

# ST. ANDREW'S COLLEGE

## RESOURCES AND POLICIES HANDBOOK

INCLUDES INTERNATIONAL STUDENT INFORMATION



2020-2021

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*There are references in College policies to United Church bodies that no longer exist as of January 1, 2019. Until College policies are updated, the College will refer issues to United Church bodies that most closely match the bodies referred to in current College policies.*

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# **SECTION ONE: Student Resources, Procedures and Information**

## **1. Registration Procedures**

All students are required to register for courses through the Student database called **Populi**. Once a student has been accepted into a program or as an occasional student, the Registrar will have the Populi system send the student an invitation to the site. 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 contact their Faculty Advisor for approval, approval will be provided to both the student and the Registrar through email correspondence. After receiving confirmation, the Registrar will provide you with access to course registration on Populi.

### ***a. Course Registration***

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

#### ***Deadlines for registration and tuition payment, 2020-2021***

##### **FALL**

Tuesday, August 4 – Deadline for registration for Fall semester courses

Friday, September 11 – Deadline for late registration or course changes for Fall courses

##### **WINTER**

Friday, November 13 – Deadline for registration for January term and Winter courses

Friday, January 18 – Deadline for late registration or course changes for Winter courses

##### **ON-LINE/INTENSIVE COURSES AND LEARNING CIRCLES**

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

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

Occasional students who wish to register in an on-line course offered by St. Andrew's should send an email to [standrews.registrar@usask.ca](mailto:standrews.registrar@usask.ca)

### ***b. Course Withdrawals***

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

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

Program students must obtain the approval of their Faculty Advisor in order to drop a class. Distance students may e-mail the Registrar to make the necessary contacts. Students should ensure that they keep a copy of the e-mail. Occasional students should contact the Registrar's Office at St. Andrew's College directly. Students choosing to withdraw from courses must notify the Registrar before the end dates specified below to be eligible for refunds. If a course is cancelled due to insufficient registration, course payment is refunded in full. This policy also applies for students wishing to withdraw from one course and enroll in a different course.

**Intensive courses (week-long):** refundable up to the end of the first day of course (\$150 withdrawal fee), after this date the transcript will show "Withdraw-Fail"

**Learning Circles (10-day):** refundable up to the end of the second day (for shorter length courses the time frame will change for the refund) (\$150 withdrawal fee), after this date the transcript will show "Withdraw- Fail"

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

- up to the end of the second week of the course – full refund – no W on transcript
- up to the end of the third week of the course – 75% refund – W on transcript
- up to the end of the fifth week of the course – 50% refund – W on transcript
- up to end of the sixth week of the course – 25% refund – W on transcript
- after the sixth week of the course – no refund, Withdraw-Fail on transcript.

**Audit courses:** Non-refundable after the second week

**Switching from credit to audit:**

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

**Note:** For PA380 Ministry Practicum there will be no tuition refund for withdrawal.

### **c. Course Load**

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

### **d. Minimum Course Registration**

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

### **e. Auditing a Course**

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

### **f. Program Withdrawal**

**Student Initiated Withdrawal:** To withdraw from a program a student must indicate their intention in writing to their Faculty Advisor.

**Automatic Withdrawal:** If a student has not paid their annual program fee for 2 years, a lock will be placed on their Populi student account. The Registrar will then contact the student directly by registered letter to notify them of the subsequent withdrawal. If a student wishes to stay in their program they must pay the outstanding annual program fee to keep their student status current.

## 2. Faculty Advisors

All students in degree and diploma programs at St. Andrew's are assigned a Faculty Advisor. Students are required to confer with their Faculty Advisors before registering on Populi. Faculty Advisor will give advice on the following:

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

For candidates for ordained ministry, the Faculty Advisor will also complete the College's annual theological school report to the candidate's candidacy board and will work with the student and the Registrar to help in the preparation for the Ministry Residency portion of the MDiv program.

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

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

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

## 3. English Language Tutor

St. Andrew's College provides an English language Tutor on-site. Students may arrange for assistance with their English language skills with relation to their academic work or worship liturgy preparation. This service is available weekly by appointment. There is no fee for this service. The English Language Tutor can also help with life-skills in Canada. Contact the Registrar's office to make arrangements for this service.

- English Language programs are also available at the University of Saskatchewan Language Centre <http://learnenglish.usask.ca> phone: 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

#### 4. Transfer Credits Awarded on Admission

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

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

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

#### **Foreign Credential Recognition Policy:**

- Foreign credit assessment for all our programs is done internally at St. Andrew's College. If the expertise is not available among our faculty, then faculty in the country from which the credits originate are asked to evaluate the credits and provide academic assessment. We are able to use this process due to the small size of our student population. In the case where faculty from the country of credit origin are not available we will make use of the University of Saskatchewan Credential Assessment Service.
- The following information is required to allow us to determine whether previously completed courses may be transferable for credit at St. Andrew's College.
  - **Course Syllabus:** *this should include your course outline broken down by week, not just the calendar description of the course. Except for language courses, syllabi must be translated into English. Each syllabus must indicate which university or college it is from. If a detailed course description is available from the institution's official website, you may forward a link with the entire web address and the St. Andrew's College faculty will check to see if enough information is provided. Word documents of course outlines will not be accepted. All course outlines are subject to verification for authenticity.*
  - **Course number and name** (example: Introduction to Christian Ethics: SA152)
  - **Number of in-class hours**

- **Number of credit units earned**
- **List of reading and reference materials, including the name and edition of each publication**
- **Full name of institution and origin and course instructor**
- **Grading system** (example: class participation: 20%, first paper 30%, final paper 50%)
- **Grading scale** (ie: 50%, 4-point scale)
- Paper copies may be mailed to: St. Andrew's College, Registrar, 1121 College Drive, Saskatoon, SK, S7N 0W3
- Electronic copies may be sent to [standrews.registrar@usask.ca](mailto:standrews.registrar@usask.ca)

## 5. Letters of Permission for Study at another Institution

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

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

*Saskatoon Theological Union (STU):*

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

*University of Saskatchewan courses:*

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

*For undergraduate courses (numbered 100-600):*

- The student's Faculty Advisor will write a "Letter of Permission" to the Director of Admissions, U of S. This letter will indicate that the student in question has been granted permission by St. Andrew's to take a specific course for credit towards a St. Andrew's degree. The letter needs to be sent directly by St. Andrew's to the Admissions office (in a sealed envelope).
- The student must apply for admission to the University of Saskatchewan as a "visiting student" on the U of S website at <http://explore.usask.ca/admissions/visit.php>. Refer to the *Common Visiting Student* form for additional information.

- The processing will normally be done within one week of the receipt of both form and letter. The status of “visiting student” will be valid for one year. Students should be aware that enrolments for some January classes are filled in the September registration.
- The student will be given a U of S student number and a transcript will be created. At the end of the course **the student must request that an official transcript be sent to St. Andrew's** where it can be recorded.

*For graduate level classes (numbered 700 or higher):*

St. Andrew's students enrolled in the MDiv degree program may register in graduate classes at the U of S under a Memorandum of Agreement. Such students must have a grade average of 70% or equivalent and may register for no more than 8 courses (MDiv) under this arrangement. There are no additional fees required.

*University of Regina Courses:*

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

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

## **6. Prior Learning Assessment and Recognition (PLAR)**

Credit may be granted for learning acquired in a variety of contexts outside the higher education setting. The process for assessing such learning enables students to obtain recognition for learning (knowledge and skills) which they have achieved through both formal and non-formal learning experiences, including work experiences and other life experiences such as independent study, community and church activities, political action, or cultural and artistic pursuits. PLAR credits are considered to be external courses, or the equivalent of transfer credits. A non-refundable fee is assessed for consideration of a PLAR portfolio. The Prior Learning Assessment and Recognition Policy and Procedures document is available from the Registrar's Office. Students admitted without an undergraduate degree or its educational equivalent are not eligible for PLAR. See full PLAR policy on page 52 on this handbook.

## **7. Class Attendance**

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

## **8. Submission of Assignments and Recognition of Sources**

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

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

## 9. Course credits

*What is a course credit?*

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

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

Criteria:

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

## 10. Grading Practices

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

<http://students.usask.ca/current/academics/grades/grading-system.php>

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

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

A Pass is understood to be 65% or more. (Note: A passing grade for a course taken for percentage grade is 50%; however, an overall grade average of 60% must be maintained.) There are some courses at St. Andrew's that are always designated Pass/Fail rather than having a percentage grade. These are: SA 370 Integration Seminar, PA381, PA383, PA384, PA385 (Learning Circles 1, 3, 4, 5) and PA392, PA395.

For courses that are not designated Pass/Fail, St. Andrew's College students may elect to take up to six courses (18 credit hours) during their MDiv program or four courses (12 credit hours) during their MTS program for Pass/Fail credit in addition to those designated, either in advance or by class covenant, as Pass/Fail. *Students may opt for pass/fail evaluation only at the beginning of a course. An opportunity to indicate the choice will be given and a student must choose by the "last day for changes in registration" each semester. The decision is final.*

## **11. Grade Appeal Process**

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

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

## **12. Repeating Courses**

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

## **13. Academic Standing**

The student's Faculty Advisor and the Faculty as a whole monitor each student's academic progress. If a student appears to be in academic difficulty, an evaluation of the student's work will take place and measures to aid the student in 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 at St. Andrew's will be jeopardized.

## **14. Examinations**

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

## **15. Extensions (an STU Policy)**

- All assignments are due on the date specified in the course syllabus.
- If an assignment cannot be completed on time, it is the responsibility of the student, before the date on which the assignment is due, to request an extension.
- If an extension within the term is granted by the instructor, terms for handing in the assignment (for example, the new due date, any penalty for handing in assignment late) may be in writing at the request of either the student or instructor.
- Two options are available for extensions beyond the final day of a semester. For either option students must submit a completed "Post-Term Extension Request Form" (available from the Registrar' Office) normally no later than one week prior to the last day of classes.
- The request may be:

- **For up to four weeks** in which case the student will hand in the form to the class instructor(s). The course instructor(s) may grant such an extension at her/his discretion. If the extension is granted, then the instructor will forward the form to the designated committee and/or Registrar of the College of enrolment.

**OR**

- **For an extension of more than four weeks** the student will submit the request to the instructor(s) who will forward it to the Registrar of the College where the course is being taught (or in cases of team taught courses, to the Registrar designated by the course instructors), and to the Registrar of the College of enrolment. The College of enrolment may accept or deny the request. If approved, the College of instruction will determine the date by which the material must be submitted. Extensions will not be permitted beyond four months. (eg: April 30 for material due in December, September 1 for material due in April). Extensions are not available beyond the exam period in April for Winter semester classes required for ministry residency or graduation.
- If a student requests more than one extension in a semester, the Faculty may encourage or require that student to have a lightened course load the next semester.
- No further extension on extensions will be granted.
- In situations of emergency or compassionate need, the decision to grant an extension will rest with the Principal.

## 16. Leaves of Absence Policy

Leaves of absence are available to program students at St. Andrew's College. Leaves of absence are normally granted to coincide with registration terms.

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/residency is in progress, then the course will continue to be marked 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 must be paid.

Each leave of absence will be considered and approved on a case by case basis by the faculty of St. Andrew's College. Requests for leaves should be discussed as early as possible with your Faculty Advisor so that appropriate accommodations can be made prior to the leave.

Requests must be made in writing to your Faculty Advisor, who will bring the request to the St. Andrew's College Faculty. Please include as much relevant information as possible regarding the reason for the leave request (If requesting a leave due to medical reasons, please note that specific diagnoses, details of conditions, details regarding medication, treatment, etc. are NOT required but we request that medical notes state how long the physician has been treating the student and 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.

## 17. Reading Courses and other Non-traditional Course Credits

### Non-traditional course credits:

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

### Reading courses:

#### *Faculty and curriculum considerations*

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

#### *Student considerations*

- A student may do a maximum of one Reading Course per term or during the summer.
- There is no limit on the number of reading courses a student may take in any department, other than the normal departmental requirement/limits.
- All work for which a student seeks academic credit must be relevant to the student's learning goals and overall program of study, and must be completed at a level appropriate to the degree being sought.

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

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

1. A student should first discuss with their Faculty Advisor the suitability of a reading course in the student's program. Once the Faculty Advisor has agreed to the general content and the student and advisor have identified a potential instructor, the student and the Faculty Advisor should complete Part I of the Reading Course Proposal form.
2. The student should then approach the proposed instructor with a request to offer a Reading Course, and negotiate the course content and approach, including a bibliography of resources to be consulted. The student and the instructor should together complete Part II of the Reading Course Proposal form and return it to the Faculty Advisor, who will ensure that it is placed in the student's file.

3. Once an instructor has agreed to offer the course, the Faculty Advisor will report the arrangement to Faculty.

#### *Academic Requirement for Reading Courses*

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

- Each credit hour should entail at least 36-39 hours of work
- Students should expect to complete and have evaluated a minimum of 10 pages (2,500 words) of written work for each credit hour. This may be based on research, reflection on a project or workshop, or a form appropriate to the project.

#### *Administrative Requirements*

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

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

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

#### **Reading Courses**

1. A student may do a maximum of one Reading Course per term or during the summer.
2. All work must be relevant to the student's overall program of study.
3. A student will discuss the possibility of a Reading Course with their Faculty Advisor.
4. Once the Faculty Advisor has agreed the student and Faculty Advisor complete Part I of the Reading Course Proposal form.
5. A student will then approach the proposed instructor and negotiate the contents and structure of the course.
6. 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.
7. Each credit hour should entail at least 36-39 hours of work
8. Students should expect to complete and have evaluated a minimum of 10 pages (2,500 words) of written work for each credit hour.
9. Once the course has been approved, students must formally register for a reading course.

