

The Handbook of Policies and Procedures

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UNIVERSITY OF
ST. MICHAEL'S COLLEGE
IN THE UNIVERSITY OF TORONTO
FACULTY OF THEOLOGY

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Welcome to the Faculty of Theology

at The University of St. Michael's College

For more than 60 years, the Faculty of Theology at the University of St. Michael's College has been preparing men and women, lay and religious, to serve the Church and the world. Our reputation for forming students through faithful and rigorous scholarship grounded in the Catholic intellectual tradition is internationally recognized. Accredited by the Association of Theological Schools, the Faculty of Theology is committed to theological enterprise that is interdisciplinary, ecumenical, and attuned to multi-faith and multicultural contexts.

As the graduate division of the University of St. Michael's College, a Roman Catholic university established by the Congregation of St. Basil and federated with the University of Toronto, we offer both basic and advanced graduate degrees. A long tradition of excellence in both teaching and research ensures that St. Michael's remains a leader in theological education. Our students have access to a wealth of programs and services, from the resources of one of the largest research libraries in North America through to an active Student Life Committee dedicated to creating a welcoming, supportive, and intellectually stimulating community.

We are located in the heart of downtown Toronto, one of the most vibrant and diverse cities in the world. Both here in Toronto and around the world, you will find our graduates engaged in ministry, chaplaincy, teaching, research and countless forms of service to society, offering daily testament to our mission to be a centre for faithful and creative theology, today and tomorrow.

The Faculty of Theology of the University of St. Michael's College is a founding and constituent member of the Toronto School of Theology (TST), a federation of colleges and faculties providing Basic and Advanced Degree programs.

We are a Faculty engaged in the exploration and proclamation of the mystery of God in contemporary culture. Like the University of St. Michael's College, our identity is explicitly Christian and Roman Catholic, rooted in the heritage of the Congregation of St. Basil and expanded through cooperation with the Sisters of St. Joseph and the Sisters of Loretto. We commit ourselves to the faithful and creative interpretation and articulation of the biblical, liturgical, theological, ethical, pastoral, historical and cultural dimensions of our Catholic faith for the sake of the Church in the world of today. We reflect our Catholic identity in our faculty, our programs, and our commitment to the formation of our students for service in the Church and society.

The Faculty of Theology reflects the diversity of the Church and Canadian society. We welcome a wide range of theological perspectives and are committed to respectful dialogue and collaboration. Faithful to the Second Vatican Council, we are nourished by approaches emerging from our globalized context,

including ecumenical, liberationist, feminist, ecological and interreligious concerns. In the spirit of our Basilian heritage, we are guided by the principles of goodness, discipline, and knowledge. Our commitment to diversity in terms of gender, ethnicity, race, and culture is reflected in our students, staff and faculty. We strive to create a community of hospitality, equality, collegiality, and justice for all that fosters the intellectual, moral and spiritual development of its members. Our communal life hinges upon the habits of study and worship.

The future of the Faculty is shaped by our discernment of the evolving character and needs of the Church. Like any faculty in higher education, we need to reflect constantly on who we are, and what forms and preserves our identity. We share the common commitment of USMC to be Canada's leading English-speaking Catholic University. To realize this general mission, however, means we must articulate a specific mission that reflects our Catholic heritage and identity, and one that provides a rationale for each professor, staff member and student to pursue their work: As a faculty of theology in a Catholic University founded by the Basilian Fathers, we are committed to theological teaching and research that is interdisciplinary, ecumenical and sensitive to multi-faith and multicultural contexts. We seek to form students for service in Church and society through faithful and rigorous scholarship grounded in the Catholic intellectual tradition.

This handbook contains some but not all of the policies pertaining to students in Basic Degree programs. The policies contained here are those that most frequently arise among Basic Degree students or policies that expand on, or comment on, policies as they pertain to St. Michael's students. This handbook must therefore be read in conjunction with the current version of the [Basic Degree Handbook of the Toronto School of Theology](#).

1. THE ADMISSIONS PROCESS FOR BASIC DEGREES

1.1. Admission Requirements

A Bachelor's degree, or its equivalent from an accredited institution, with at least a B- (2.7) standing, is required for admission to the **Master of Divinity degree (M.Div.) ***, the **Master of Religious Education degree (M.R.E.) ****, and the **Master of Theological Studies degree (M.T.S.)**. Transcript evidence must be sent directly to the Faculty of Theology by the granting institution. Applicants whose Bachelor's degrees, or equivalent, are not from an accredited Canadian or American institution or listed among the accredited institutions of higher education in the Commonwealth must have their credentials evaluated by the TST Admissions and Procedures Committee.

- Applicants whose native language is not English, and who have not completed a previous degree in English, must demonstrate facility in the English language by taking **one** of the following tests and achieving the stated minimum result. Test results that are older than two years at the time of application cannot be accepted.
 - Test of English as a Foreign Language (TOEFL). If the test is taken in paper format, overall, 580 and 5 in Test of Written English; if the test is taken in internet format, 93 overall and at least 22 in each of the speaking and writing sections.
 - International ESL-Academic Preparation Level 60 (Advanced) offered by the School of Continuing Studies at the University of Toronto. Required score: B.
 - International English Language Testing System (IELTS). Required score: 7.0.

