written material and contribute to the student's thoughts in some significant way.

The information in this section on Plagiarism was drawn from material found in Elinor Yaggy, *How to Write Your Term Paper*, revised ed., (Scranton: Chandler Publishing Co. 1968).

Footnotes/Endnotes

Footnotes, found at the bottom of the page, or endnotes, found at the end of the paper are required whenever information, statistics, surveys and opinions other than that of the student are used. This is required even when the material is not a direct quotation. Material that is not common knowledge in the field of study must also be noted.

A direct quotation of less than four typed lines can be incorporated into the text using quotation marks to set it off from the rest of the material. A number is placed at the end of the quotation. If the quotation is longer than four typed lines it should be set in block quotation style. The quotation is indented and single-spaced without quotation marks.

Notes numbers are placed at the end of the material cited. In all cases the number at the end of the quotation corresponds to a reference at the end of the page (a footnote) or at the end of the document (endnotes). Each note is numbered consecutively using the following format.

[1]Ruth Bennet, *The Art of Pastoral Reflection,* (either italics or underlined) (New York: The New Press, 1996), p. 63.

The form in the Bibliography would be:

Bennett, Ruth. *The Art of Pastoral Reflection*. New York: The New Press, 1996.

Reference form: Kate L. Turabian, *A Manual for Writers of Term Papers, Theses and Dissertations*, fifth ed. Revised, (Chicago: Chicago Press, 1987).

If you need more information on plagiarism and quotations, please refer to one of the approved style books available in the University Bookstore.

Accommodations for Disabilities

Introduction

1. This policy is meant to foster diversity, inclusiveness, and student success by providing that students with disabilities are not discriminated against; and that they receive equal opportunities for academic success.
2. For the purposes of this policy, disabilities are those defined as such in Section 2(1)(d.1) of the Saskatchewan Human Rights Code (hereafter called the

"Code"). You can access the Code https://saskhrc.ca/your-rights/saskatchewan-human-rights-code/

3. The college has an ethical and legal obligation to accommodate reasonably the special needs of persons that are related to a prohibited ground, unless it can be shown that the accommodation would result in undue hardship. Accommodations associated with special needs are addressed by administration in consultation with the University of Saskatchewan Access and Equity Services (for students), and Wellness Resources (for staff).
4. Students must complete the Access and Equity Registration Form and submit it to the Registrar before accommodations for courses can be accepted.
5. Once a student's form has been accepted, it is the responsibility of the student to contact each instructor to discuss accommodations. Instructors who have questions about reasonable accommodations may consult with the Faculty Advisor.

Principles and Scope

1. Respect for all members of the community will be upheld at all times. Discrimination and harassment will not be tolerated.
2. Students with disabilities will meet the same academic requirements and standards as all students, although the manner by which students with disabilities meet these may vary.
3. The college will adapt their services and programs to accommodate the needs of individual students, in accordance with the requirements of the Code, and in recognition that ability is diverse in kind and degree.
4. Academic integrity will be upheld by those providing and receiving academic accommodations.
5. While students with disabilities are encouraged to share information regarding their accommodations with faculty members who would play a role in facilitating their accommodations, such information can be released only with the student's consent.
6. This policy applies to all students with disabilities enrolled. Its implementation is the responsibility of all members of the community.

Policy

1. In accordance with the Code, the college will take all reasonable measures short of undue hardship to the college to ensure that students with disabilities have access to the opportunity to success in their program of study.
2. Sufficient notice must be given by a student in order to receive academic accommodations. Medical documentation will be required.
3. Suitable academic accommodations are fundamental to support students with disabilities, but when provided, those accommodations shall not compromise the college's academic requirements and standards.
4. The college will make efforts to reasonably accommodate a student with a disability when the disability impairs the student's ability to fulfill the essential

requirements of a course/program. These essential requirements pertain to the knowledge and skills which must be acquired or demonstrated for a student to successfully meet the learning objectives of the course/program.

5. In some circumstances, the nature and degree of a disability may mean that no reasonable accommodation would enable an individual to perform the essential requirements of a course or program. Where this is the case, the college may refuse admission or accommodations in order to preserve the academic integrity (meaning the essential requirements) of a course or program. However, a person cannot be presumed incapable of performing the essential requirements of a course or program unless an effort has been made to explore all reasonable options for accommodation.
6. Accommodations will be provided up to the point of undue hardship to the college. Several factors are weighed when assessing whether the hardship associated with an accommodation is undue, including:
    - The nature of the requested or required accommodation.
    - The financial cost of the accommodation.
    - The ability of the student receiving the accommodation to meet admission or program requirements.
    - The degree to which the accommodation might impact on or interfere with other students or faculty members.
    - Whether health or safety concerns for the students or others would arise as a result of the accommodation.
    - The reasonableness or cooperativeness of the student seeking accommodation. These factors are not listed in order of priority. The weight that will be given to these factors or any other relevant considerations will depend on circumstances.
    - A full-time course load for students with disabilities is four three-credit courses per academic year.
    - The college will ensure that issues related to disabilities and people with disabilities are addressed and discussed in a fair, sensitive, confidential, and non-discriminatory manner.
    - The college will ensure that faculty members and staff are familiar with this policy.