**St. Andrew's College  
Reading Course Proposal**

**PART I**

(to be completed jointly by the student and Faculty advisor)

**Student name:**

**Student's program of study:**

**Term in which course is to be taken:**

**Number of credit units:**

**Brief description of nature of course:**

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

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

\_\_\_\_\_  
**Student**

\_\_\_\_\_  
**Faculty Advisor**

**PART II**

(to be completed by the course instructor)

**Course title/number to be recorded on student transcript:**

**Grading scheme for course:**

**Credit hours:**

**Means of evaluation:**

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

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

\_\_\_\_\_  
**Instructor**

\_\_\_\_\_  
**Date**

## **19. Honours Courses/Thesis (an STU policy)**

A thesis option is available for students in the MDiv program.

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

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

### *Faculty considerations at St. Andrew's College*

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

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

### *Curricular requirements at St. Andrew's College*

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

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

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

1. Students wishing to follow an Honours program must declare their intention to their Faculty Advisor on accumulation of forty-five (45) credit hours for the MDiv program.
2. The student and the Faculty Advisor should complete Part I of the Honours/Thesis Course Proposal form.
3. The Faculty Advisor will then seek approval from the Faculty for admission of the student to the Honours program.
4. Once approval has been given, the student will be assigned a thesis supervisor.
5. The student and the instructor should together complete Part II of Honours/Thesis Course Proposal form and return it to the Faculty Advisor, who will ensure that it is placed in the student's file. Students will be expected to submit the proposal for their thesis to the supervisor by the time they have accumulated fifty-four (54) credit hours for the MDiv program.
6. The student will formally register in the SA 399 course.

7. The supervisor will determine what the student needs to do to meet the language/methodology requirement. Completion of this requirement must be proven by the end of the second week of the term in which the thesis is to be presented.
8. The thesis will be read and evaluated by the Thesis Supervisor, who will report the grade to the Registrar for approval by Faculty.
9. Two bound copies of the thesis are to be provided to the College Library at the student's expense.
10. If a student successfully completes all of the course credits but does not successfully complete the thesis and/or meet the grade requirement for Honours, the student may be given the degree without the Honours designation. In such cases, the registration in the Thesis Course will be converted to registration in a Reading Course (6 credits).

### *Administrative Requirements*

In addition to completing the Honours/Thesis Course proposal, and once it has been approved, students formally register for a Thesis Course, and pay the relevant tuition to the College. The tuition for the Thesis Course is the same as for any other 6 credits.

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

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

### **Honours/Thesis Course**

1. A Thesis option is available to MDiv students who maintain a 75% average and will have a second language or a research methods course or some other special preparation for writing the thesis.
2. Thesis will normally be 50-60 pages (12,000-15,000 words).
3. Thesis work will constitute two course credits (6 credit hours) of work.
4. A student will discuss the possibility of a Thesis with their Faculty Advisor after earning 45 credit hours for the MDiv program.
5. The student and Faculty Advisor will complete Part I of the Honours/Thesis Course Proposal form.
6. The Faculty Advisor will seek approval from the Faculty for the student to proceed.
7. The student will then be assigned a thesis supervisor.
8. The student and thesis supervisor will complete Part II of the Honours/Thesis Course Proposal form.
9. Once the course has been approved, students must formally register for the Thesis Course
10. The Thesis Course is graded on a pass/fail basis.
11. Students successfully completing the thesis will be awarded an Honours Degree.

**St. Andrew's College  
Honours/Thesis Course Proposal**

**PART I**

(to be completed jointly by the student and Faculty advisor)

**Student name:**

**Student's program of study:**

**Term in which course is to be taken:**

**Number of credit units:**

**Brief description of nature of course:**

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

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

\_\_\_\_\_  
**Student**

\_\_\_\_\_  
**Faculty Advisor**

**PART II**

(to be completed by the thesis supervisor)

**Working title of thesis:**

**Expected term of completion:**

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

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

\_\_\_\_\_  
**Instructor**

\_\_\_\_\_  
**Date**

## **21. Course Evaluations**

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

## **22. Transcripts**

Official transcripts of a student's academic record are issued by the Registrar upon written request of the student. Each student paying a program fee may receive unlimited unofficial transcripts during that year. Official transcript fee is \$10.00 plus GST (currently 5%) for each requested copy. Unofficial transcripts may be downloaded directly from Populi; official transcripts bearing the signature of the Registrar or designate and the official seal of the College may be issued to any third party designated by the student. Students should allow at least two weeks from the time of request to the time the transcript is required.

## **23. Degrees and Convocation**

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

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

## **24. Student Facebook Group – “St. Andrew's Student Lounge”**

During the gathering of the Board in 2018, the students named a desire to have a way to connect digitally. After an initial discussion, it seemed to make sense to connect that place with the SAC Facebook Group. All students are invited to join the group, in order to further foster both relationships and the learning experience. Please search: “St. Andrew's Student Lounge” on Facebook and request to join.

## **25. Pastor in Residence / Student Advocate**

The College attempts to provide pastoral care services within the College each year. All on-campus program students are required to have an individual meeting with the Pastor-in-Residence once each semester. These meetings are arranged between the student and the Pastor-in-Residence for a mutually agreed upon time at the beginning of the semester. The purpose of these meetings with the Pastor-in-Residence is to allow students to meet and connect with the Pastor-in-Residence, who is also available to students needing pastoral care or guidance in addition to these meetings. The Pastor-in-Residence's office is Rm 130. The hours are normally posted on the door.

The Pastor-in-Residence / Student Advocate for the 2020-21 Academic Year is Janet Clarke. All concerns raised with the Pastor-in-Residence / Student Advocate are held in confidence, and are not shared with Faculty without the student's permission. Janet's contact information is: [jlclarke@sasktel.net](mailto:jlclarke@sasktel.net) 306-221-8119

## 26. Chapel

Worship is an important part of life at St. Andrew's College. Chapel services are held in our own chapel on Thursdays at 11:40 a.m., and jointly with the STU Colleges once a month on Tuesdays, lunch included at 11:40 a.m. Special services are planned throughout the academic year. Students and Faculty have opportunities and obligations to participate in planning and facilitating worship.

## 27. International Student Officer/Advisor

Greg Torwalt, Registrar, and Dr. Don Schweitzer, faculty member, are the contacts for all matters associated with international students and education. [standrews.registrar@usask.ca](mailto:standrews.registrar@usask.ca) 306-966-5244. Students are encouraged to be in contact with an International Education Officer at ISSAC (International Student and Study Abroad Centre – U of S) for any concerns about immigration, visas, etc.

## 28. Tuition and Other Fees

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

### a) Table of Tuition and Other Fees

Program	Application Fee*	Tuition Fee**	Program Fee**	Program Fee includes	Program Fee does not include	Populi Fee	Grad Fee
Diploma in Theology	\$75	\$675	\$50	1. Hold student's place in program 2. Faculty advising 3. Unofficial transcripts	1. Course tuition 2. Student fees 3. Fines, penalties 4. Official transcripts	\$34 per term of registration (\$8.50 per month)	\$50
MDiv BTh-MDiv MTS	\$75	\$675	\$50	1. Hold student's place in program 2. Faculty advising 3. Unofficial transcripts	1. Course tuition 2. Student fees 3. Fines, penalties 4. Official transcripts 5. Bound copies of thesis	\$34 per term of registration (\$8.50 per month)	\$50
ThM	\$75	\$950	\$50	1. Hold student's place in program 2. Faculty advising 3. Unofficial transcripts	1. Course tuition 2. Student fees 3. Fines, penalties 4. Official transcripts 5. Bound copies of thesis	\$34 per term of registration (\$8.50 per month)	\$50
DMin	\$75	\$1050	\$1000 for first 3 years	1. Hold student's place in program 2. Faculty advising 3. Unofficial transcripts	1. Course tuition 2. Student fees 3. Fines, penalties 4. Official transcripts 5. Bound copies of thesis	\$34 per term of registration (\$8.50 per month)	\$50
Occasional	n/a	\$675	n/a	n/a	n/a	\$34 per term of registration (\$8.50 per month)	\$50
Audit	n/a	50% of net tuition	n/a	n/a	n/a	\$34 per term of registration (\$8.50 per month)	n/a

\*application fee: non-refundable

\*\*tuition fees: based on 3 credit course, after awarding of Friends of St. Andrew's Bursary: A bursary is applied to each course taken by program students from the Friends of St. Andrew's Bursary. Program students will be assessed the tuition amount after the bursary has been applied. MDiv, MTS, BTh/UCC Admissions, DipTh: \$135/cr bursary applied,

*ThM & DMin: \$110/cr bursary applied. Occasional students do not have access to the Friends of St. Andrew's Bursary and will be assessed the net tuition of \$675/3 credit course (plus any applicable fees). Students auditing a course will be assessed 50% of the net tuition assessment, plus any applicable fees.*

*\*\*\*program fee: invoiced July 1<sup>st</sup> each academic year*

**Program Fee** is assessed annually, per academic year in July. All program students are required to pay this fee every year in order to hold their spot in the program and to receive faculty advising and unofficial transcripts. If this fee is not paid prior to the fall term, students will not be allowed to register or attend courses.

**Populi Fee** is assessed per term when a student is enrolled in a course. The fee is \$8.50 per month of the given term. This fee will be automatically assessed upon registration in a course.

**Graduation Fee** is due upon receipt of graduation application.

**Official Transcript Fee** is \$10 plus GST per transcript.

**Program Based Requirements Fee –PA 100 MDiv, PA100 MTS** – is assessed once a program student registers for their first course. This fee is equivalent to a 3 credit course.

## 29. Refund Policies, Late Payment

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

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

*Learning Circles (10-day):* refundable up to the end of the second day (for shorter length courses the time frame will change for the refund) (\$150 withdrawal fee)

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

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

*Audit courses:* Non-refundable after the second week

*Switching from credit to audit:*

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

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

*Late payment:* A student will not be permitted to register for a new semester until all fees for the previous semester have been paid. Degrees will not be conferred and transcripts will not be released until all outstanding fees have been paid to the College.

## 30. Tuition Tax Credit

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

### **31. Financial Assistance Information**

All program students are eligible to apply for financial assistance. Please see the website "Funding your Education" page or contact the Registrar for Bursary Information.

Financial Aid Officers: Brian and Susan Maitland: 306-384-0445, [brian.maitland0@gmail.com](mailto:brian.maitland0@gmail.com)

#### **Government Student Loans**

Students may apply for Canadian Government Student Loans which are interest free while undertaking studies. There are two main categories of government student loan programs:

1. The federal program, called the Canada Student Loans Program (for full-time and part-time students)
2. Provincial and territorial programs (for full-time students)

You are eligible to apply for a government student loan if you are a Canadian citizen or permanent resident and enrolled as a full-time student (unless you plan to apply for a loan as a part-time student).

Make sure that you apply through your province of residence – where you have lived for at least 12 consecutive months. For information about eligibility, applying, preparing to receive your loan, maintaining your loan and repaying your loan please see the St. Andrew's College website and the government site: <https://www.saskatchewan.ca/residents/education-and-learning/student-loans>

To access your new or existing loan account register at: [www.Canlearn.ca](http://www.Canlearn.ca)

### **32. Accommodation Information**

**St. Andrew's College** has a residence facility. Details about this residence and its regulations are on our website, found at [www.standrews.ca](http://www.standrews.ca) under the "Students" tab: *Living in Residence*. The application can be found here: <http://www.usask.ca/stu/standrews/students/living-in-residence.php>

#### **Off-Campus Accommodation**

Information regarding off-campus accommodation is available through the Registrar.

### **33. Health, Dental Care and Insurance Information**

#### **University of Saskatchewan Student Card**

International students of St. Andrew's College are eligible to receive a University of Saskatchewan student card with the 'affiliated college' designation. A letter from the St. Andrew's College Registrar's office confirming the registered full-time status of the student is required.

#### **Saskatchewan Health Card**

The Government of Saskatchewan's Health Plan provides basic hospital health coverage to residents of Saskatchewan at no charge. To receive coverage you should register as soon as possible. It is advised to obtain travel insurance to avoid costly health expenses if you get sick during your travel to Saskatoon. If

you do not obtain your Saskatchewan Health Card before you arrive please ensure that you have purchased the health insurance necessary to cover the period you are in Canada in the process of obtaining your Saskatchewan Health Card.

You may get details and an application form at

<https://students.usask.ca/health/health-plans.php#StudentHealthandDentalPlan>

## **Health Care**

For a listing of **off-campus health and dental services** please see the 'Complete Studentcare Network Listing' located on the [www.ihaveaplan.ca](http://www.ihaveaplan.ca) website. Enter the 'University of Saskatchewan Graduate Student Association' in the search box and click on the 'Discover the Network Advantages' heading in the top right hand corner of their home page.

## **Additional Health and Dental Care Insurance Coverage for International Students**

St. Andrew's College International students are not automatically covered by the University of Saskatchewan Additional Health and Dental Insurance Coverage but can enroll themselves during the appropriate Change-of-Coverage Period upon payment of the Graduate Students Association (GSA) of the University of Saskatchewan membership fee. This health coverage includes University of Saskatchewan on-campus Mental Health Services. St. Andrew's College International students are understood to be graduate students registered at one of the affiliated colleges in the Saskatoon Theological Union as mentioned at the bottom of the GSA document. Please find the GSA document at <http://www.gsa.usask.ca> under the 'Health and Dental' tab.

## **Mental Health Care**

Through the Graduate Students Association, St. Andrew's College students, international and domestic, are eligible for Mental Health Care. Each student may receive coverage to visit any registered Psychologist, on-campus or off-campus. The cost of each visit is covered to \$20 up to a total of \$400 for each academic year. This coverage is from SunLife through ihaveaplan. Please call ihaveaplan at 1-877-795-4428 for more information.'