A college basic degree director may, in compelling cases, use other evidence to determine English fluency. Other tests and minimum results recognized by the [School of Graduate Studies at the University of Toronto](#) may serve as a guide.

*Applicants to the M.Div. program are required to have five semester courses in philosophy. If the student does not have these fulfilled before admission, the credits must normally be completed within one year (12 months) of the date of admission. Courses taken should include an Introduction to Western Philosophy, a Logic course, and a course within the Catholic tradition. Up to two philosophy credits may be counted as electives.

**Applicants to the M.R.E. should have completed at least one year of full-time experience in teaching or other forms of education ministry. Applicants without full-time experience should provide a resume detailing comparable experiences. Teaching experience need not be in school-based education but may be of a more informal nature. If in doubt, an interview with the Programs Coordinator may be required.

1.2 Application Information

Information and application forms for all Basic Degree Programs may be obtained online [here](#).

The Faculty of Theology offers rolling admission. To be considered, all pieces of your application must be received by the Student Services Officer as follows:

- By the last Friday in June for those wishing to begin studies in September.
- By the last Friday in November for those wishing to begin studies in January.
- By the last Friday in March for those wishing to begin studies in the Intercession term (April-May).

All applications must include:

1. Transcripts from all post-secondary studies submitted directly by the respective educational institutions.
2. Two letters of recommendation that speak to your ability to engage in graduate theological studies submitted directly by the respective educational institutions.
3. A letter of intent submitted by the applicant. Payment of the non-refundable \$25 application fee.
4. Students may also be required to demonstrate proficiency in both spoken and written English by passing a TOEFL examination.

1.3 Non-traditional Students

a) The Faculty will also consider accepting as special students a limited number of non-traditional students lacking a bachelor's degree. This category is limited to 15% of total enrolment. All applicants in the special students' category must submit any existing transcripts, two letters of recommendation, a letter of intent and payment of the \$25 non-refundable application fee, as stated above.

b) Any candidate who applies to the Faculty without possessing an undergraduate degree must have completed at least one year of university-level Arts and Science (or the equivalent as assessed by the Admissions and Procedures Committee of the Toronto School of Theology) with a second-class standing or better, normally within the past five years.

For special status applicants to the M. Div. program, the candidate must have successfully completed a minimum of five semester courses in philosophy. These courses may be part of the one year of university-level Arts and Sciences.

Upon admission, special students must successfully complete 10 courses in the Faculty of Theology, maintaining a minimum average of B with no individual grade below 70 (B-) before being formally enrolled in a degree stream.

1.4 Advanced Standing and Exemption Requests

All requests for advanced standing (transfer of eligible graduate theology courses), whether from coursework completed at St. Michael's prior to admission to a program, from another member school of the Toronto School of Theology or from an accredited institution that is not a member of the Toronto School of Theology, must be made in writing to the Faculty of Theology's Committee on Admissions and Academic Standing at the time of application for the degree. The granting of such credits is not automatic, nor is it made solely on the basis of the successful completion of the courses but with due consideration for the student's overall theological background and the integrity of the prospective degree program. Where advanced standing is sought on the basis of a completed theology degree, no more than one year (10 units) of transfer is possible. Where advanced standing is sought on the basis of courses not part of a particular degree program, no course completed earlier than eight years before the date of registration for the degree sought may be considered.

1.5 Forms and Applications

Forms for everything from course auditing through to thesis applications can be found [here](#).

2. Program Regulations

2.1 General Requirements

- a) Once formally admitted to the Faculty of Theology, a student must register for, attend, and complete at least one course within a one-year period of time from the date of admission. Students who delay registration beyond one year from the date of admission will be required to update previous admission materials before beginning courses. Students who delay registration two years beyond the date of admission must re-apply and pay the full application fee.
- b) All students are required to meet annually with the Programs Coordinator to map out course selections. Responsibility for course selection to fulfill degree requirements rests with the student. The Programs Coordinator is available to give guidance and advice, but it is the student's responsibility to read and understand the academic policies and procedures as set out here and in the Basic Degree Handbook of the Toronto School of Theology.
- c) M. Div. students must check in with the Director of Pastoral Education upon enrolling to work out a schedule of meetings to complete pastoral skills units.
- d) All foundational courses – Foundations of Theology, Fundamental Themes in Christian Ethics, Introduction to Old Testament, Introduction to New Testament - must be taken at St. Michael's Faculty of Theology. Please see specific degree requirements to ensure your course selections meet the degree requirements.
- e) Students must complete their foundational courses first, and take required courses as they are offered to ensure the ability to complete your degree in timely fashion.
- f) Basic Degree students must take one-half of their total courses on campus at St. Michael's Faculty of Theology. St. Michael's off-campus courses, on-line courses, or courses offered by other TST colleges are not counted toward this total.
- g) Students registered for four courses a semester are considered full-time. The M.R.E. and the M.T.S. must be completed in no less than two years and no more than eight. The M. Div. may be completed in no less than three years, and no longer than eight years.
- h) All students must maintain a minimum B average, with no one grade below B-. If a student's average falls below B, or the student has two or more grades below B, the student has one semester to bring his/her GPA up to a B average.
- i) Students must heed the academic deadlines for dropping courses, as well as the deadlines for financial cancellation. Information regarding the financial penalties for course withdrawal and late registration are published on each fee schedule.