Dispute Resolution

1. If a faculty member or a student with a disability has concerns and questions about interpretation and application of accommodations, these concerns and questions should be addressed directly to the Faculty Advisor for an informal resolution.
2. If the faculty member or a student with a disability is not satisfied with this informal resolution, that person may ask the Principal to review the matter. The Principal's decision will be rendered in a timely fashion; normally within 30 days of receiving the request to review the accommodation. The decision of the Principal is final.

Populi Privacy Policy

The college collects, uses, retains, and discloses personal information in compliance with Canadian and Saskatchewan privacy legislation. By using the LMS, you consent to your personal information being housed in a server in the United States of America, and thereby subject to American law and may be accessible to law enforcement and national authorities of that jurisdiction.

In order to register in a program, students are required to use the LMS which is our student database system, where students register for courses and access course files, final grades, transcripts, and invoices.

By confirming the date of agreement (today's date), you declare that you understand the above Privacy Policy and wish to continue with an application and potential registration with the college.

International Student Information

International Education Policy

Summary:

- Undergraduate and graduate degrees earned outside of Canada and the United States will be assessed for suitability for admission by faculty.
- Students whose primary language of learning is not English must demonstrate proficiency with spoken and written English, demonstrated by any of the following:
    - TOEFL IBT score of 88, with no component less than 20.
    - TEOFL paper-based score of 550.
    - Duolingo English test of at least 110.
    - Pearson English Test of at least 59 overall and for each component.
    - IELTS of at least 6.5 overall and for each component.
    - U-Prep 2 from University of Saskatchewan of at least 75%.

Foreign Grade and Degree Equivalencies

Foreign equivalency assessment for all programs is conducted internally. If the expertise is not available among faculty, then faculty in the country from which the credits originate are asked to evaluate the credits and provide academic assessment. In the case where faculty from the country of credit origin are not available, alternate services will be used. The Foreign Language Equivalency Assessment fee for this service will be charged to the student.

English Language Tutor

Students may arrange for assistance with the English language skills with relation to their academic work or worship liturgy preparation.

- English Language programs are available at the University of Saskatchewan Language Centre https://programs.usask.ca/language-centre/index.php 306-966-4351.
- Off-campus English as a Second Language programming and services are available at no cost at The Global Gathering Place, 100 5th Ave N Saskatoon 306-665-0268.

USask International Student and Study Abroad Centre (ISSAC)
Please feel free to drop into this centre for information and advice.
https://students.usask.ca/international/issac.php

2. Activities and Resources

Orientation and Entry Colloquium

Orientation and entry colloquium activities will be provided at the beginning of each academic year.

Pastor-in-Residence

The Pastor-in-Residence shares in mentoring the spiritual life and growth of students and is available to all members of the community for pastoral support.

Chapel

Worship is an important part of life at the college. Chapel services are held Thursdays at noon (SK), in-person and livestreamed. Student-led morning prayer is held online on Tuesday mornings at 8:30 am (SK).

Library

The library collection is managed through an online library catalogue (http://saskatoon.mlasolutions.com/union.aspx) with the collections of the STU Library and Horizon College & Seminary Library. This provides students and faculty, as well as public users, access to over 100,000 items covering a wide range of theological topics.

General Lending Policies

- The Library lends to current students, faculty/instructors/facilitators, staff, and alum; members of the wider denominational communities, such as ministers, priests, lay personnel, etc.; as well as members of the public.
- Distance borrowing is available to all patrons within Canada.
- Borrowing and returning policies address various types of materials and patron situations. These policies are described in the following section titled Circulation and Loans.

Borrower's Card

- To receive a borrower's card, applicants must either present a current student card or driver's license/other identification with current address or email the Library their current contact information (i.e., mailing address, phone number and email address).
- Students should make sure they identify with College they are associated with.
- Borrower's cards are non-transferable. By presenting a borrower's card, the user accepts full responsibility for all library materials signed out to that card.

Circulation and Loans
Patrons may borrow materials from or return them to either the STU Library or Horizon College & Seminary Library.

Loan periods for library materials are established so that there is a standard access time for each level of patronage, ensuring that library materials do not remain out of the library for indefinite periods of time. Local patrons may borrow circulating books, and audio-visual materials for three weeks, while distance patrons may borrow items for 5 weeks. If a patron needs more time with an item, longer loan periods may be requested in-person, by phone or email.