## **Off-Campus Registered Psychologists**

Please note that you are not limited to the services listed here. You're covered for the insured portion of your Plan regardless of the practitioner you choose.

Mental Health & Addiction Services, Saskatoon Health Region,  
Irene & Leslie Dube Centre for Mental Health (Royal University Hospital)  
306-655-7777

Professional Psychologists & Counsellors,  
1118 College Dr., Saskatoon, 306-664-0000

Catholic Family Services of Saskatoon  
#200 506 25<sup>th</sup> St.E., Saskatoon, 306-244-7773

Christian Counselling Services  
617 3<sup>rd</sup> Ave.N., Saskatoon 306-244-9890  
Dr. Stephanie Martin, Psychologist,  
#21 2105 8th St.E., Saskatoon 306-373-5500

Dr. Stephen Boechler, Psychologist,  
617C Main St., Saskatoon 306-665-6661

### **34. GRADUATE STUDENTS' ASSOCIATION**

St. Andrew's College does not have a student union. However, registered students of the College are welcome to join the graduate student organization of the University of Saskatchewan. The Graduate Students' Association (GSA) is in place to offer students information about services, advocacy and support regarding a wide variety of student issues. The GSA Commons is a friendly space open to all graduate students to study, meet with friends, eat lunch and lounge. The Graduate Students' Association's website is <http://gsa.usask.ca>. The Graduate Students' Association can be contacted by phone at 1-306-966-1295.

### **35. SASKATOON CITY TRANSIT**

A City of Saskatoon student semester pass for city transit is available for purchase at the transit terminal office located at 226 23<sup>rd</sup> Street East. The cost per semester (every 4 months Sept-Dec, Jan-Apr, May-Aug) is \$272.00 plus a \$5.00 activation fee for a total of \$277.00. You will need a letter from the registrar's office confirming that you are a registered student. Please call Saskatoon Transit 975-3100 for information.

#### **OR SAVE SOME MONEY AND BECOME A GSA MEMBER:**

St. Andrew's College graduate students (international and non-international) are not automatically covered by the U of S U-Pass (access to unlimited rides during the academic term using the city bus system). However, students can enroll themselves upon payment of the Graduate Students' Association (GSA) of the University of Saskatchewan membership fee which is \$74.12. To activate the U-Pass, students take their student cards and GSA membership receipt to the GSA Commons office (Emmanuel & St. Chad, 1337 College Drive, Saskatoon) and pay \$111.87 (per term) for the U-Pass. Then students take their U of S student card, GSA membership receipt and \$111.87 U-Pass payment receipt to the Information Desk in Place Riel (1 Campus Drive) to receive the U-Pass.

### **36. COMMUNITY CONNECTIONS**

#### **International Student and Study Abroad Centre (ISSAC)**

Please feel free to drop into this centre for information and advice found in Lower Place Riel Room 80. The drop in hours are 9am- 12noon Monday to Friday.

#### **Newcomer's Information Centre (NIC)**

The Newcomer's Information Centre is a walk-in, self-service centre for newcomers seeking information and support to successfully settle in Saskatoon. The NIC will connect students with organizations and professionals who will provide students with the services students need to get settled in Saskatoon.

Newcomer's Information Centre, 106-129 3rd Ave. N., Saskatoon, SK., S7K 2H4

Phone: 306-343-8303. Fax: 306-343-1744 Email: [info.nic@sasktel.net](mailto:info.nic@sasktel.net)

Website: <http://nicstoon.org/>

### **37. REFERENCES TO REFUGEE, IMMIGRATION AND CITIZENSHIP CANADA**

Please find information about federal requirements for studying in Canada including information on visa processes, study permits, post-graduate work permits and other immigration-related issues at [www.cic.gc.ca/english/study/index.asp](http://www.cic.gc.ca/english/study/index.asp) and [www.saskimmigrationcanada.ca](http://www.saskimmigrationcanada.ca)

### Call Centre Services

The Call Centre can help you with questions about any in-Canada processes. The automated telephone service is available **24 hours a day, 7 days a week**. If you have a touch-tone telephone, you can:

1. Listen to pre-recorded information about Refugee, Immigration and Citizenship Canada (IRCC) programs.
2. Order application kits
3. Check the status of your application

**For information on citizenship and immigration programs and services, including the Study Permit, Work Permit and Permanent Resident Card programs: 1-888-242-2100** (in Canada only)

If you are **deaf, deafened or hard of hearing, or you have a speech impediment** and use a text telephone, you can access the TTY service from 8am to 4pm your local time by calling:

**1-888-576-8502** (in Canada only)

### Call Centre Agents

Call Centre agents can help you with questions about in-Canada processes for citizenship and immigration programs and services.

They are available Monday **to Friday, 8am to 4pm**, your local time, except for statutory holidays.

The Call Centre agents can help you in English and French.

**You must choose one of the first five recorded options before you can speak to an agent.**

## 38. Useful Contacts at St. Andrew's College

### General Office

Melanie Schwanbeck, College Secretary  
melanie.schwanbeck@usask.ca 306-966-8973

Margret Hernik, Accounting and Administration Clerk  
malgorzata.hernik@usask.ca 306-966-8972

### Faculty

Dr. Sandra Beardsall, Professor of Church History and Ecumenics  
sandra.beardsall@usask.ca 306-966-8968

Dr. Lynn Caldwell, Professor of Church and Society  
lynn.caldwell@usask.ca 306-966-8979

Richard Manley-Tannis Principal  
richard.manley-tannis@usask.ca 306-966-8975

Dr. Christine Mitchell, Professor of Hebrew Scriptures  
christine.mitchell@usask.ca 306-966-8985

Dr. Don Schweitzer, McDougald Professor of Theology  
don.schweitzer@usask.ca 306-966-8964

Dr. Becca Whitla, Professor of Pastoral Studies  
becca.whitla@usask.ca 306-966-6941

### Designated Lay Ministry (DLM) Program Coordinator

Dr. Kathleen James-Cavan  
[dldirector@usask.ca](mailto:dldirector@usask.ca) 306-966-8943

### Registrar

Greg Torwalt  
standrews.registrar@usask.ca 306-966-5244

### Library

Katelyn Haskell, Senior Library Technician  
standrews.library@usask.ca 306-966-8983

### Chief Administrative Officer

Leslee Harden: Chief Administrative Officer  
leslee.harden@usask.ca 306-966-8980

### Property Manager & Residence Coordinator

Carolina Castro  
carolina.castro@usask.ca 306-966-8969

### Pastor in Residence

Janet Clarke  
jlclarke@sasktel.net 306-244-0690

### Financial Aid Officers

Brian and Susan Maitland, [brian.maitland0@gmail.com](mailto:brian.maitland0@gmail.com) 306-384-0445

### **39. Commonly Used Acronyms and Abbreviations**

ATS -Association of Theological Schools in Canada and the US (our accrediting body)

CCS – Centre for Christian Studies (national-field based program for diaconal ministry, Winnipeg)

CPE/SPE – Clinical Pastoral Education or Supervised Pastoral Education

DE – Distance Education

DLM – Designated Lay Ministry

ESC – Emmanuel & St. Chad

GC – General Council of the United Church of Canada

GSC – Graduate Studies Council of the STU

LTS – Lutheran Theological Seminary

PLAR – Prior Learning Assessment and Recognition

SAC – St. Andrew’s College

SSSC – Sandy-Saulteaux Spiritual Centre, an aboriginal training centre for UCC ministries in Beausejour, Manitoba

STU – Saskatoon Theological Union (includes SAC, the Lutheran Theological Seminary, the College of Emmanuel and St. Chad)

UCC – The United Church of Canada

U of A – University of Alberta

U of S – University of Saskatchewan

U of W – University of Winnipeg

St. Andrew's College  
CALENDAR OF ACADEMIC EVENTS

2020-21

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**July 2020**

1 Wednesday Canada Day – College Closed  
2 Thursday **Summer term tuition payment due**

**August 2020**

3 Monday Saskatchewan Day – College Closed  
4 Tuesday Registration deadline for Fall term

**September 2020**

7 Monday Labour Day – College Closed  
9-11 Wednesday-Friday Welcome Week  
14 Monday First Day of Classes  
**Tuition payment due**  
**DLM tuition payment due**  
18 Friday Deadline to transfer courses through registrars  
25 Friday Deadline to transfer courses with faculty permission  
Deadline to withdraw from course with 100% tuition refund

**October 2020**

2 Friday Deadline to withdraw from course with 75% tuition refund  
12 Monday Thanksgiving – College Closed  
15-16 Thursday-Friday Academic Committee Meeting  
16 Friday Deadline to withdraw from course with 50% tuition refund  
19-29 Monday-Thursday DLM Learning Circle (Organizing Community)  
23 Friday Deadline to withdraw from course with 25% tuition refund  
30 Friday Deadline to withdraw from course without academic penalty

**November 2020**

4-5 Wednesday-Thursday Board Meeting  
9-13 Monday-Friday Reading Week  
11 Wednesday Remembrance Day – College Closed  
13 Friday Registration deadline for Winter Intensive and Winter terms

**December 2020**

11 Friday Last Day of Classes  
24 Thursday College closed for Christmas break

**January 2021**

4	Monday	College reopen after Christmas break
4-8	Monday-Friday	Winter Intensive Week
8	Friday	Grades due – Fall term
11	Monday	First day of classes for Winter term
		<b>Tuition payment due</b>
15	Friday	Deadline to transfer courses through registrars
22	Friday	Deadline to transfer courses with faculty permission
		Deadline to withdraw from course with 100% tuition refund
29	Friday	Deadline to withdraw from course with 75% tuition refund

**February 2021**

1	Monday	<b>DLM tuition payment due</b>
12	Friday	Deadline to withdraw from course with 50% tuition refund
15	Monday	Family Day – College Closed
16-19	Tuesday-Friday	Reading Week
26	Friday	Deadline to withdraw from course with 25% tuition refund

**March 2021**

5	Friday	Deadline for submission of Winter Intensive Term work
		Deadline to withdraw from course without academic penalty
8-18	Monday-Thursday	DLM Learning Circle (Leading in Community)

**April 2021**

2	Friday	Good Friday – College Closed
5	Monday	Easter Monday – College Closed
9	Friday	Last day of classes
28	Wednesday	Grades due for graduating students

**May 2021**

3	Monday	<b>Spring term tuition payment due</b>
4-5	Tuesday-Wednesday	Academic Committee Meeting
5-6	Wednesday-Thursday	Board Meeting
7	Friday	STU Convocation
14	Friday	All other grades due
24	Monday	Victoria Day – College Closed

**June 2021**

16-18	Wednesday-Friday	ReJUNEvation
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## **SECTION TWO: LIBRARY and DLM RECOGNITION POLICIES**

### **1. Policy for Saskatoon Theological Union Libraries**

#### **Mission Statement**

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

#### **Introduction**

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

#### **General Lending Policies**

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

#### **Borrower's Card**

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

#### **Borrowing**

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

#### **Privacy**

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

#### **Overdues**

- Overdue notices will be sent by email when items are 7-10 days overdue.
- Borrowers who have one or more overdue recalled books, one or more overdue reserve item, and/or \$30 or more owing in outstanding accounts will not be permitted further loans until items are

returned and fines paid.

- Grades, diplomas, tuition refunds, and further course registrations will be withheld for STU borrowers who owe any amount of money on their library account.
- If students have unreturned books at the end of their program, they must be returned before they can graduate.
- Refunds for lost items will be issued if a borrower returns the item before a replacement copy has been ordered. When a refund is issued, the overdue fine will be imposed. Lost items will be replaced and the full price of the new item, plus a \$20 processing fee, will be invoiced to the patron.

#### **POLICIES AND LOAN PERIODS**

<b>On-site STU and U of S students , alumni, ministry personnel, and members of the public</b>		
<b>1. Borrowing requirements</b>		Current STU Libraries card
<b>2. Loan Period</b> (Books, videos, DVDs, cassettes CDs)	<b>a) Regular loan period</b>	3 weeks
	<b>b) Number of items permitted at one time</b>	No limit
	<b>c) Number of renewals permitted</b>	3; must be requested before due date. Items with holds may not be renewed.
	<b>d) Telephone online renewal of items</b>	Yes
	<b>e) Extended loan</b>	May be available upon request
	<b>f) Reserve items</b>	Available for loan only to students currently enrolled in the course. Loan period as indicated on the reserve item's circulation card.
<b>3. Holds</b>		Holds may be placed. Always inform library staff when you have placed a hold.
<b>4. Reference items, journals, and microforms</b>		Do not circulate unless signed out to photocopy.
<b>5. Lost and Damaged Library Materials</b>		Materials more than 28 days overdue are considered to be lost. Replacement costs are charged as follows: a) For all materials in print, the cost listed in the catalogue of one of the Library's usual suppliers, converted to Canadian dollars, plus a \$20 processing fee to cover acquisition, cataloguing and physical preparation. b) For materials no longer in print a flat rate of \$50 per item plus a \$20 processing fee
<b>The following types of material are subject to overdue fines.</b>		
<b>Fine maximum is \$10.00 per item.</b>		
Items from the main collection		\$0.25 per day per item
Reserve items		\$1.00 per day per item

<b>Distance Patrons (students and alumni, ministry personnel)</b>		
<b>1. Borrowing requirements</b>		Current STU Libraries card
<b>2. Loan</b>	<b>a) Regular loan period</b>	8weeks

Period (Books, videos, DVDs, cassettes CDs)	<b>b) Number of items permitted at one time</b>	No limit
	<b>c) Number of renewals permitted</b>	2; must be requested before due date. Items with holds may not be renewed.
	<b>d) Telephone online renewal of items</b>	Yes
	<b>e) Extended loan</b>	May be available upon request
	<b>f) Reserve items</b>	No
<b>3. Holds</b>		Holds may be placed. Always inform library staff when you have placed a hold. Items with holds may not be renewed.
<b>4. Reference items, journals, and microforms</b>		Photocopies only.
<b>5. Lost and Damaged Library Materials</b>		Materials more than 28 days overdue are considered to be lost. Replacement costs are charged as follows: a) For all materials in print, the cost listed in the catalogue of one of the Library's usual suppliers, converted to Canadian dollars, plus a \$20 processing fee to cover acquisition, cataloguing and physical preparation. b) For materials no longer in print a flat rate of \$50 per item plus a \$20 processing fee
<b>The following types of material are subject to overdue fines.</b>		
<b>Fine maximum is \$10.00 per item.</b>		
Items from the main collection		\$0.25 per day per item
Reserve items		\$1.00 per day per item

**Library Hours** Beginning Sept 8, 2020 **TBD** – please refer to the College website for updated Library Hours for the 2020-2021 academic year.