j) Where course substitutions are necessary for a student to complete a degree, the student must obtain approval from the Committee on Admissions & Academic Standing through the Programs Coordinator.

k) All degree programs must be completed within eight years of initial registration. For serious reasons and upon written request from the student, the Committee and Admissions and Academic Standing may grant a student up to one calendar year's leave of absence without jeopardy to the allotted time for completion of the degree. The committee may grant no more than one additional year upon subsequent request.

l) In rare and exception cases, petitions for completion beyond eight years can be made. They must be referred through the Committee on Admissions and Academic Standing to the TST Admissions and Procedures Committee. A student who desires a program extension of more than one year must submit a new petition for the second year. The maximum program extension is twoyears.

2.2. Grading

Full information is contained in the [TST Basic Degree Handbook](#).

Letter Grade	Numerical Equivalent	Grade Point
A+	90-100	4.0
A	85-89	4.0
A-	80-84	3.7
B+	77-79	3.3
B	73-76	3.0
B-	70-72	2.7
FZ	0-69	0

3. DEGREE REQUIREMENTS

3.1 The Master of Divinity Degree (M.Div.)

3.1.a Goals

This professional program is designed for the theological education of men and women for leadership in the Church in both lay and ordained ministerial roles. The curriculum assists students:

- To reflect on Scripture and Tradition in light of their original contexts.
- To interpret them in light of present-day Church teaching and in terms of contemporary thought and experience.
- To identify and address the major social issues of the day from the perspective of Scripture and the Church's teaching.
- To enter into interpersonal and community situations with sympathy and perspective.
- To communicate the Gospel in a way that speaks to contemporary pastoral and social situations.

3.1.b Program Requirements

The M.Div. is a 30-course program, or the equivalent, in the case of transfer students. An average of B, with no grade below B-, is requisite for the M.Div. In some cases, a student may apply for advanced standing on the basis of previously completed graduate-level work. The student must submit the request in writing to the Committee on Admissions and Academic Standing and supply official transcripts for the desired credits.

A student may wish to be exempted from particular courses or curricular requirements because of previous undergraduate-level studies or experience. In such cases, the student must have permission from the professor of the course(s) in question. If the exemption is granted, the student must substitute another course in the same area to fulfill the requirement.

(N.B. The minimum requirements for the M. Div. degree do not necessarily fulfill all the academic and pastoral training needs of those preparing for ministry in today's Church. Students are encouraged to complete additional courses in which they have a special interest or that might be necessary for achieving their personal ministerial goals. Candidates for ordination may be advised to supplement the degree requirements with an additional year of full- or part-time study. Students should consult the Programs Coordinator to assist in planning a personalized course of study.)

3.1.c Duration of Studies and Course Load

- A minimum residency of one year of full-time study is required or, for transfer students, 8 units of TST work completed within a 12-month period.
- The degree may not be completed in less than three years and no more than eight.

3.1.d. Curriculum

The 30 units of study are distributed as follows:

Biblical (5 units)

- Introduction to the Old Testament (SMB1007)
- 1 Old Testament elective
- Introduction to the New Testament (SMB1501)
- 1 unit from the Pauline corpus
- 1 unit in either Old or New Testament

Historical (3 units)

- History of Christianity I (SMH1010)
- History of Christianity II
- History of Catholicism (1648-Present) or History of Christianity III

Pastoral (3 units)

- 1 unit, Canon Law
- 1 unit, Pastoral Care, Pastoral Counselling or Spiritual Direction
- 1 unit, pastoral elective

Theology (10 units)

- Foundations of Theology (SMT1101)
- Trinity
- Christology
- Christian Anthropology
- Sacramental Theology
- Ecclesiology
- Fundamental Christian Ethics (SMT1904)
- Human Sexuality & Marriage (SMT3931)
- Justice: Individual and Social (SMT3925) or Catholic Social Teaching (SMJ3609)
- Introduction to Liturgy (SMT2402)

N.B. Core systematic and ethics units must be taken from one of the Roman Catholic Colleges in the Toronto School of Theology.

Ministry and Theological Field Education (4 units)

- 1 unit, Theology of Ministry (SMP2600)
- 2 units, Field Placement and Theological Reflection Seminar (see below)
- 1 unit comprising 3 Pastoral Skills units.

Free Elective (5 units)

- 5 units from any area, which may include no more than 3 units of Greek, Hebrew, and/or Latin.

3.1.e Theological Education and Spiritual and Pastoral Formation

Theological education for ministry includes sound academic studies, some experience of supervised practice in ministry, and opportunities for spiritual and pastoral formation. Spiritual and pastoral formation includes: liturgical practice and opportunities for guided spiritual reflection Theological Field Education (TFE), Pastoral Skills Units (PSU), a Learning Portfolio, and a Summative Evaluation for Ministry (SEM).