Five renewals are available on loans unless the item has been requested by another patron. All materials may be recalled at any time.

Please note:

- Patrons may use journals and archives within the library only.
- Lost items from the general collection will be replaced by the borrower at the full price of the new item.

Overdue Library Loans
There are no late fees on general book loans. We trust patrons to return items in a timely manner so that others may borrow them as well. However, library materials on reserve will have $1.00 daily overdue fines for any late returns.

- Overdue notices will be sent by email every two weeks.
- Reserve materials must be returned to the library from which they are borrowed.
- If students have unreturned books at the end of their program, they must be returned before they can graduate.

To Borrow
Students may request books by making a hold/reserve request via the Online Library Catalogue, or by emailing/calling with a list of books. If you are a distance student, the item(s) will be mailed to you, and will include free return postage. Local students can pick up items from the Holds table or request curbside pick-up.

If you are ever in Saskatoon, feel free to drop in during library hours to browse our collection.

You may renew items and track your own due dates by logging on to the Online Library Catalogue.

Reserve Materials: Materials on class reserve shelves are selected by the teaching Faculty member so all students have equal access to them. Please sign out reserve materials whenever you use them, so that other students and library staff know where the items are. Again, please note that you will be charged overdue fines for any reserve materials that are returned late.

Electronic Resources

Students, staff and faculty have access to the Digital Theological Library (DTL). The DTL is an online collection of e-books, articles and databases that is co-owned by the Library and other member institutions. It spans over 1,500,000 e-books, indexes over 60,000 journals and is host to over 100 million articles. Access to the DTL is limited to current students and faculty and can be accessed from the "Online Resources" section on the STU Library site. Please check with the Library staff if you would like more information or need any assistance with the DTL.

Non-student patrons can access digital resources through the Open Access DTL. The OADTL is a curated collection of open access resources broadly related to religious studies and is available to all Library patrons. The OADTL combines over 1 million digital books, over 35,000 journals and over 50 million articles into a single searchable database that is free for anyone to use.

Through the College's affiliation to the University of Saskatchewan, the Library is able to connect students and faculty to the USask Libraries for access to their circulating items. However, one must visit their libraries in-person to borrow circulating items or to access their subscription databases since off-campus access is limited to USask students and faculty. Please check with Library staff for more information about our affiliated access to USask Libraries.

Other Library Operation Policies

Interlibrary Loans (ILL): If there is a book or article that you would like to read that you cannot find in our library collections or databases, you can request it through the Library or directly through the Digital Theological Library (DTL). Please contact Library staff via library@saskatoontheologicalunion.ca or phone, 639-398-5561, for more information and assistance using this service.

Computers, Printing, Photocopying: Internet access is available in the library on dedicated library computers or through free Wi-Fi. Library computers offer access to the library catalogue, online databases, Internet searching, and word processing.

Printing on the library printer (not photocopying) is 10 cents per page. To use the building's photocopying room, please ask library staff or someone in the general office for help. Photocopying is 11cents per page. Scanning is also available free of charge.

Food and Drink in the Library: Food waste and drinks other than water are the friends of pesky insects and the enemy of many valuable materials in our collections. As such, no hot foods or open drinks may be brought into or consumed in the library. If you decide to bring in dry snacks and/or lidded drinks, please clean up after yourself and leave all food wrappers in waste containers in the main reading room of the library only.

Privacy
The Library does not release the personal information of 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.
- For affiliated access to the University of Saskatchewan Libraries.
- Where a court order has been served.

Library Hours
Please visit the Online Library Catalogue for visitor information and up-to-date library hours, as civic holidays, building closures, and staff vacations may affect library hours.

Residence

The College has a student residence facility. Details about this residence and its regulations are clear on their website found at https://standrews.ca/connect-with-us/live-with-us/.

Applications may be submitted to:
Residence Office
St. Andrew's College
1121 College Dr
Saskatoon SK S7N 0W3

Off-Campus Accommodation

In addition to the St. Andrew's Residence, students have access to information respecting off campus housing through the University of Saskatchewan's Students' Union (USSU) Housing Registry. The USSU Housing Registry website link can be found at https://ussu.ca/housing/.

3. Student Fees and Finances

St. Andrew's College Fees

Fees and tuition can be paid:

1. In person with cash, cheque, debit or credit card;
2. Over the phone via credit card at 639-638-2155; or
3. E-transfer at tuition.sac@saskatoontheologicalunion.ca.