**Library Closures: TBD**

Monday, September 7, 2020

Monday, October 12, 2020

Wednesday, November 11, 2020

Thursday, December 24, 2020 - College closed for Christmas, reopens January 4, 2021

Monday, February 15, 2021

Friday, April 2, 2021

Monday, April 5, 2021

Monday, May 24, 2021

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

## 2. Policy on recognition of Designated Lay Ministry Certificate components in the MDiv or MTS degree programs<sup>1</sup>

The DLM Certificate program does not require any prior post-secondary education for admission, and is classified by St. Andrew's College as an undergraduate program. Thus its components **may not be credited** directly towards a post-baccalaureate degree program such as the MDiv or MTS. Its components **may be recognized** in the degree programs in the following ways<sup>2</sup>:

### MTS

Requirement for admission: An undergraduate degree or its educational equivalent

If accepted into the MTS program, the student may have the successful completion of the six DLM Learning Circles and the two Ministry Papers recognized as follows:

- Advanced Standing With Credit for the required 6 cr in Pastoral Studies; and
- Advanced Standing With Credit for 3 cr (at the 200 level) of the required 6 cr in Ethics/Church & Society
- Advanced Standing With Credit for 6 cr of Pastoral Studies electives.
- The student may choose to have a Specialization in Pastoral Studies indicated on the transcript and parchment.

As an MTS student is not normally eligible to take PA 380, the DLM SME will not be recognized in the MTS program.

If the six DLM learning circles and two ministry papers are recognized as above, the student will have 45 cr of the 60 cr MTS program remaining to complete, with all of the normal requirements. This can be done part-time over 3-5 years entirely through a combination of distance and intensive courses, or through three semesters of full-time on-campus study. The Specialization in Spiritual Care is an option if the requirements are fulfilled. Students may apply for transfer credit for the DLM complementary courses and/or other courses in theology taken at the post-baccalaureate level according to the regular policy on transfer credit.

### MDiv, category 1

Requirement for admission: EITHER

- At least one year of university study but not the educational equivalent of an undergraduate degree; the successful completion of the entire DLM Certificate may be considered to fulfil the college's normal requirement of demonstrating that the applicant's life experiences are sufficient for the study of theology in the MDiv program. The student will not be eligible for further Prior Learning Assessment.
- OR**
- An undergraduate degree or its educational equivalent.

If accepted into the MDiv program, the student may have the successful completion of the six DLM Learning Circles, the two Ministry Papers, and the Supervised Ministry Experience recognized as follows:

- Advanced Standing With Credit for PA 160 (3 cr), PA 381 (3 cr), PA 384 (2 cr)
- Advanced Standing With Credit for the required 3 cr upper-level course in Ethics/Church & Society (at the 200 level) (3 cr)

<sup>1</sup>This policy applies to the DLM Certificate program that started in 2014.

<sup>2</sup> Note that accreditation standards allow only one-quarter of the credits for a degree to be gained through Advanced Standing With Credit. No student will be eligible for further advanced standing.

- Advanced Standing With Credit for 6 cr of Electives (6 cr)
- Advanced Standing With Credit for 5 cr of PA 380
- PLAR (automatic, without paying the PLAR fee) for the remaining 10 cr of PA 380

If the six DLM learning circles, two ministry papers and SME are recognized as above, the student will have 58 cr of the 90 cr MDiv program remaining to complete. This can be done in five semesters of full-time on-campus study plus completion of HA/SA 382, SA 383, and PA 385 part-time over one year after returning to ministry, for a total of three years. Or it can be done in 2 years of part-time study at a distance, plus 3 semesters of full-time study (2 semesters on-campus and CPE if the full-time intensive is chosen), plus completion of HA/SA 382, SA 383, and PA 385 after returning to ministry (part-time over one year), for a total of four years. The student may apply for transfer credit for the DLM complementary courses and/or other courses in theology taken at the post-baccalaureate level according to the regular policy on transfer credit.

## **MDiv, category 2**

Requirement for admission: Normal educational requirement for admission not met

The successful completion of the six DLM Learning Circles and the two Ministry Papers may be considered as the equivalent to the normal educational requirement of one year of university study. The successful completion of the entire DLM Certificate may be considered to fulfil the college's normal requirement of demonstrating that the applicant's life experiences are sufficient for the study of theology in the MDiv program. The student will not be eligible for further Prior Learning Assessment.

If accepted into the MDiv program, the student may have the successful completion of the DLM SME recognized as follows:

- Advanced Standing With Credit for PA 380 (15 cr)

If the SME is recognized, the student will have 75 cr of the 90 cr MDiv program remaining to complete, following the normal requirements of the MDiv program both in content and sequence, with the exception of PA 380; note especially the ineligibility to apply for further advanced standing or PLAR. The student must be in a ministry setting during the period of the Learning Circles. The normal program length of the MDiv is four years if the first two years are taken full-time; six years if the first year is taken part-time. The student may apply for transfer credit for the DLM complementary courses and/or other courses in theology taken at the post-baccalaureate level according to the regular policy on transfer credit.

**Please see the flow chart on the next page  
showing the options for graduates of the DLM  
Program to continue studying for a degree at  
St. Andrew's College**

Options for graduates of the DLM Certificate program to continue studying for a degree at St. Andrew's College

Do you have an undergraduate degree or its educational equivalent?

Have you completed at least one year of an undergraduate degree program?

Do you wish to study part time only?

**Master of Divinity (MDiv) degree (90 credit hours)**  
 After Advanced Standing for SME applied, 75 credit hours remaining. Not eligible for further Prior Learning Assessment. If 9 cr of complementary courses approved, as transfer courses, 66 credit hours remaining.  
 Can be completed in **six years** with a combination of part-time and full-time study, including a **required three semesters of full-time study in Saskatoon.**

**Master of Divinity (MDiv) degree (90 credit hours)**  
 After Advanced Standing for DLM learning circles, ministry papers and SME applied, 58 credit hours remaining. If 9 cr of complementary courses approved as transfer courses, 49 credit hours remaining (without an undergraduate degree, not eligible for further Prior Learning Assessment).  
 Can be completed in **four years** with a combination of part-time and full-time study, including a **required three semesters of full-time study in Saskatoon.**

**Master of Theological Studies (MTS) degree (60 credit hours)**  
 After Advanced Standing for DLM learning circles and ministry papers applied, 45 credit hours remaining. If 9 cr of complementary courses approved as transfer courses, 36 credit hours remaining.  
 Can be completed in **3-5 years of part-time study** through online and intensive courses.  
**No move to Saskatoon required.**

## **SECTION THREE: COLLEGE POLICIES**

**There are references in College policies to United Church bodies that no longer exist as of January 1, 2019. Until College policies are updated, the College will refer issues to United Church bodies that most closely match the bodies referred to in current College policies.**

Among others, the St. Andrew's Policy on Justice, the Code of Student Conduct and Policy on Student Discipline, and the Harassment Prevention Policy are included in this section. All students should be familiar with these policies. St. Andrew's College has adopted a number of other formal policies that students should know about. Copies of these can be obtained from the General Office:

1. Policy on Prior Learning Assessment and Recognition (also found on page 52)
2. Memorandum of Agreement between St. Andrew's Theological College and the College of Graduate Studies and Research, University of Saskatchewan, and Request Form.

### **1. St. Andrew's Policy on Justice**

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

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

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

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

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

#### **PREFACE**

1. St. Andrew's College is a community of teaching staff, administrative staff and students, involved in teaching, research, learning and other activities. Anyone registered in programs or courses of St. Andrew's College, whether conducted on-campus or at a distance, is a St. Andrew's College student. St. Andrew's College seeks to offer a learning environment based on mutual respect and courtesy, as well as upholding high standards of scholarly activity.

Applicants and students at St. Andrew's College must demonstrate academic and vocational fitness appropriate for their course or program of study.

Students are expected to uphold the Justice Policy of the College, and to demonstrate respect for other members of the College community.

Students are the focus of this code, although many of the policies in this code are similar to policies that apply to teaching and administrative staff. Students are also bound by College-wide policies, including those dealing with harassment, computing services, library services, and substance abuse, among others.

Students are not, as such, immune from the criminal and civil laws of the wider political units to which they belong. Normally breaches of civil or criminal law will be dealt with by the courts. Such action does not preclude internal actions by St. Andrew's College. In addition, students may also be subject to the policies of other institutions where they study or work as part of their program. This code does not supersede those policies, but may also apply.

Students are responsible for familiarizing themselves with College policies and abiding by them.

### **ACADEMIC MISCONDUCT**

Academic misconduct includes the following behaviours, and may be the subject of an allegation, investigation, and discipline:

1. Providing false or misleading information to gain admission or credits.
2. Theft of notes, research or materials prepared by another student or by an instructor.
3. Using or possessing unauthorized aids in tests or examinations.
4. Unauthorized assistance in any academic work.
5. Concocting research results or distorting research reports; falsifying or inventing sources.
6. Plagiarism or submission as one's own work the work of others.
7. Submission without the approval of the instructor of any work for which credit has already been obtained or is being sought in another course.
8. Preventing other students from fair access to College resources such as library or computing resources.
9. Using or attempting to use bribes, personal relationships, or threats to gain any type of academic advantage.
10. Altering or attempting to alter College academic records.
11. Inappropriate or unprofessional conduct in any practicum or work placement taken as part of a College course or program.
12. Knowingly aiding another student's academic misconduct, including by providing or making available material that may enable a student at any educational institution to engage in academic misconduct.

### **NON-ACADEMIC MISCONDUCT**

The following behaviours are prohibited, and may be the subject of an allegation, investigation, and discipline:

1. Threatening, assaulting, knowingly endangering, intimidating, or otherwise harming any other member of the College community, including by electronic means.
2. Disrupting learning in any course or program, whether in person or online.
3. Disrupting or obstructing any activity organized by the College.
4. Disrupting or obstructing the work of other members of the College community, or preventing others from speaking or associating.
6. Using College premises or equipment without permission of the duly authorized person.
5. Taking, damaging, destroying, or defacing College premises or property, or premises or property used in the conduct of College courses or programs, or the property of any other member of the College community.
6. Tampering with safety equipment.
7. Destroying, damaging, or tampering with College information or intellectual property.
8. Violating any of the College's policies or rules, such as Harassment Prevention, Substance Abuse, Computer Use, Library Use.
9. Abusing the processes of any of the College's policies, such as by lodging unfounded complaints, or refusing to comply with directives from authorized persons, or retaliating against any person party to a process regulated by a College policy.
10. Any other actions that a student should reasonably have known would cause harm to any other member of the College community.

### **RESOLUTION PROCEDURAL ASSUMPTIONS**

1. Presumption of the existence of a problem does not mean presumption of guilt.
2. Prompt and informal resolution of differences is desirable in many circumstances, but endless informality without change or action serves no purpose.

3. The appropriate Faculty Council, acting as a whole at a duly called meeting, has the right and the responsibility to take such action as will uphold the values and goals of the College. This includes the right to discipline a student whose behaviour is not consistent with the code of student conduct.
4. An individual instructor may require that a student leave a class meeting or online activity if that student's behaviour is unduly lacking in respect or disruptive to the learning of the class.
5. Misconduct that falls under one of the College's specific policies (e.g. Harassment Prevention) will first be addressed under the procedures of that policy. Disciplinary action that is recorded on a student's permanent academic record (transcript) will be taken only by the appropriate Faculty Council.
6. Throughout the procedures below, "Principal" shall be understood as referring to the Principal of St. Andrew's College or the Principal's designate.
7. Procedures for students not registered through St. Andrew's College: A student registered in one of the partner schools of St. Andrew's College who is the respondent of a formal complaint will have the complaint referred to the partner school for resolution, except as noted below. The Principal will ask for written notification of the disposition of the complaint from the partner school. If notification is not forthcoming, the appropriate Faculty Council may hold a formal hearing and take disciplinary action.
8. Reference to church judicatories: For a student under the oversight of a church judicatory, the College may inform the judicatory of any actions taken under this policy, either in its regular written report on the student or in a special notification. If a special notification, the College will provide a written report to the judicatory, with a copy to the student, and a copy retained in the student's file.

#### **RESOLUTION PROCEDURES (ACADEMIC MISCONDUCT)**

Allegations of minor academic misconduct in a course or other learning activity may be dealt with by the instructor, while other allegations are best dealt with by more formal means.