Theological Field Education

Theological Field Education begins with an orientation to field-based learning in the course *SMP2600: Theology of Ministry*. It continues in an approved field placement where students engage in pastoral action and supervised theological and pastoral reflection on their learning. Upon completion of the Supervised Field Placement, students participate on campus in the course *SMP3010: Theological Reflection Seminar*, a guided group experience focused on identifying their operative theology in pastoral practice and on articulating their self-understanding as pastoral ministers. Students should consult with the Director of Field Education by the end of their participation in the course *SMP2600: Theology of Ministry*, for assistance with developing their field-based learning goals and the placement suitable for pursuing these goals.

The Field Education Cycle includes:

- *SMP2600: Theology of Ministry*
- A *Supervised Field Placement (SFP)* of 250 hours, where students engage in forms of pastoral practice that challenge them to grow in theological integration and self-identity as pastoral ministers. The students and supervisors articulate this learning experience in a Learning Agreement. The Director of Field Education approves both the placement site and the learning agreement.
- *SMP3010: Theological Reflection Seminar* upon completion of the SFP.

Students need to consult with the Programs Coordinator and the Director of Field Education regarding the timing to complete the three components in the Theological Field Education program, as the full sequence of *Theology of Ministry*, *Field Placement* and *Theological Reflection Seminar* requires a minimum of three semesters. Upon completing the latter two requirements, two units of credit in Theological Field Education are granted.

Field Education timelines:

- For September Field Education: notify Director of Field Education by last Friday in June.
- For January Field Education: notify Director of Field Education by last Friday in November.
- For summer Field Education: notify Director of Field Education by third Friday in March.

Placement possibilities include already approved St. Michael's/TST sites, Clinical Pastoral Education (C.P.E.) and Supervised Pastoral Education (S.P.E.), as well as new sites to be approved in accordance with the student's learning goals.

Evaluation of students in Theological Field Education is an ongoing process, and involves a learning log, supervisory sessions, and written reports at the completion of the supervised field placement. The

Theological Reflection Seminar also entails written work on pastoral practice and a concluding interview with the Director of Field Education.

3.1.f The M.Div. Portfolio Process

The Portfolio process is designed to encourage and support students' self-awareness of and commitment to personal, spiritual and ministerial growth in the context of the M.Div. program. Students generally meet twice a year with the Director of Pastoral Formation to discuss Portfolio submissions, to reflect upon ongoing development and to identify relevant opportunities for further growth. The Director typically offers suggestions and guidance but does not directly evaluate the quality of the student's continuing formation. The Portfolio process fosters personal responsibility and accountability for cultivating the attitudes, qualities, skills and knowledge essential for a well-rounded and integrated pastoral identity. Contents of the Portfolio are kept by the Director and are returned to the student at the end of the program. For more details about the Portfolio's various components please contact the Director of Field Education.

Pastoral Skills Development Experiences (PSDE)

In the context of the M.Div. Portfolio process, students are invited to identify and reflect upon their strengths and limitations as they prepare for pastoral ministry. After the completion of five courses, students will meet with the Director of Pastoral Formation to identify the knowledge and skill-sets they need to develop in order to meet their ministerial goals. Such skills may include: self-care; communication; interpersonal relationships; spiritual and pastoral care; administrative leadership, media skills, etc. Together with the Director, students will locate appropriate learning opportunities to achieve such goals. These development experiences may include, for example: workshops, leadership training sessions, parish-based development sessions, brief supervised work contexts, etc. Students must successfully complete at least 35 hours outside of TST course-based learning to fulfill this component of the program.

Summative Evaluation for Ministry Exercise (SEM)

The Summative Evaluation for Ministry Exercise is designed to provide M.Div. students with an opportunity to demonstrate the integration of theological knowledge, pastoral skills and ministerial leadership. Informed by the contents of the student's Portfolio, this exercise takes place in the spring of the student's final year and consists of written and oral responses to pastoral scenarios, situations and/or questions selected by the Director of Pastoral Formation in dialogue with two other committee members. The goal of this summative evaluation is to provide students with an assessment of their strengths and limitations in ministerial practice as they transition from formal studies into active ministry and to gauge their appropriation of the M.Div. curriculum. M.Div. students who intend to graduate the following fall should contact the Director of Pastoral Formation in January of their final year.

3.1.g M.Div. Thesis Option

M. Div. students who maintain an A- average at the end of the second year of their program may choose to write a thesis of 12,500-30,000 words in partial fulfillment of the requirement for the M. Div. degree. Students are given two full semesters to write their thesis. After two full semesters, students must apply for an extension and will be charged a program continuation fee. See section 3.4 for more details.

3.1.h Fourth-Year Studies

Some Catholic dioceses or religious congregations require a fourth year of theological study for ordination candidates. Requirements for this additional year vary. The Faculty of Theology accommodates these students by providing additional academic instruction and pastoral training experiences.