Master of Divinity (MDiv), Master of Theological Studies (MTS), Diploma in Theology (DipTh)

Fees		STU Tuition	Student Pays
Application	non-refundable		
Students in Canada			$75.00
Students outside Canada	study permit		$200.00
Program	per term of course registration max of $110.00/academic year		$55.00
Tuition	per 3 credit course	$1,350.00*	$675.00
Audit	per 3 credit course	$675.00*	$337.50
Graduation			$150.00
Transcript			$15.00
Populi			$13.00/month
Technology			$6.60/credit unit
Student Union	per academic year		$50.00
Foreign Equivalency Assessment	one-time fee prior to entry to program		$250.00
Transfer of Credit	per credit unit		$75.00
Test Out - Basic	to take the test		1/3 course tuition
Test Out - for Credit	if basic test out successful		full course tuition

*Denotes STU Tuition Fee. Each college applies bursary support to the stated STU tuition fee. Please check the registration fee schedule for actual tuition costs to students.

Program Fee: All program students are required to pay this fee in order to hold their spot in the program, to receive faculty advising and unofficial transcripts.

Doctor of Ministry (DMin)

Fees		STU Tuition	Student Pays
Application	non-refundable		
Students in Canada			$75.00
Students outside Canada	study permit		$200.00
Program	annually for first three years		$1,170.00

Tuition	1 (3 credit) course	$1,695.00*	$855.00
Colloquium	1 (1 credit) colloquium	$565.00*	$285.00
	1 (2 credit) colloquium	$1,130.00*	$570.00
Continuation	per semester/per year (maximum extension of 2 years)		$585.00/$1,170.00
Audit		$847.50*	$427.50
Graduation			$150.00
Transcript			$15.00
Populi			$13.00/month
Technology			$6.60/credit unit
Student Union	per academic year		$50.00
Foreign Equivalency Assessment	one-time fee prior to entry to program		$250.00

*Denotes STU Tuition Fee. Each college applies bursary support to the stated STU tuition fee. Please check the registration fee schedule for actual tuition costs to students.

Program Fee: All program students are required to pay this fee in order to hold their spot in the program, to receive faculty advising, unofficial transcripts and thesis and defense supervision.

Lifelong Learning Pathway (LLL)

Fees		**STU Tuition**	**Student Pays**
Application	non-refundable		$75.00
Subscription per term	Populi and Technology fees included	$460.00*	$280.00 $236.00 (rural ministry)
Graduation			$150.00
Transcript			$15.00

* Denotes STU Tuition Fee. Each college applies bursary support to the stated STU tuition fee. Please check the registration fee schedule for actual tuition cost to students.

Occasional Students

Fees		**STU Tuition**	**Student Pays**
Application	non-refundable		$25.00
Tuition	per 3 credit course	$1,350.00*	$675.00 + PST
Audit	per 3 credit course	$675.00*	$337.50 + PST
Transcript			$15.00
Populi			$13.00/month
Technology			$6.60/credit unit

* Denotes STU Tuition Fee. Each college applies bursary support to the stated tuition fee. Please check the registration fee schedule for actual tuition cost to students.

External Program Students

Fees		STU Tuition	Student Pays
Application	non-refundable		$75.00
Tuition	per 3 credit course	$1,350.00*	$1,350.00 + PST
Audit	per 3 credit course	$675.00*	$675.00 + PST
Transcript			$15.00
Populi			$13.00/month
Technology			$6.60/credit unit

All fees are subject to change and should be checked with the Registrar.

Registration for the term is not considered complete until all fees have been paid. A student may not register for any further classes until all course and activity fees for the previous term have been paid not will degrees and transcripts be released.

Tuition fees are based on a 3 credit course. A Friends of St. Andrew's Bursary and a Tuition Relief Program Bursary is directly applied to each course taken by program students. Program students will be assessed the tuition amount after the bursaries have been applied. Occasional students do not have access to these bursaries and will be assessed the net tuition of $765/3 credit course (plus any applicable fees). Students auditing a course will be assessed 50% of the net tuition assessment, plus any applicable fees such as PST.

Subscription fees for the LLL program are based on a flat fee per term. A Friends of ST. Andrew's bursary is directly applied to each term a student is enrolled in. Students will be assessed the tuition amount after the bursary has been applied. An additional Rural Ministry Network bursary may be applied on application. LLL students may choose to attend convocation activities and pay $!50 graduation fee or to only receive the certificate by mail and pay $50 certificate fee.

Tuition Tax Credit

Tuition tax credit (T2202A) forms will be issued and posted on the student's LMS account by the last week of February for the previous calendar year.

Financial Assistance Information

All program students are eligible to apply for financial assistance. For more information see the website (https://standrews.ca/current-students/funding-your-education/) or contact the Registrar.

III. College Policies

Visit the College website (https://standrews.ca/current-students/student-resources/) for up-to-date policies.