Instructor-student resolution:

- a) Instructor-resolved allegations are limited to cases where the student admits to academic misconduct, where this misconduct did not have an impact on other students or the College, and where the instructor considers the misconduct to be minor and/or the result of misunderstanding.
- b) The penalty may only be: either resubmission of the work by the student, or reduction of the grade on the work by a proportionate amount.
- c) The instructor and student must agree on the penalty and submit a report, signed by both, to the Registrar. The report will be held in the student's file for five years, or until graduation. In the case of students registered through partner schools, the report will be sent to the student's school of registration.
- d) If the student does not admit to academic misconduct, or does not agree to the penalty, the allegation will move to the formal procedure below. In the case of students registered through partner schools, the allegation will at this point be referred to the partner school for resolution. The Principal will ask for written notification of the disposition of the allegation from the partner school. If notification is not forthcoming, the appropriate Faculty Council may hold a formal hearing and take disciplinary action.
- e) If the Registrar or a member of the teaching staff notices a pattern of repeated academic misconduct on the part of a student, they may bring the matter to the appropriate Faculty Council for a formal hearing that supersedes any instructor-student resolution.

Procedures when instructor-student resolution is not feasible or instructor-student conversation has not led to resolution:

1. Formal allegations may be made by any instructor, field/educational supervisor, student, or other person affected by the alleged misconduct, and must be addressed in writing to the student's Program Director, or to the Registrar in the case of occasional students or when the allegation is made by the student's Program Director. Allegations may not be anonymous, and must be made in a timely manner. The written allegation must contain sufficient pertinent details of the alleged misconduct for the Program Director or Registrar to assess whether it should go forward.
2. The Program Director or Registrar may consult with members of the relevant Faculty Council, and will determine whether the allegation should go forward. This decision is final and not subject to appeal.
3. If the Program Director or Registrar determines that the allegation should go forward, they will notify the student and the appropriate Faculty Council, and provide a copy of the written allegation along with a copy of this policy to

the student.

4. The student will have a reasonable amount of time to provide a written response to the allegation to the Program Director or Registrar. If no response is received, the allegation will still proceed.
5. Referral to Faculty Council:
  - a) Formal Hearings are held by the appropriate Faculty Council. The Faculty Council has the right and responsibility to make a decision including to take disciplinary action which is consistent with the aims and ethos of the College.
  - b) The Faculty Council will meet, review the documents and procedures already undertaken, propose a decision, name reasons for it and propose disciplinary action if it is seen to be warranted.
6. Formal Hearing:
  - a) The student will be informed by the Program Director or Registrar in writing with personal or assured delivery of the proposed decision, the reasons for it, and any proposed disciplinary action. The student has the right to petition the Faculty Council in writing in response within ten working days of receiving the notification. If the student wishes to appear in person, they will give notice of intent to appear in person (or by video conference) to the Principal within 3 working days of being informed of the proposed decision and disciplinary action. The Principal will call a meeting of the Faculty Council to hear the student's written or in-person response within 7 working days of receiving a response or notice of intent to appear in person. After this meeting (or after #5b above if there is no response from the student), the record of the decision will be kept in the student's file.
  - b) The student appearing in person is entitled to bring a friend or other person with them to the Faculty Council meeting.
  - c) The student will be informed by the Program Director or Registrar in writing of the decision of the Faculty Council (by personal or assured mail delivery), including any disciplinary action and the date on which it takes effect. The person who made the allegation may be informed of the decision, subject to any relevant privacy legislation.
7. Appeals:
  - a) When a student is informed of a decision to implement disciplinary action after formal hearing (#6 above), the student will have up to five working days to launch an appeal.
  - b) Appeals will be in writing and will outline the reason(s) for the appeal, which may include only the following: Bias or perception of bias on part of the Faculty Council; Procedural error that had a serious impact on the outcome; New evidence that could not reasonably have been produced earlier and that may be relevant.
  - c) Appeals will be addressed to the chair of the Academic Committee who will establish a committee to consider the appeal. The Appeal Committee will have at least one student member. The Appeal Committee will meet within fifteen working days of receiving the appeal.
  - d) The Appeal Committee will determine if there are grounds for appeal. If there are not, the original decision will stand.
  - e) The Appeal Committee will establish its own procedures, normally consistent with those used by The United Church of Canada. It may decide to uphold the original decision, or to dismiss or modify the original decision upon a finding of bias, or to send the matter to the appropriate Faculty Council for reconsideration. The student will be informed in writing by the chair of the Appeal Committee. There is no further appeal.
  - f) Costs may be apportioned in ways consistent with policies of The United Church of Canada.

#### **RESOLUTION PROCEDURES (NON-ACADEMIC MISCONDUCT)**

When one or more members of the College community finds the actions of a student to be unacceptable it will usually be possible for the two parties to meet in safety and with mutual respect to identify the problem and agree upon ways to resolve it. Informal resolution does not lead to formal discipline.

Procedures when informal resolution is not feasible or informal conversation has not led to resolution:

1. Formal complaints may be made by any individual, and must be addressed in writing to the Principal. Complaints may not be anonymous, and must be made in a timely manner. The written complaint must contain sufficient pertinent details of the alleged misconduct for the Principal to assess whether it should go forward.
2. The Principal will determine if the complaint should go forward, and which College policy first applies. These decisions are final and not subject to appeal.
3. If the Principal determines that the complaint should first go forward under this policy, the Principal will notify the respondent(s), and provide a copy of the written complaint (with the complainant's contact information removed), along with a copy of this policy to the respondent(s).

4. The respondent(s) will have a reasonable amount of time to provide a written response to the complaint to the Principal. If no response is received, the complaint will still proceed.
5. The Principal will determine on the basis of the complaint and response (if any) if the complaint would best be addressed by Alternative Dispute Resolution or Conflict Resolution, or if it should go directly to a formal hearing.
6. The complainant may withdraw the written complaint at any time prior to a formal hearing (#11 below). If the complaint is withdrawn, the respondent will be notified of the withdrawal.
7. The Principal may take immediate action including suspension and/or denial of access to services of the College if the Principal deems personal safety is at risk, and pending a formal hearing. The Principal may suspend a student and/or deny access to services of the College pending outcome of civil or criminal proceedings. Such actions taken may be appealed using the appeal procedure (#12 below).
8. Alternative Dispute Resolution:
  - a) The Principal will appoint an Alternative Dispute Resolution team normally consisting of two faculty members or program directors. The Principal will provide the team with copies of the complaint, the response, and any other relevant documents.
  - b) After reviewing the relevant documents, the team will devise their own process, and may decide to add one or more individuals to the team. At a minimum, the team will meet separately with the complainant and the respondent(s) within ten working days of being assigned the complaint. Any communication during this process shall normally be confidential.
  - c) If the team determines that resolution may be possible through consensual confidential negotiation, the team may facilitate such negotiation. If negotiation results in resolution, the team will prepare a record, to be signed by complainant and respondent(s), and this record will be kept in the respondent(s) student file, along with copies of the complaint and response. If there is no resolution, the team will notify the Principal. The Principal will decide whether the complaint should go to Conflict Resolution or to a formal hearing.
9. Conflict Resolution:
  - a) The Principal will appoint an outside conflict resolution facilitator and will set a date by which they will report. In appointing the conflict resolution facilitator, the Principal will make every attempt to choose a person acceptable to the complainant, respondent(s), and other parties involved. The conflict resolution facilitator will normally be a volunteer from the community or church.
  - b) The conflict resolution facilitator will determine procedures to follow, which will be commonly accepted conflict resolution procedures. Any communication during this process shall normally be confidential.
  - c) If the conflict resolution process results in resolution, the conflict resolution facilitator will prepare a record, to be signed by complainant and respondent(s), and this record will be kept in the respondent(s) student file, along with copies of the complaint and response. If there is no resolution, the conflict resolution facilitator will notify the Principal. The Principal will normally notify the appropriate Faculty Council to convene a formal hearing.
10. Referral to Faculty Council:
  - a) Formal Hearings are held by the appropriate Faculty Council. The Faculty Council has the right and responsibility to make a decision including to take disciplinary action which is consistent with the aims and ethos of the College.
  - b) The Faculty Council will meet, review the documents and procedures already undertaken, propose a decision, name reasons for it and propose disciplinary action if it is seen to be warranted. Such action may be in addition to discipline already taken under another College policy.
11. Formal Hearing:
  - a) The respondent will be informed by the Principal in writing with personal or assured delivery of the proposed decision, the reasons for it, and any proposed disciplinary action. The respondent has the right to petition the Faculty Council in writing in response within ten working days of receiving the Principal's notification. If a respondent wishes to appear in person, they will give notice of intent to appear in person (or by video conference) to the Principal within 3 working days of being informed of the proposed decision and disciplinary action. The Principal will call a meeting of the Faculty Council to hear the respondent's written or in-person response within 7 working days of receiving a response or notice of intent to appear in person. After this meeting (or after #10b above if there is no response from the respondent), the record of the decision, along with copies of the complaint and response, will be kept in the respondent's student file.
  - b) The respondent appearing in person is entitled to bring a friend or other person with them to the Faculty Council meeting.
  - c) The respondent will be informed by the Principal in writing of the decision of the Faculty Council (by personal or

assured mail delivery), including any disciplinary action and the date on which it takes effect.

d) The complainant will be informed by the Principal in writing of the decision of the Faculty Council, subject to any relevant privacy legislation.

12. Appeals:

a) When a complainant or respondent is informed of a decision to implement disciplinary action after formal hearing (#11 above), or a respondent is informed of the Principal's action (#7 above), the complainant or respondent will have up to five working days to launch an appeal.

b) Appeals will be in writing and will outline the reason(s) for the appeal, which may include only the following: Bias or perception of bias on part of the Faculty Council or Principal; Procedural error that had a serious impact on the outcome; New evidence that could not reasonably have been produced earlier and that may be relevant.

c) Appeals will be addressed to the chair of the Academic Committee who will establish a committee to consider the appeal. The Appeal Committee will have at least one student member. The Appeal Committee will meet within fifteen working days of receiving the appeal.

d) The Appeal Committee will determine if there are grounds for appeal. If there are not, the original decision will stand.

e) The Appeal Committee will establish its own procedures, normally consistent with those used by The United Church of Canada. It may decide to uphold the original decision, or to dismiss or modify the original decision upon a finding of bias, or to send the matter to the appropriate Faculty Council for reconsideration. The complainant and respondent will be informed in writing by the chair of the Appeal Committee. There is no further appeal.

f) Costs may be apportioned in ways consistent with policies of The United Church of Canada.

### **DISCIPLINARY OPTIONS**

The appropriate Faculty Council may assign one or more of the following disciplinary actions for Academic Misconduct:

- a) Assign a grade of 0 (or Fail in a Pass/Fail class) on an assignment
- b) Assign a grade of 0 (or Fail in a Pass/Fail class) in a course
- c) Withhold grades in a course
- d) Withhold certificate, diploma, degree, and/or testamur
- e) Specify a period of probation for the student, with specified conditions
- f) Suspend the student for up to twelve months
- g) Expel the student
- h) Revoke the degree, diploma, certificate, or other credential obtained through academic misconduct

Except for a), these actions are recorded on the student's transcript.

The appropriate Faculty Council may assign one or more of the following disciplinary actions for Non-Academic Misconduct:

- a) Require an apology from the student
- b) Issue a written letter of reprimand to the student
- c) Require restitution, which may include community service and/or a fine
- d) Specify a period of probation for the student, with specified conditions\*
- e) Suspend the student for up to twelve months\*
- f) Suspend the student from access to specified services and activities for up to twelve months
- g) Expel the student\*

\*these actions are entered on the student's transcript (see below)

### **STUDENT RECORD**

Disciplinary action shall be shown on the permanent student record (transcript) only after a formal hearing undertaken through this policy.

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

- When grades in a course, or a diploma, degree, and/or testamur are withheld, the permanent student record (the transcript) will show that these are "withheld for academic misconduct". If the grade, diploma, degree, and/or testamur are subsequently awarded, the notation will be removed.

- If a student is placed on probation for a period of time, the record will show the following: <date> Placed on probation for <period> for academic misconduct.
- If a student is suspended for a period of time, the record will show the following: <date> Suspended for <period> for academic misconduct.
- If a student is expelled, the record will show the following: <date> Expelled for academic misconduct.
- If a credential is revoked, the record will show the following: <date> Degree (Diploma, Certificate) revoked for academic misconduct.

For those disciplinary actions for non-academic misconduct, the permanent student record (transcript) will reflect the action taken as follows:

- If a student is placed on probation for a period of time, the record will show the following: <date> Placed on probation for <period> for non-academic misconduct.
- If a student is suspended for a period of time, the record will show the following: <date> Suspended for <period> for non-academic misconduct.
- If a student is expelled, the record will show the following: <date> Expelled for non-academic misconduct.

If disciplinary action is under appeal, the permanent student record (transcript) will add: <date> This action is currently under appeal and may be affected by the Appeal Committee's decision.

Documents from the following institutions were consulted in the development of this policy, in addition to previous and current St. Andrew's College policies: Atlantic School of Theology, University of British Columbia, University of Saskatchewan, Western University.

### **3. St. Andrew's Harassment Prevention Policy**

#### **1. Theological Statement and Statement of Commitment**

We believe that all human beings are equal before God and in creation, and that Jesus emphasized mutuality and respect in relationships. Harassment is usually based on unequal power relationships. It therefore violates the integrity of persons, degrades them, and interferes with their gifts of creativity and wholeness. Harassment misuses power and distorts relationships. It leads to alienation and distrust.

Harassment is sin.

St. Andrew's College is committed to providing a harassment-free environment for study, work, residence, and worship, where everyone is treated with dignity and respect. That commitment may be seen in the College's commitment to being an Affirming Ministry of The United Church of Canada, and in the College's Policy on Justice.

St. Andrew's College will not tolerate any behaviour which constitutes harassment perpetrated by any member of the College community against any other member of the College community and will take all reasonable steps to prevent harassment and stop it if it occurs.

This policy should be read in conjunction with other policies on employment, student conduct, and resident conduct and is intended to complement and not supersede these other policies.