3.2 Master of Theological Studies (M.T.S.)

3.2.a Goals

This program is designed to strengthen the religious basis of the individual's life and work, whether in a secular or Church-related career, by providing the individual with a general theological understanding, as well as the opportunity for some in-depth study and specialization. The curriculum is organized:

- To facilitate the attainment of survey knowledge of the Catholic theological tradition with the possibility of attaining a focused knowledge in a specific discipline.
- To enable students to think theologically by considering different theological areas, perspectives and methods
- To allow a level of freedom that respects and builds upon a person's interests, abilities and past experiences and encourages that individual's commitment to life-long learning.

3.2.b Program Requirements and Duration

A total of 20 units of study with a minimum B (3.0 GPA), with no grade below B-, are necessary to complete the degree. The degree can be completed in no less than two years, and no more than eight.

3.2. c Curriculum

The curriculum is as follows:

Foundational Courses (5 units)

- Introduction to the New Testament (SMB1501)
- Introduction to the Old Testament (SMB1007)
- 1 unit, History of Christianity I, II, or III, or History of Catholicism (1648-present)
- Foundations of Theology (SMT1101)
- Fundamental Themes in Christian Ethics (SMT1904)

In-Depth Courses (7 units)

- Any course in Old Testament
- Any course in New Testament
- One course on the Trinity
- One course in Christology
- One course in social, sexual, biomedical, or ecological ethics
- Any course in Church history
- Theology of Ministry, Pastoral Care, Pastoral Counselling, or Spiritual Direction

N.B. Core systematic and ethics units must be taken from one of the Roman Catholic Colleges in the Toronto School of Theology.

Electives (7-8 units)

- A total of seven or eight free electives, depending on which Summative Exercise option is chosen.
- No more than three units of Greek, Hebrew or Latin may be included.

3.2.d M.T.S. Specialization

- Students may choose a specialization consisting of a total of six courses from one of Scripture, Systematic Theology, History, or Pastoral Theology. In-depth courses and electives may be counted toward a specialization.

3.2.e Summative Exercise (1-2 units)

Students may complete the degree in one of three ways: a field education option, a thesis option, or a research paper option.

Field Education Option (2 units)

- 1 unit, Theology of Ministry (SMP2600). Students wishing to complete the M.T.S. program in two years take this course in their first year, as the full sequence of Theology of Ministry, field placement and reflection seminar requires a minimum of three semesters.
- M.T.S. students may do a minimum of 100 hours in the placement PLUS the Theological Reflection Seminar on campus after the placement is completed for one credit, or a minimum of 250 hours PLUS the Theological Reflection Seminar on campus after the placement is completed for two credits.
- The Theological Reflection Seminar constitutes the summative exercise for this degree option. Consult the Director of Field Education about this component.
- Students who choose the thesis option may also choose to take the Theology of Ministry and Field Education/Theological Reflection Seminar courses as electives.

Field Education Timelines:

- For September Field Education: notify the Director of Field Education by last Friday in June.
- For January Field Education: notify the Director of Field Education by last Friday in November.
- For summer Field Education: notify Director of Field Education by third Friday in March.

M.T.S. Thesis Option (2 units)

Students who maintain a minimum A- average, normally after completion of 15 courses, may choose to write a thesis (12,500-30,000 words) in partial fulfillment of the requirements for the M. T.S. degree. The thesis is worth two units of study and comprises the summative exercise for this option. Students are given two full semesters to write their thesis. After two full semesters, students must apply for an extension and will be charged a program continuation fee. See Section 3.4 for more details.

Research Paper Option (1 unit)

Students may also choose to complete the degree with a major research paper. This paper should be 6,500-15,000 words, and is evaluated by one reader, who is also the director. This option is worth one unit of study, leaving the rest of the degree to be fulfilled with a further elective course.

3.3 Master of Religious Education (M.R.E.)**3.3.a Goals**

This professional program is designed to prepare individuals for the ministry of religious education. It welcomes women and men from various aspects of this ministry, such as teaching or supervising in schools, parishes, dioceses, or international settings.

The curriculum assists students:

- To appropriate and integrate the Catholic intellectual heritage and its relevance for educational ministry in current cultural contexts
- To develop and apply the knowledge and skills required for inclusive educational ministry, in response to contemporary social issues, from a faith perspective, and
- To foster growth in personal and spiritual maturity, capacity for authentic public witness, and a commitment to life-long learning.

3.3.b Program Requirements

The M.R.E. requires between 16 and 20 courses, depending on the student's qualifications. A student who has a B.Ed. or equivalent may be exempt from one Religious Education elective. A student who has completed OECTA III or completes it while working on the M.R.E. will receive the same exemption. Teachers with evidence of at least two years' of classroom work, or comparable teaching experience, may receive two exemptions.

3.3.c Curriculum

Biblical (3 units)

- Introduction to the New Testament (SMB1501)
- Introduction to the Old Testament (SMB1007)
- 1 unit from either the Old or New Testament

Theology (5 units)

- Foundations of Theology (SMT1101)
- 1 unit, Christology or Trinity
- 1 unit, Sacramental Theology or Liturgy
- Fundamental Themes in Christian Ethics (SMT1904)
- Catholic Social Teaching (SMJ3609)

NB: Core Systematic and Ethics courses must be taken from one of the Roman Catholic Colleges in the Toronto School of Theology.