#### **2. Definition of Harassment**

This harassment prevention policy covers the following:

##### **Harassment Based on Prohibited Grounds**

This includes any inappropriate conduct, comment, display, action or gesture by a person that:

- is made on the basis of race (or perceived race), creed, religion, colour, sex (including gender expression, gender identity and two spirit identity), sexual orientation, marital status, family status, disability, physical size or weight, age, nationality, ancestry or place of origin; and,
- constitutes a threat to the health or safety of the employee, student, or resident\*

This type of harassment is prohibited in the Saskatchewan Employment Act and *The Saskatchewan Human Rights Code*. It also extends to sexual harassment, which is conduct, comment, gesture or contact of a sexual nature that is offensive, unsolicited or unwelcome.

Sexual harassment may include:

- A direct or implied threat of reprisal for refusing to comply with a sexual oriented request
- Unwelcome remarks, jokes, innuendos, propositions or taunting about a person's body, attire, sex or sexual orientation
- Displaying pornographic materials
- Unwelcome physical contact
- Unwelcome invitations or requests, direct or indirect, to engage in behavior of a sexual nature
- Refusing to work with or have contact with employees, students, or residents because of their sex (including gender expression, gender identity, and two spirit identity), gender or sexual orientation

*\* The term "employee" is used throughout this policy to refer to both paid employees, unpaid volunteers, contractors and visitors to St. Andrew's College; the term "resident" is used to refer to a tenant of the residence.*

#### **Personal Harassment**

This includes any inappropriate conduct, comment, display, action or gesture by a person that:

- adversely affects an employee's, student's, or resident's psychological or physical well-being; and
- the perpetrator knows or ought to reasonably know would cause the employee, student, or resident to be humiliated or intimidated.

Personal harassment involves repeated conduct or a single, serious incident that causes a lasting harmful effect on the employee, student, or resident. All incidents of inappropriate conduct should be appropriately addressed to ensure that the workplace, learning space, and living space remain respectful and free of harassment.

Personal harassment may include:

- Verbal or written abuse or threats
- Insulting, derogatory or degrading comments, jokes or gestures
- Personal ridicule or malicious gossip
- Unjustifiable interference with another's work or work sabotage
- Refusing to work or co-operate with others
- Interference with or vandalizing personal property

#### **What is Not Harassment**

This harassment policy does not extend or apply to day-to-day management or supervisory decisions involving work assignments, job assessment and evaluation, workplace inspections, implementation of appropriate dress codes and reasonable disciplinary action, including that which results from application of this policy. This policy also does not extend to demands for academic excellence or a reasonable quality of academic work; nor to the reasonable expression of opinions, debate, or critique of an individual's ideas or work. These actions are not harassment, even if they sometimes involve unpleasant consequences. Note that managerial and instructional actions must be carried out in a manner that is reasonable and not abusive.

The policy also does not extend to harassment that arises out of matters or circumstances unrelated to employment, study, residence, or volunteer activity with the College. For example, harassment that occurs during a social gathering of co-workers that is not sponsored by the College is not covered.

However, harassment that occurs while attending a conference or training session or volunteer meeting at the request of the College is covered within this policy.

Other situations that do not constitute harassment include:

- Physical contact necessary for the performance of the work using accepted industry standards
- Conduct which all parties agree is inoffensive or welcome
- Conflict or disagreements in the workplace, learning space, or living space, where the conflict or disagreement is not based on one of the prohibited grounds

Harassment can exist even where there is no intention to harass or offend another. Every person must take care to ensure his or her conduct is not offensive to another.

The College's harassment prevention policy is not meant to stop free speech, appropriate learning experiences, or to interfere with everyday interactions.

What one person finds offensive, others may not. Generally, harassment is considered to have taken place if the person who is alleged to have harassed knows, or should know, that the behaviour is unwelcome. Usually, harassment can be distinguished from normal, mutually acceptable socializing.

### **3. College's Commitment**

Complaints of harassment will be taken seriously and dealt with fairly, with a view to preventing further harassment. The College is committed to implementing this policy and to ensuring it is effective in preventing and stopping harassment, as well as creating a productive and respectful place of work, study, residence, service and worship. Any attempt to penalize a Complainant for initiating a complaint or any form of retaliation is prohibited and may be treated as a separate incident which calls for investigation.

Appropriate action, sufficient to ensure the harassment stops and does not happen again, will be taken against persons who are or were engaged or participated in harassment.

#### **Communication:**

A copy of this policy will be provided to all staff, faculty, students, and residents through inclusion in the respective Handbooks and to the Board through inclusion in the Board Orientation manual.

A copy of this policy will be posted on the College bulletin board that is visible to all employees, students, residents, and public, and on the website.

An information meeting will be held with employees to explain and answer questions about the new policy. Supervisors will review the policy with new employees as part of their orientation. Senior Administration will review the policy with new Board members as part of their orientation.

#### **Confidentiality:**

Harassment complaints and investigations will be held in the strictest of confidence except where the disclosure is necessary for the purposes of investigating the complaint, taking corrective action with respect to the complaint or as required by law.

Action will be taken to prevent reprisal against persons who make a harassment complaint in good faith, which may mean informing complainants and respondents of this commitment.

#### **4. Jurisdiction**

This policy applies to College students and employees, College contractors, volunteers, residents and visitors to the College. It covers alleged violations that occur on or off campus where there is a substantive connection with the College.

Visitors, contractors or their workers, customers, and others invited to the College could potentially engage or participate in the harassment of an employee or student. St. Andrew's College may have limited ability to investigate or control their conduct. However, the College shall take reasonably practicable action to stop or reduce the risk to its employees, students, and residents of being harassed by third parties. When necessary, contractors, customers, or other visitors to the College will be informed that certain conduct directed towards employees, students, and residents will not be tolerated or allowed to continue; in such a situation employees are authorized to end telephone conversations, politely decline service and to ask the visitor or customer to leave the College.

If it is determined by the College that any employee has been involved in harassment, immediate disciplinary action can be taken. Such disciplinary action may involve counselling, a formal warning and could result in immediate dismissal without further notice.

If it is determined by the College that any student or resident has been involved in harassment, disciplinary action may involve counselling, a formal warning, suspension or expulsion.

#### **Other Options for Complainants**

Nothing in this policy prevents or discourages an employee from referring a harassment complaint to Occupational Health and Safety (OHS) under the Saskatchewan Employment Act & Regulations. An employee, student, or resident may also file a complaint with the Saskatchewan Human Rights Commission under The Saskatchewan Human Rights Code.

An employee, student, or resident also retains the right to exercise any other legal avenues available.

#### **Malicious Complaints**

It is uncommon for someone to make a false claim deliberately, but it can happen. Making a false complaint or providing false information about a complaint is prohibited and a violation of this Harassment Prevention Policy. Individuals who violate this Policy are subject to disciplinary and/or corrective action, up to and including termination of employment, study, or residence.

### **5. Complaint Procedures**

#### **Responsibilities**

**College Officials.** College officials have a legal responsibility to take prompt, effective action to prevent and address known or apparent incidents of harassment, whether or not they receive a complaint. They are also responsible for:

- Taking action to promote a positive, productive environment for working and learning and to correct behaviour that interferes with this goal;
- Seeking advice regarding a potential violation of this policy from the Coordinator or the Chief Administrative Officer.

**Senior Administrators.** Under this policy, Senior Administrators include: the Principal (when a respondent is a student, faculty member or the Chief Administrative Officer); the Chief Administrative Officer (when a respondent is a staff member, resident, volunteer or visitor to the College); the Board (when the respondent is the Principal). Where the Senior Administrator is the Board, the full Board shall be notified as soon as possible and a process determined by the Board.

These individuals (or their designates) are responsible for:

- Determining when a formal investigation will occur;
- Directing and overseeing formal investigations.
- Promoting this Policy and ensuring it is communicated to employees, students, and residents.

**The Coordinator.** The Coordinator is designated by the College to act as a central resource to anyone choosing to access their services and to provide all members of the College community with consultation, advice and assistance in resolving or investigating issues of alleged harassment. The Coordinator will be named by the College on an annual basis.

The Coordinator will report to the Chief Administrative Officer regarding employee complaints or issues, and to the Principal when issues involve students. Specific duties include, but are not limited to, assessing complaints and incidents, providing advice regarding an appropriate course of action, informal resolution and conducting formal investigations, as requested by an authorized College Official.

The role of the Coordinator does not involve adjudicating cases or assigning discipline.

## 6. Prevention and Seeking Help

**Everyone can take action to help prevent harassment.**

- Treat others with respect, even if you don't agree with their values or opinions.
- Take action to resolve problems as early as possible.
- If you find someone's behaviour problematic, let the person know how you feel and ask him or her to stop the behaviour.
- Be sensitive to the impact that your words and actions have on others and be willing to modify your behaviour.
- Consider apologizing if your words or actions have had a negative impact on someone.

**If you feel that you are being harassed**

- **SAY NO:** whenever possible, tell the offending party that his or her behavior is unwelcome and that you want it to stop.
- **KEEP A RECORD:** Write down the details of incidents and how they were handled.
- **Seek Help:** Contact the appropriate College Official or the Coordinator for a confidential consultation.

### Reporting Complaints

Reports and complaints of harassment can be resolved using informal and/or formal procedures.

**Informal approaches:** focus on resolving the problem as opposed to determining right or wrong or taking disciplinary action. This type of resolution may include consultation, raising the matter directly with the offending party or mediation.

**Formal approaches:** focus on establishing the facts and implementing appropriate corrective and/or disciplinary action. These approaches, which include formal investigations, grievances and procedures for resolving student complaints and appeals, are typically used to address incidents that involve reports or allegations of serious misconduct, ongoing

patterns of inappropriate behaviour or situations where the facts for a case are not clear.

When reported, the College Official will provide a confidential consultation to assess complaints or incidents, determine whether they fall under this policy and outline options for resolution. Generally, the options for resolution are:

1. not to pursue the complaint;
2. to ask the Coordinator to facilitate a resolution or resolve the matter informally;
3. to request a formal investigation under this Policy;
4. to take action to resolve the issue directly or address it using another process or any other remedy available at law.

**Time Limits for Reporting and Addressing Complaints.** Barring exceptional circumstances, to be considered under this Policy, a report or complaint must be made within two years of the occurrence of the alleged incident(s). Complaints of harassment will be given a high priority, and every reasonable effort will be made to address them in a timely manner. Timelines in this policy are intended to serve as guidelines and will be followed to the extent possible.

### **Personal Support**

Complainants and respondents are encouraged to seek emotional support and pastoral care as needed during all phases of reporting and resolution.

### **Informal Resolution or Mediation Sought**

#### *Step 1*

An individual reports an incident or concern to the Coordinator or College Official. The complaint should be recorded in writing in a form consistent with the harassment complaint form attached to this policy. Where an informal resolution is sought, the complainant should indicate the type of resolution and resolution process sought. Examples include an apology, supervisory counselling, a facilitated meeting with the respondent, workshops or training sessions and mediation.

#### *Step 2*

The person receiving the complaint reviews the complaint procedures with the complainant and informs the appropriate College Official. The College Official will meet privately with the respondent to review the complaint and determine whether there is an agreement on a resolution or a resolution process.

#### *Step 3*

Where there is agreement between the complainant and respondent on the resolution or resolution process to be used, the College Official facilitates the agreed upon resolution or resolution process.

#### *Step 4*

The complainant is informed that a formal complaint procedure is possible if the complainant, the respondent or the College Official do not agree on a resolution process, or if the resolution process does not resolve the matter to the complainant's satisfaction.

#### *Step 5*

Where the complainant and respondent agree to a resolution, the College Official follows up with the complainant to ensure the agreed upon resolution was effective in stopping and preventing further harassment. Where the complainant indicates that the harassment has not ended, the College Official counsels the complainant to pursue an alternate resolution process, including a formal investigation.

The informal resolution shall be completed and/or the decision to pursue a formal investigation shall be made within 30 working days from the date the initial complaint was filed.

## **Formal Investigation Required**

### *Step 1*

An individual reports an incident or concern to the Coordinator or College Official. The complaint should be in writing, dated and contain:

- Name and job title/position/nature of involvement with St. Andrew's College of the complainant and contact information
- Name and job title/position/nature of involvement with St. Andrew's College of the respondent and available contact information
- Description of the conduct, display or events considered objectionable, including dates and location of events
- Names and available contact information of any possible witnesses
- Description of the basis of the alleged harassment, such as the prohibited grounds
- Remedy sought
- Other information or material the complainant considers relevant
- Signature of the complainant

A copy of the complaint must be filed with the Chief Administrative Officer responsible for human resources, unless the CAO is the alleged respondent, in which case it is to be filed with the Principal.

### *Step 2*

The College Official or Coordinator who receives the complaint reviews the complaint procedures with the complainant and provides a written copy of the complaint to the respondent and reviews the complaint procedures with the respondent.

### *Step 3*

The College Official or Coordinator who receives the complaint will review the complaint and determine whether conduct of the respondent falls within the harassment prevention policy and whether there are appropriate resolution options other than investigation acceptable to the complainant and the respondent. Should a formal investigation be required, the relevant Senior Administrator shall direct and oversee the investigation and may assign a person or persons to assist in carrying it out. In cases where the respondent is the Principal, the Board should consider whether to appoint an external investigator.

### *Step 4*

Investigators must act in accordance with the following guidelines:

- The investigation commences and concludes as soon as reasonably possible
- Witnesses are interviewed separately and written witness statements are prepared
- Witnesses are asked to review and sign their written statements
- Witnesses are advised to keep the investigation and the identity of the complainant and respondent in confidence, unless they are required to disclose them by law
- The complainant and respondent are entitled to be accompanied by legal counsel during the interview and investigation process
- During the investigation process, both the complainant and the respondent are entitled to be informed of all the allegations made against them and allowed the opportunity to make full answer and defense. This does not mean that either party is entitled to see or receive copies of the complete statements. However, both are entitled to see or receive an adequate summary of the evidence to make a full answer and defense.

### *Step 5*

Once the investigation is complete, investigators will prepare a written report setting out a summary of the evidence, a description of any conflict in the evidence, the conclusions on the facts and reasons for reaching those conclusions, as well as the recommended corrective action where harassment has been found to have occurred.

The investigators' report will be delivered to the appropriate Senior Administrator and Coordinator, the complainant and the respondent. The report is marked as confidential and delivered with the notation that it should be kept in confidence unless disclosure is required by law or is necessary to implement corrective action or other legal remedies.

The investigation, including the investigation report, will be completed within 45 working days of the time that the respondent was notified that an investigation would be conducted.

#### *Step 6*

The College Official will then:

- provide the complainant and respondent with a written summary of the findings and offer them ten working days to submit a written response. Any responses that are received will be considered in making the final decision.
- within 10 working days after the period for providing additional submissions has elapsed, prepare a written decision, determining whether or not, on the balance of probabilities, a violation of the College's policy has occurred and any disciplinary or remedial action to be taken.
- Inform the complainant, the respondent and Coordinator of the written decision.

#### *Step 7*

After the corrective action has been taken, the College Official follows up with the complainant to ensure that the corrective action was effective in stopping and preventing harassment. If the complainant indicates that harassment has not ended, or suffers reprisal as a result of making the complaint, the College Official should take additional or alternative corrective action to resolve the complaint. Further investigation may be necessary.

### **7. Special Circumstances**

In cases where more than one complainant makes an allegation of harassment against the same respondent, each complainant must submit a separate written complaint and each will be investigated individually.

In cases where one complainant makes an allegation of harassment against multiple respondents, the senior administrator will decide whether to treat the complaint as a single complaint.

All records of harassment, and subsequent investigations, are considered confidential and will not be disclosed to anyone except to the extent required by law.

In cases where criminal proceedings are forthcoming, St. Andrew's College will assist police agencies, lawyers, insurance companies, and courts to the fullest extent.

### **8. Appeals and Other Options for Complainants**

There is no appeal procedure under this policy.

Decisions made about disciplinary action taken due to findings of harassment cannot be appealed under this policy.

Nothing in this policy prevents or discourages one from referring a harassment complaint to the Saskatchewan Occupational Health and Safety Division under The Saskatchewan Employment Act and regulations.

One may also file a complaint with The Saskatchewan Human Rights Commission under the Saskatchewan Human Rights Code.

One also retains the right to exercise any other legal avenues available.

**\*\* find harassment complaint form on the next page \***

## Harassment Complaint Form

Name of Complainant: \_\_\_\_\_ Position: \_\_\_\_\_

Work #: \_\_\_\_\_ Home #: \_\_\_\_\_ Cell #: \_\_\_\_\_

Complainant's Supervisor: \_\_\_\_\_

Name of Person against whom this complaint is made: \_\_\_\_\_

Position: \_\_\_\_\_

**Describe the incident(s) or event(s) that is the basis of this complaint: (Indicate dates and location of events):**

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**Type of Harassment Being Alleged:** Personal \_\_\_\_ Sexual \_\_\_\_

**Harassment based on:** race or perceived race \_\_\_\_ creed \_\_\_\_ religion \_\_\_\_ colour \_\_\_\_ sex \_\_\_\_

marital status \_\_\_\_ disability \_\_\_\_ age \_\_\_\_ nationality \_\_\_\_ ancestry or place of origin \_\_\_\_

sexual orientation \_\_\_\_ family status \_\_\_\_ receipt of public assistance \_\_\_\_ physical size or weight \_\_\_\_

**List names of possible witnesses:**

Name	Position	Contact (phone)
_____	_____	_____
_____	_____	_____
_____	_____	_____

What type of resolution do you seek? (ie: counsel conduct; facilitated meeting with respondent; apology; workshops or training sessions; mediations; or other)

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I hereby confirm that the statements contained in this complaint are true to the best of my knowledge. I understand that the relevant issues of this complaint will be provided to \_\_\_\_\_ (respondent) for the purpose of investigating this complaint.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Complainant

I acknowledge receipt of this complaint:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Respondent

## **5. Substance Management Policy**

### **ST. ANDREW'S COLLEGE**

#### **SUBSTANCE MANAGEMENT POLICY**

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##### **Theological Statement and Statement of Commitment**

We believe that all human beings are equal before God and in creation, and that Jesus emphasized mutuality and respect in relationships.

St. Andrew's College is committed to providing a safe working environment to all our employees, students, residents, contractors, temporary workers, volunteers and visitors. This policy should be read in conjunction with other policies on employment and student conduct and is intended to complement these other policies. If there is a conflict between this policy and other College policies, this policy will govern.

Employees, contractors, temporary workers and volunteers (hereinafter referred to as "Worker(s)") under the influence of impairment-causing substances on the job can pose serious safety and health risks to themselves, their co-workers and the public. The St Andrew's College Substance Management Policy is intended to provide guidance to students, Workers, supervisors and managers on the College's regulations surrounding the use of various drugs and alcohol in the College as well as offsite, while students and Workers are performing College-related functions.

##### **Confidentiality**

Confidentiality will be maintained, except where limited disclosure is necessary in relation to a Worker not being fit for work. That is, only information limited to the level of functionality (e.g. being fit for work) may be shared as required for purposes of determining whether a Worker is fit for work, appropriate work accommodations, and/or work re-entry initiatives.

##### **Expectations and Requirements**

1. Workers are not permitted to work while impaired by any substance.
2. Students and Workers who are experiencing substance abuse challenges are required to disclose these challenges to the Chief Administrative Officer immediately to allow the College to initiate the accommodation analysis process.
3. In order to help preserve a safe and healthy workplace, St. Andrew's College prohibits certain substances from being brought on to College property or being consumed on College property. Unless otherwise permitted in this policy, the following items are prohibited from being present on College property: impairment-causing non-prescription (or non-medically-authorized) drugs or medication, including but not limited to cannabis, and alcohol.

The consumption of legal, impairment-causing substances (such as alcohol) may be permitted, from time to time, at sanctioned work events or as specifically approved by a Worker's direct supervisor. Residents may consume legal, impairment-causing substances (such as alcohol) in their personal residence, however, not if it involves smoking, as smoking is not permitted within the College, including the Residence; smoking also includes vaping. Cannabis plants are not permitted to be grown, transported or stored within or around student residences.

Students and Workers are expected to exercise reasonable judgement when consuming impairment-causing substances at all College-related events. Students and Workers are required to abide by all policies when

performing College-related functions onsite or off-site. St. Andrew's College prohibits the use of impairment-causing non-prescription (or non-medically-authorized) drugs at the College. Please note that Workers are prohibited from working while impaired by any substance.

St. Andrew's College is equally committed to accommodating, up to the point of undue hardship, and assisting any of its students and Workers who are required to use prescription drugs or medications as well as any employee with a substance abuse issue, to seek treatment. For those Workers covered by College health insurance policies, external counselling is available under the employee family assistance program (EFAP).

St. Andrew's College acknowledges that drug and alcohol dependencies are protected and recognized as a disability under human rights legislation, and therefore considered to be prohibited grounds of discrimination.

Workers are required to report any safety risks in the workplace; including their own impairment.

Both medical and recreational cannabis are covered by this policy, under different substance classifications. For the purposes of commenting on impairment and or risk, cannabis products will be identified with one of the four descriptors:

- 1) medical cannabis (THC),
  - a. medically-authorized cannabis products containing significant amounts of THC
- 2) medical cannabis (CBD),
  - a. medically-authorized CBD-based cannabis products that do not impair the student or Worker
- 3) recreational cannabis (THC) and;
  - a. legally acquired, recreational cannabis products containing significant amounts of THC
- 4) recreational cannabis (CBD).
  - a. legally acquired CBD-based cannabis products that do not impair the student or Worker

If a student or Worker wishes to discuss this policy further, or if any additional information is required, please contact the Chief Administrative Officer via email, by phone or in-person.

<b>Policy Details</b>
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**1) Accommodation**

In this Accommodation section, "Worker(s)" does not include volunteers.

- a. The College will accommodate, up to the point of undue hardship, students and Workers who experience drug or alcohol dependency issues or students and Workers taking prescription drugs or medically-authorized substances (including medical cannabis).
- i. Students and Workers are encouraged to disclose a substance dependency or substance abuse issue to the College immediately.
- ii. Students and Workers are not required to disclose the use of any impairment-causing substance used for medical purposes.
- b. For those who initially disclose a drug or alcohol dependency issue, the College will work with the employee, the employee's treating physician or medical advisor to devise an individualized treatment and accommodation plan as well as an individual risk assessment that enables the employee to continue working. An employee's failure to participate in such a plan may result in discipline up to and including termination.

c. If a student or Worker discloses a drug or alcohol dependency issue only after they have violated a College policy, acted in a manner that constitutes misconduct or gross misconduct, or acted in a manner that is negligent, they will be subject to disciplinary action, up to and including termination of employment or enrolment, for the behavior or misconduct alone, not the dependency issue.

d. The process of accommodating individuals is a shared obligation of the College and the student or employee:

i. It is the responsibility of the student or employee requiring accommodation to make the accommodation request to the Chief Administrative Officer, via email or in writing.

ii. The College will initiate the consultative accommodation analysis process promptly after receiving the student or employee's request.

e. To request accommodation or disclose a substance abuse or dependency issue, please notify the Chief Administrative Officer via email or in writing.

## **2) Driving while impaired by drugs / medication (prescription or non-prescription) and/or alcohol**

a. It is illegal to operate a motor vehicle (for work purposes or non-work purposes) while impaired by medication, drugs (prescription or non-prescription) or alcohol.

b. The College will take all possible steps to prevent impaired driving, including assisting students and Workers getting home.

c. Please notify your immediate supervisor or the Chief Administrative Officer if you require any assistance in arranging safe transportation after any College-related activity.

## **3) Prescription drug / medication use (including medical cannabis)**

a. Students and Workers are not required to disclose prescription drug or medication use to the College (including medical cannabis) provided those individuals remain free from any impairment while at the College or any College-related event.

b. If a student or Worker feels that their use of prescription drugs (including medical cannabis) could impact performance, prevent them from completing their job functions, prevent them from complying with College policies, or create a safety hazard in the workplace, they are required to disclose their prescription drug use to the Chief Administrative Officer in order to allow the College to conduct an accommodation analysis or determine if the volunteer's work can be conducted.

## **4) Substance abuse issues and addiction**

In this Substance abuse issues and addiction section, "Worker(s)" does not include volunteers.

a. Any student or Worker who is struggling with substance abuse/addiction challenges will be supported and accommodated by the College.

b. Students and Workers who are struggling with substance abuse or have a dependency are required to notify the Chief Administrative Officer promptly to allow the College to prevent risk, conduct an accommodation analysis and coordinate support for the individual.

i. The College will accommodate addiction and substance abuse challenges of students and employees up to the point of undue hardship.

ii. If a student or Worker discloses a drug or alcohol dependency issue only after they have violated a College policy, acted in a manner that constitutes misconduct or gross misconduct, or acts in a

manner that is negligent, they will be subject to disciplinary action for the behavior or misconduct alone, not the dependency issue.

#### **5) Drug testing**

In this Drug testing section, “Worker(s)” does not include volunteers.

- a. The College may require drug or alcohol testing on an employee under the following conditions:
  - i. When the College has grounds to reasonably suspect that an employee is impaired by drugs or alcohol.
  - ii. After a “near miss” safety incident.
  - iii. After a safety incident.
  - iv. As part of an employee’s rehabilitation program.
- b. Any drug or alcohol testing which is performed under this Policy will be conducted by an outside service provider or other medical professional with specific training related to workplace drug or alcohol testing.

#### **6) Zero tolerance**

- a. The College will not tolerate any unsafe behavior or negligence at the College or College-related events, including impairment.

#### **7) Consequences and Discipline**

- a. Students and Workers who fail to comply with this policy or who engage in illegal activities such as distributing or selling drugs and/or alcohol while on College premises will be subject to disciplinary action up to and including the termination of their employment with cause or their enrolment, as applicable.

If any clarification or additional information is required, please contact the Chief Administrative Officer. Please see the attached chart to provide further direction on policy compliance. Please note that this chart is a guide and is non-exhaustive.

Substance classification	Permitted on College property	Accommodation guidelines	Permitted use while working	Disclosure requirements
<p>legal, non-medical substances that cause impairment</p> <p>EX: alcohol, recreational cannabis (THC)</p>	<p>Only permitted at College-sanctioned social/work events, with authorization from direct supervisor.</p>	<p>Student or Worker is required to request accommodation if required.</p> <p>Accommodation, up to the point of undue hardship, will be provided by the College.</p>	<p>No Worker can be impaired while working.</p> <p>Only permitted at College-sanctioned social events, with authorization from direct supervisor.</p>	<p>All students and Workers are required to disclose dependency issues, to allow for a support plan to be created and to allow for accommodation analysis to occur.</p>
<p>illegal, non-medical substances that cause impairment</p> <p>EX: cocaine</p>	<p>No</p>	<p>Student or Worker is required to request accommodation if required.</p> <p>Accommodation, up to the point of undue hardship, will be provided by the College.</p>	<p>No.</p> <p>No Worker can be impaired while working.</p>	<p>All students and Workers are required to disclose dependency issues, to allow for a support plan to be created and to allow for accommodation analysis to occur.</p>
<p>Medically-authorized substances that cause impairment</p> <p>EX: medical cannabis (THC), codeine</p>	<p>Yes.</p>	<p>Student or Worker is required to request accommodation if required.</p> <p>Accommodation, up to the point of undue hardship, will be provided by the College.</p>	<p>No.</p> <p>No Worker can be impaired while working.</p>	<p>Students and Workers are not required to disclose out-of-College use, provided they are not impaired at the College.</p> <p>All students and Workers are required to disclose dependency issues, to allow for a support plan to be created and to allow for accommodation analysis to occur.</p>
<p>prescription substances that cause impairment used illegally</p> <p>EX: Percocet</p>	<p>No</p>	<p>Employee is required to request accommodation if required.</p> <p>Accommodation, up to the point of undue hardship, will be provided by the College.</p>	<p>No.</p> <p>No Worker can be impaired while working.</p>	<p>All students and Workers are required to disclose dependency issues, to allow for a support plan to be created and to allow for accommodation analysis to occur.</p>

## 6. Populi Privacy Policy

St. Andrew's College collects, uses, retains, and discloses personal information in compliance with Canadian and Saskatchewan privacy legislation. By using Populi, 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.