Historical (1 unit)

- History of Christianity I, II, or III, or History of Catholicism (1648-present)

Pastoral Department: Religious Education (4 to 6 units)

- Faith Development Across the Lifespan (SMP3421)
- Catholic Educational Documents (SMP3428)
- 4 electives in the area of Religious Education

Free Electives (1 to 3 units)

- 3 electives from any department

3.3.d Theological Field Education (2 units)

Theological Field Education begins with an orientation to field-based learning in the course *SMP2600: Theology of Ministry*. It continues in an approved field placement where students engage in pastoral action and supervised theological and pastoral reflection on their learning. Upon completion of the Supervised Field Placement, the students participate on campus in the course *SMP30103: Theological Reflection Seminar*, a guided group experience focused on identifying their operative theology in pastoral practice and on articulating their self-understanding as pastoral ministers. Students should consult with the Director of Field Education by the end of their participation in the course *SMP2600: Theology of Ministry*, for assistance with developing their field-based learning goals and the placement suitable for pursuing these goals.

The Field Education Cycle includes:

- *SMP2600: Theology of Ministry*
- A *Supervised Field Placement (SFP)* of 100 hours, where students engage in forms of pastoral practice that challenge them to grow in theological integration and self-identity as pastoral ministers. The students and supervisors articulate this learning experience in a Learning

Agreement. The Director of Field Education approves both the placement site and the learning agreement.

- *SMP3010: Theological Reflection Seminar* upon completion of the SFP.

Students need to consult with the Programs Coordinator and the Director of Field Education regarding the timing for completing the three components in the Theological Field Education program, as the full sequence of Theology of Ministry, Field Placement and Theological Reflection Seminar requires a minimum of three semesters. Upon completing the latter two requirements, two units of credit in Theological Field Education are granted.

Field Education timelines:

- For September Field Education: notify Director of Field Education by last Friday in June.
- For January Field Education: notify Director of Field Education by last Friday in November.
- For summer Field Education: notify Director of Field Education by third Friday in March.

Placements possibilities include already approved St. Michael's/TST sites, Clinical Pastoral Education (C.P.E.) and Supervised Pastoral Education (S.P.E.), and new sites to be approved in accordance with the student's learning goals.

Evaluation of students in theological field education is an ongoing process, and involves a learning log, supervisory sessions, and written reports at the completion of the supervised field placement. The Theological Reflection Seminar also entails written work on pastoral practice and a concluding interview with the Director of Field Education.

3.3.e M.R.E. and the Ontario College of Teachers

The M.R.E. degree is one of the Master's degrees recognized by the Ontario College of Teachers. Students who successfully complete the program may use it for entrance into the Principal's Qualification Program and/or the Supervisory Officer's Qualification Program.

3.4 Basic Degree Thesis Option for Master of Divinity and Master of Theological Studies Students

3.4.a General Guidelines

MDiv and MTS students who maintain an average of A- or higher may choose to write a thesis of between 12,500- 30,000 words after completing half the required units in their degree program. The thesis will be evaluated by the same standards as the conjoint MA Master's Research Paper.

Students wishing to write a BD thesis must speak with the Programs Coordinator before completing half of the required program units. The consent of the Programs Coordinator is required for students wishing to write a BD thesis.

Students must complete the BD Thesis Form that includes approval from two TST faculty members, one of whom must be appointed to St Michael's.

The student will register for the thesis by filling out the [BD Thesis Proposal Form](#) and send it to the Programs Coordinator.

The thesis will normally substitute for two one-semester elective courses within the MDiv/MTS curriculum. In the case of MDiv students, the Programs Coordinator may grant special permission for the thesis to fulfill one or two of the required courses for the program. In this situation, permission will only be given when the thesis clearly fulfills the type of preparation for ministry expected of the course for which substitution is being requested.

3.4.b Thesis Supervisor

The student will seek out a thesis supervisor. Normally, the supervisor will be a member of the St. Michael's Faculty. The student will arrange a second reader, with the approval of the supervisor.

3.4.c Writing Guidelines

Students are to follow the instructions for "Master's Research Paper Writing" found in the [TST Graduate Conjoint Degree Handbook](#).

The candidate will present a copy of an outline of no more than 1500 words plus preliminary bibliography to the supervisor. The outline will include those components listed in the description of the outline in the TST Graduate Conjoint Degree Handbook (section B9.2). The outline must be approved by both the supervisor and the second reader.

3.4.d Evaluation and Disputing of Grade

After reading the thesis, the readers will submit letter and numerical grades to the Programs Coordinator. The final grade will be an average of the two numerical grades submitted by the reader and the supervisor of the thesis. If the work submitted receives a final grade in the "B" range (i.e., between 70-79%) it will not qualify as a thesis but will count as a directed reading and research course with the credit equivalent to two semester courses.

The thesis will be graded according to the scale found in section A.7.8 of the TST Graduate Conjoint Degree Handbook.

If the candidate finds the final grade for the thesis unsatisfactory, he or she has the option to appeal the decision. Please see the academic appeals section of the Basic Degree Handbook, available on the TST website.

If the matter is not resolved satisfactorily after an appeal, the writer has two possibilities for improvement:

1. An oral thesis defense, before the supervisor, the reader and one additional reader appointed by the Programs Coordinator, or
2. A second writing of the thesis with the same or different supervisor and/or reader.

The candidate has the right to choose one of these options. The grade given after the completion of one of these options is not subject to further appeal.

4. Special Programs

4.1. Reading and Research Requests

Generally, the reading and research option is available only to those in advanced degree streams. In exceptional circumstances, a basic degree student may petition for approval to do a reading and research course if there are no other ways in which a degree can be completed.

4.2. The Certificate of Specialization in Theology and Ecology/Elliott Allen Institute for Theology and Ecology (EAITE)

In expressing a concern for the ecological crisis of the planet, the Elliott Allen institute for Theology and Ecology (EAITE) seeks integrative methods for contributing to the healing of the Earth in all its life systems. Interdisciplinary in design, the EAITE facilitates serious contact between the theological and ecological disciplines as well as the scientific, cosmological, and cultural paradigm shifts that are informing our times. It also offers a Certificate of Specialization in Theology and Ecology in most of the graduate programs at the Faculty of Theology of the University of St. Michael's College. Students may complete the specialization concurrently with their studies in the M. Div., M.R.E. or M.T.S. degree programs. The requirements for the certificate include two introductory courses, one experiential course, two exploration courses, and two issue courses. For more information, visit the [EAITE website](#) or contact:

Dr. Hilda Koster

Director of the Elliott Allen Institute for Theology & Ecology

Faculty of Theology, University of St. Michael's College

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4.3 The Israel Intersession Program

The Faculty of Theology sponsors a study program in Israel during the summer months. The Israel Studies program offers an opportunity to follow courses for credit in Jerusalem. Students may also register for this program as auditors.

4.4 In-Program Course Work Outside the Toronto School of Theology

Students registered in a St. Michael's degree program who have successfully completed at least eight courses toward a degree may be granted permission to take courses relevant to their program outside the Toronto School of Theology and apply those toward a St. Michael's degree. Students must apply in writing to the Committee on Admissions & Academic Standing for such permission, submitting at the time of the request photocopies of the official bulletin of the institution indicating that the institution is fully accredited and photocopies of the complete description of the course in question. Only courses that are the equivalent of one TST unit (three semester hours) may be considered. If permission for transfer is granted, it is the student's obligation to arrange for an official transcript to be sent to St. Michael's at the end of the course indicating the course and grade obtained.

Students can take a maximum of two courses outside of TST. All requests must be granted by the Committee on Admissions & Academic Standing.

4.5 Change of Program Status

Students must apply, using the form found on the Faculty website, to the Committee on Admissions and Academic Standing (CAAS) stating the change request and the reasons for the change. CAAS will review the petition. Acceptance in one program does not automatically guarantee acceptance in another. If accepted, all the prerequisites of the requested program must be met.

Students must be no further than halfway through a degree program to be eligible to apply for a transfer.

4.6 Auditing for Full-time Students

Full-time students are eligible to audit courses for no additional charge, based on the instructor's approval. Application forms are found on the Faculty website. Audited courses will not count toward a degree. Alumni are eligible to audit up to three courses for free; after three audited courses, auditing fees apply/

5. ACADEMIC AND NON-ACADEMIC PENALTIES, APPEALS AND GRIEVANCES

5.1. Minimum Grades Required

The lowest grade for which a credit can be given at the Basic Degree level is a B- (70). A student who receives a final grade for a course between 65% and 69% may petition in writing to the instructor of the course within 30 days of the posting of the grade, with a copy to the Programs Coordinator, for permission to write a supplemental examination or exercise. The instructor and student will agree on an arrangement for supplemental work and a deadline for completion, which may be no later than six months after the date on which the grade was posted. The instructor will forward the results to the Program Coordinator. If the student receives a passing grade of at least 70% in the assigned supplemental work, the course grade is changed to 70 (B-).

5.2. Cheating and Plagiarism

A student guilty of cheating and/or plagiarism for the first time receives a grade of zero on the plagiarized assignment as well as an official notice of such to the Dean. A student found guilty of cheating and/or plagiarism a second time, at any point in his/her course of study, will be dismissed. For more information on academic penalties, please see [The University of Toronto's Code of Behaviour on Academic Matters](#).

5.3. Failing to Remedy Probation Conditions

A student on probation who fails to remedy the situation according to the conditions of the probation is subject to dismissal.

5.4. Challenging Academic Punishment

A student has the right to challenge academic punishment. For more on plagiarism, punishments and academic appeals, please see the [Basic Degree Handbook of the Toronto School of Theology](#).