## 7. Prior Learning Assessment and Recognition Policy

*Adopted April 1994, revised May 2002*

### 1. What is "Prior Learning Assessment and Recognition"?

Prior Learning Assessment and Recognition (PLAR) is a systematic process to evaluate and accredit learning gained in a variety of contexts by assessing relevant learning against the standards required by the admitting institution's courses and programs. The process enables students to obtain recognition for learning (knowledge and skills) which they have achieved through both formal and non-formal learning experiences, including learning achieved via work experiences and other life experiences such as independent study, community and church activities, political action, or cultural and artistic pursuits.

By offering you program credit for prior learning, the educational institution has recognized that it is what you have *learned* that counts, not the number of hours you have spent in a classroom. However, you will have to assist in the process of assessing your prior learning by carefully outlining and documenting it. The following pages will show you how to do this.

### Learning, not just experience

Recognition is given for **learning** that has occurred as the result of an **experience**. It is important to distinguish between the two terms "learning" and "experience". Here are two examples that may help:

1. A student who has been chair of a local church board, a presbytery, and has served on several General Council committees over the past fifteen years may gain credit for the ability to demonstrate what he or she has learned about administration and polity in The United Church of Canada (not merely for the experience of having done it).
2. A student has been involved in management of a large firm for several years. The student has been involved in several professional development workshops related to interpersonal communication and team building in the work place, approaches to conflict management and program evaluation. The student may seek credit for the ability to demonstrate what she or he has learned about human relations, conflict resolution, and organizational behaviour.

Learning may occur as the result of an experience. However, it is quite possible to have experiences without learning anything from them. Credit will be given only for **prior learning**, not for **prior experience**. Therefore, to receive credit in the program, you must demonstrate not merely that you have relevant experience, but that you have **learned** from reflecting on that experience.

## 2. St. Andrew's College Policy on PLAR

- A. PLA credits are considered to be external courses, or the equivalent of transfer credits. Up to 50% of a St. Andrew's College program may be completed through approved transfer credits, including PLAR. (Students who receive full credit for internship through PLAR may apply for only a further 30 credit hours of course credit through PLAR. See the document, "PLAR for Internship")
- B. The credits need to be in one of the subject areas of the St. Andrew's College curriculum:
- Bible
  - Church History and Ecumenics
  - Church and Society
  - Pastoral Theology
  - Systematic Theology
- M.Div. students might also consult the United Church *Manual* of details of areas of study required for ordination.
- C. A student may normally receive no more than 6 credit hours in any given area.
- D. A student applying for PLAR will be required to prepare a portfolio outlining prior learning experiences.
- E. The fees for PLAR are calculated as follows:  
At the time the student presents the portfolio, a *non-refundable* fee is payable equal to *one-half of the tuition fee for a 3 credit hour M.Div./MTS course*. If the application is successful and credit is granted, a fee is payable equal to *one-half the cost of the number of credit hours granted*. The non-refundable fee counts towards the amount owing.
- F. A standing subcommittee of Academic Committee consisting of the Registrar (as coordinator); a final year student; and an external person evaluates the portfolio. As well, a faculty person in the area for which the student is seeking credit will be part of the assessment team. The committee is appointed annually at the spring Academic Committee meeting.
- G. Learning for which academic credit has already been given may be eligible for transfer credit, but will not be eligible for PLAR.
- H. Credits for Prior Learning will be considered Pass/Fail credits.
- I. Students may *not* normally apply for Prior Learning credit in the final semester of their St. Andrew's College program.
- J. Appeals will take place through the regular processes for academic grievances.

## 3. Determining the Eligibility for Assessment for Credit

To be eligible for credit, your prior learning must be:

- **related to theological education**
- **at university level.**

Before you start on the detailed process of providing evidence of your prior learning, take time to consider whether your prior learning is appropriate, and therefore likely to be granted credit. Follow these two steps:

1. Read through Parts A and B of "The PLAR Portfolio". Think about what you would be including in your portfolio. Some of the learning situations that you will be describing in these sections might be:
  - research
  - independent reading in the topic area
  - seminars, workshops, retreats
  - non-credit courses
  - in-service training or professional development
  - community work
  - volunteer work in an organization, congregation, presbytery, school etc.
  - other work experience

**Does the learning that you will be submitting for evaluation relate to the field of theological education in the subject area(s) for which you seek prior learning credit?** If not, it will not qualify for credit.

2. Consider the following criterion when deciding whether your learning is at university level:

University level learning must contain at least some component of **theory**. You must be able to name the integration of theory and practice. In other words, it is not enough that you know some specific facts, or have acquired a very specific skill; you also need to know how your facts or skills are related to a broader body of knowledge or a wider competence.

Here are some examples of how you could demonstrate the integration of practice and theory that is appropriate to a university level of learning:

- A specific *fact* could be:  
I learned that *The Whole People of God* is a popular Sunday School curriculum that has seen extensive use in the United Church.
- The *broader, more theoretical, statement* (indicating university level of learning) would be:  
I learned that *The Whole People of God* Sunday School curriculum grounds its sessions in several assumptions: that Christian education is best linked to the readings of the Revised Common Lectionary; that these readings can be interpreted collectively and thematically; and that the whole congregation will be engaged in this educational experience.
- A statement of a *specific skill* could be:  
I have an ability to make ethical decisions as a lab technician
- A *broader, more theoretical, competence* (indicating university level of learning) would be:  
I have an ability to articulate principles of ethical decision-making and show how these can be applied in various situations.

It will be essential for you to be able to demonstrate the theoretical component of your prior learning, whether it is a piece of *knowledge* or a *skill*.

#### **4. The Process of Prior Learning Assessment**

Your PLA may be done before or after arriving at St. Andrew's College. You may apply after being admitted to a degree program of studies at St. Andrew's College. You are advised to discuss your proposal with your faculty advisor before submitting it. You will need to submit a Portfolio made up of the information that you supply according to the guidelines in Section Five: "The PLAR Portfolio."

Your Portfolio will be pre-assessed by your faculty advisor (or another facilitator if prior to registration).

If your Portfolio presents evidence of learning that seems to be worth at least one credit hour in the program, it will be forwarded to the Assessment Committee. If the Portfolio does not seem to be eligible for this minimum credit, it will be returned to you. You may resubmit a revised Portfolio for assessment once without payment of a further fee.

Once your Portfolio has been pre-assessed as being potentially worth at least one credit, a Prior Learning Assessment Committee will evaluate it formally.

*See Flow Chart on next page for  
a presentation of the process*

## 5. The PLAR Portfolio

The Portfolio will consist of the following:

Part A	Professional Autobiography and Goal Statements
Part B	Statement of Prior Learning
Part C	Supporting Documentation

Prepare each part to the best of your ability, using the material in this section as your guide. Spend some time thinking about your experience and the learning you have done in your work environment, in your professional life, and in other life situations. Then make a rough draft of the material you will eventually submit.

**NB: Do not rush this procedure. This process of reflection upon your experience and analysing it in writing is itself a major source of learning.** Remember:

- that credit is given for **verifiable learning**, not just for experience;
- that the Portfolio is the means by which you are able to present your learning for assessment;
- that you want to present the substance of your learning as effectively as possible.

### **PART A. Contextual Autobiography and Goal Statements**

#### ***Purpose and Importance of the Autobiography***

You have already prepared a general autobiography for admission to St. Andrew's College. This autobiography serves a different purpose; that is, it is intended to **outline the context** of the learning you are describing rather than to outline your faith development.

The contextual autobiography is the one place in your Portfolio where you have the opportunity to present your learning as a whole, in the context of your life experiences. While the Learning Statement represents a breaking down into components, the autobiography is a putting together. In it, you communicate to the assessors your own view of the extent and value of your learning. You relate the relevant stories behind what you learned; why you made the choices you did; whom you found to be effective teachers or motivators; and how you reacted to the new situations you found or created for yourself. Although there is no one perfect length, most autobiographies are between 4 to 6 pages, typed and double-spaced. You can

reasonably assume that if your essay is shorter than this you have not adequately described your learning, and if it is longer you are in danger of wearying your reader.

How important is the autobiography as part of your Portfolio? Because it does not provide outside evidence to validate your learning and skills, the autobiography will not influence the assessors as heavily as does the documentation section. Many assessors, however, report that they turn to the autobiography of each Portfolio first, so they can quickly get a sense of who the person is. It communicates an impression of your personality, competence, and credibility. Although this impression is necessarily subjective and its influence cannot be measured, it is undoubtedly a factor in decisions regarding the granting of credits.

There are several steps you can take to ensure that this impression is positive.

### ***Suggestions for Developing the Autobiography***

1. Begin in a straightforward manner with a goal statement that will help your readers understand why you put the Portfolio together. This should include the subject area(s) for which you are seeking prior learning credit, and the number of credit hours you hope to gain. (Note that you may be granted fewer – or, in rare cases, more – credits than you applied for.) Your opening should be clear and definite, so that the assessors will immediately begin to get a sense of the person whose Portfolio they hold in their hands, and you, the writer, will feel confident about proceeding with the rest of your narrative.
2. Your autobiography is the appropriate place to make strong, positive statements about what you have learned. You will be expected to use the first-person pronoun. Try to present your learning and accomplishments in a direct and convincing way.
3. Use an overall organization that feels comfortable and sensible to you. Most PLA students choose chronological or modified chronological organizations. Typically, their narratives have followed the course of their learning experiences through the years—sometimes jumping ahead in order to consolidate, say, skills acquired in 1989 with expertise picked up several years later. Once you have begun describing the learning in your area of concentration, you may well want to describe all that learning before again picking up the chronological thread.
4. Be sure to cover every important learning *experience*. You do not, however, need to cover every learning *component*, because you will do this in the following two parts of the Portfolio. In the autobiographical section you are presenting a narrative: the big picture that sets the stage, rather than the specific details of your learning.
5. Proofread. You might also ask a friend read it.

## **PART B. Prior Learning Statements**

An application for course credit may involve several prior learning experiences. It may take three or four learning experiences to describe one Prior Learning Statement, and several Prior Learning Statements to establish three credit hours worth of prior learning.

1. Clearly identify each **learning**. Note that several *experiences* may contribute to each *learning*, and several learnings may be required to gain course credit. Name the learning in specific terms with both a theoretical and an applied component. Remember that the learning must be at a level equivalent to the degree being sought.

*For example, if you are seeking credit for an elective course in “youth ministry” one of your prior learning statements might describe a “theology of relationship for youth ministry.” This statement could draw upon several experiences: your work with a congregational youth group, a weekend course you took in communication skills, and a book you read on ministry with young people.*

2. Describe the context of your learning.
  - Where did it occur?
  - When did it occur?
  - What did you do, read, observe?
3. Outline what knowledge, skills, attitudes, and understandings you have acquired. *Generalize* the specific learning beyond the context in which it was learned.
4. Show how the learning relates to your program of studies.
5. Repeat these four steps for each learning for which you are seeking credit. Clearly identify and number each learning statement.

## **PART C. Supporting Documentation**

You must provide evidence that each learning experience described in Section B is valid. You are asked to provide supporting documentation that directly addresses the learning experiences identified in Part B.

This documentation usually includes a letter from an individual who has observed you using or demonstrating the prior learning under discussion. It may also include other items, for example: a certificate from a non-credit course, a license to practice, a newspaper article, training programs, job descriptions, awards, work samples, bibliographies, course descriptions, or work evaluations. You may want to document your prior learning through original work (sermons, prayers, or lesson plans, for example) that demonstrates your skill in a particular area.

## **6. CRITERIA FOR ASSESSORS**

The Assessment Committee will receive the completed portfolios through the College Registrar. It is their task to determine whether the portfolio will receive credit. If credit is being granted, the Registrar will note the credit on the student's transcript and ensure that the portfolio is lodged in the student's file. If credit is

not granted, the portfolio will be returned to the student and a written response will indicate which criteria have not been met. The following are the criteria that will be used by the Assessment Committee.

1. Credit can be awarded only for the learning that emerges from experience, and not for the experience only.
2. Credit can be awarded only for learning at the level of the program of studies for which the student is applying for credit.
3. Credit can be awarded only for learning that has a balance, appropriate to the subject, between theory and practical application.
4. Credit needs to be appropriate to the program of theological education in which it is accepted.
5. Credit cannot be given for the same learning in more than one area/course/credit equivalency nor can credit be given for learning for which academic credit has already been given.
6. The Assessment Committee needs to be satisfied
  - (a) that the evidence submitted represents material the student produced him or herself.
  - (b) that the material presented in the Portfolio shows evidence of learning which would be judged to be at the same level or standard as someone who had completed equivalent course work.
  - (c) that the learning described fits into the overall logic of the student's program of studies.
7. In considering how much credit is to be awarded, evaluators may want to consider how much time it would take to teach the learnings described.