5.5. Code of Conduct Issues

In addition to academic penalties, a student may be subject to censure (warning), probation and/or dismissal from the University for serious, sustained and/or flagrant violations of the code of conduct for students of the University of St. Michael's College, the Toronto School of Theology and/or the University of Toronto. Included here but not limited to these are such things as submission of false documents at the time of admission; altering any/all official university documents; failure to meet financial obligations regarding tuition and/or fees; any and all violations of the code of conduct regarding harassment and any civil or ecclesiastical violations to which a penalty is attached.

Procedures dealing with academic grievances are found in the Basic Degree and Advanced Degree Handbooks of the Toronto School of Theology. Matters of a non-academic nature, including sexual harassment and bullying, are regulated by the appropriate policies of the University of St. Michael's College, the Toronto School of Theology and the University of Toronto.

Any student may formally grieve any matter that he/she feels hinders the ability to perform his/her duties effectively, including but not limited to:

- grievances against faculty members;
- grievances against staff members;
- dissatisfaction with administrative decisions or policies, not including grading decisions;
- grievances regarding facilities, offices, services;
- grievances involving student misconduct;
- a policy or procedure of USMC Faculty of Theology contravened.

6. FINANCIAL AID

6.1. Types of Financial Aid

Two kinds of financial aid available for students registered in Basic Degrees: OSOTF Bursaries and St. Michael's Grants-in-Aid. OSOTF Bursaries are limited to students who are Canadians or permanent residents of Canada. Students must be enrolled full-time and in a degree program. Other requirements for these bursaries are spelled out in detail on the request form. Forms are available in the Registrar's Office.

St. Michael's Foundation Grants-in-Aid are awarded on the basis of both financial need and academic achievement to all students, full- or part-time. Full requirements are spelled out in detail on the request form. Forms are available in the Registrar's office.

Bursaries and Grants-in-Aid are not cash awards, but rather money applied to tuition costs **only**. Students must pay for USMC and U of T incidental fees, and any other costs for room and board, transportation, etc.

Bursaries and Grants-in-Aid are not awarded for studies beyond the completion of the degree requirements, or for course or other learning experiences that do not apply toward the degree.

6.2. Determining factors for eligibility

- a) Financial aid is given on a case-by-case basis, with each application being judged on its specific merit and circumstances.
- b) Priority is given each year to one student from a Developing World country enrolled in a Basic Degree program
- c) Priority is given to second- and third-year M.Div. students and to students finishing any other program
- d) Students beginning the M.Div., the M.T.S. and M.R.E. also may apply, and their requests may be considered after the above-mentioned categories.
- e) Receiving a bursary or grant-in-aid in any academic year does not guarantee a similar award in subsequent years. Students must apply annually.
- f) Members of religious communities may apply for bursaries and grants-in-aid on the same basis as any other students
- g) Normally, students preparing for ordination may not apply, since other funds are available to them. Some exceptions may be considered, however, depending on need and money available.

Money is awarded according to the above-mentioned criteria and priorities according to the amount available; a limited amount is available to be distributed equitably among many students.

6.3 Other Bursaries

Occasionally, some funds are donated with particularized stipulations. Notices regarding these special bursaries are regularly posted on the Basic Degree Program Board.

6.4 Application Time

Notices of Bursaries and Grants-in-Aid indicate the time when applications are due. The Faculty of Theology reserves the right not to accept any application past the stated deadline.

7. ADDITIONAL STUDENT INFORMATION

7.1. Fees

Tuition fees and incidental fees are published annually in keeping with policies set by the member schools of the Toronto School of Theology. Please consult the Toronto School of Theology [fee schedules](#), or through the Student Services Officer of the Faculty of Theology.

For non-conjoint degree students, access to some of the University of Toronto services may incur additional fees.

7.2 Health and Dental insurance

All full-time students in the Toronto School of Theology are automatically members of the University of Toronto Students' Union and are automatically enrolled in the Health and Dental Insurance Plan of UTSC. The plan covers each eligible student from September 1 to August 31. Brochures, information and claims forms may be obtained from any UTSC office or downloaded from the [website](#). Part-time

students are not covered by the Health and Dental Insurance Plan.

While Canadian students qualify for the Ontario Health Insurance Plan (OHIP), visa students do not qualify for OHIP and are required to participate in the University Health Insurance Plan (UHIP). Information is available from the [University of Toronto Students' Union](#).

7.3 Library Services

a) Library Carrels

A limited number of library carrels, located on the third floor of the Kelly Library and assigned first to Advanced Degree students, may be available for Basic Degree students. Carrels are assigned for one academic year at a time and students may reapply twice. The application form can be found [here](#).

Carrels are funded through a donation from the Basilian Fathers.

b. Writing Centre

Students in Basic Degree programs may access the college's Writing Centre, located in the Kelly Library. Demand for this service is high, so interested students are encouraged to schedule appointments two or three weeks in advance. For more information, please visit the [website](#).

c) Kelly InfoExpress for Graduate Students

Faculty of Theology students can request a PDF copy of any journal article or book chapter available in U of T libraries. Requests are usually filled within four business days.

7.4 Applying to Graduate

Students who have fulfilled their program requirements must apply to graduate to ensure all degree requirements are met. The graduation application form is available [here](#).