



**EMMANUEL COLLEGE**  
OF VICTORIA UNIVERSITY IN  
THE UNIVERSITY OF TORONTO

## **2018-2019 NON-CONJOINT NON-DEGREE STUDENT HANDBOOK**



**Emmanuel College, Snowfall, February 28, 2019**

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# **PROGRAM INFORMATION**

## **GENERAL INFORMATION**

### **Non-Conjoint Non-Degree Basic Studies and Diploma in Buddhist Mindfulness and Mental Health**

Non-conjoint non-degree studies refers to any person who has been admitted or approved to take courses at the university without an association to a conjoint degree program of study, such as the MDiv, MPS, MSMus or MTS programs.

#### **Regulations**

1. must have a university degree or its equivalent, with at least a "B" or 70% average;
2. are subject to the same course and administrative procedures, deadlines and regulations as degree students;
3. may only take basic degree courses (1000-3999); TST course prerequisites must be observed;
4. will not have automatic library access: research reader cards can be purchased for use;
5. are welcome to participate in college activities and also may enjoy certain privileges extended by the Emmanuel College Student Society;
6. will be credited with courses satisfactorily completed, should they decide to enroll in a conjoint basic degree program, provided courses are not stale-dated (taken more than eight (8) years);
7. may transfer up to a maximum of 10 courses into a conjoint basic degree program.

## Diploma in Buddhist Mindfulness and Mental Health

### Purpose

This Diploma explores Buddhist approaches to mental health and the alleviation of mental suffering through an in-depth examination of Buddhist psychology, theories of mental illness, psychotherapy, counselling, and pastoral care. Central to this study is an understanding, theoretical and practical, of mindfulness meditation in the context of Buddhist spiritual practices and its role in Buddhist counselling. This Diploma will be of interest to those who wish to integrate the wisdom of Buddhist spirituality into their professional and personal practices.

### Summary

The Diploma is comprised of one compulsory course: Foundational Tenets and Practices of Buddhism, in addition to 5 of the 8 courses mentioned below. Students should be aware that courses may not be offered every year. Course codes and schedules will be determined. Courses can be taken in any sequence.

#### Required Course

- EMT 1631 Foundational Tenets and Practices of Buddhism

#### Electives (must take 5 of 8)

- EMP 2010 Buddhist Mindfulness Approaches to Mental Health
- EMP 2011 Buddhist Contemplative Care
- EMP 2015 Buddhism and Psychotherapy
- EMP 2019 Buddhist Mindfulness Meditation
- EMP 2520 Mindfulness and Counselling in the Community
- EMP 2538 Analysis of the Mind in Abhidhamma Buddhist Psychology
- EMP 2671 Buddhist Meditative Traditions
- EMT 2630 Buddhist Ethics

### Diploma in Buddhist Mindfulness and Mental Health Checklist, 2018-2019

Name: \_\_\_\_\_ Student #: \_\_\_\_\_ Date Admitted: \_\_\_\_\_  
 Checklist Updated by: \_\_\_\_\_ Date Updated: \_\_\_\_\_

Course or Activity	Transfer or Advanced Standing Credit, or Approved Alternative	Term Completed
<b>Required Course and Activities</b>		
EMT 1631 Foundational Tenets and Practices of Buddhism		
Colloquium		
<b>Electives (see above)</b>		

## **Lay Certificate in Theology**

### **Purpose**

The Lay Certificate in Theology is designed to contribute to the Ministry of the Laity by providing an opportunity for students to integrate theological study and reflection with Christian life and experience. The program is not intended as training for designated professional ministry, and Certificate credits are not transferable to any Emmanuel degree.

An undergraduate degree is *not* required for admission to the program.

Students are encouraged to connect their developing Christian faith with their daily life and work with a view to bringing new skills, fresh vision and invigorating ideas to their participation in local communities of faith. The program provides participants with the opportunity, knowledge and skill:

- to grow personally in faith and in spirit;
- to reflect on family, work and neighbourhood;
- to consider the way personal faith relates to the Church and the world.

The program of study consists of 3 unit groups. Each unit is made up of 2 audited courses and an integrative project (for a total of 6 audited courses and 3 integrative projects). Students are required to audit over the course of the program 1 Bible, 1 History, 1 Pastoral Theology and 1 Theology course. The remaining 2 courses are electives. Students may choose the sequence in which these courses are audited. The integrative project to be completed at the conclusion of each of the 3 unit groups is to be prepared with the assistance of a mentor assigned to the student. As auditors, Lay Certificate students participate in class through discussion and readings, but are not required to complete class assignments.

Lay Certificate students are provided with:

- Emmanuel College library borrowing privileges;
- advice and program direction by their mentors;
- academic orientation;
- encouragement to participate in the community life of the College, e.g., worship, Wednesday community lunches, Emmanuel and TST public lectures.

**Summary**

3 Units, each consisting of 2 audited Emmanuel College Electives and an Integrative Project.

**Preparation & Orientation**

Preparatory work and entrance Orientation event are required for all entering students.

**In each of Units I, II and III**

Elective (Bible, History, Theology or Pastoral)

Elective (Bible, History, Theology or Pastoral)

Integrative Project

*Over the course of the program, students are required to audit at least 1 course in each area of study (e.g., Bible, History, Theology or Pastoral).*

**1 Colloquium is required as part of the program.**

**Some examples:**

The program consists of 3 units. Each unit requires that the student audit 2 courses and prepare an integrative paper. Although students can focus their studies within an area of their choice (biblical, theological, pastoral or historical) they must, over the course of the program, take at least 1 course from each of the 4 areas. There is no specific order required when choosing courses. The integrative project due at the conclusion of each of the 3 units is prepared with the assistance of a student mentor.

<b><i>For example, a focus on scripture and history could include:</i></b>	<u>Unit I</u>	<u>Unit II</u>	<u>Unit III</u>
	<i>Audit:</i> EMB 1003 Old Testament I EMT 1101 Theology I <i>Plus</i> An Integrative Project	<i>Audit:</i> --H 1010 History of Christianity I EMP 1431 Education and Faith Formation <i>Plus</i> An Integrative Project	<i>Audit:</i> EMB 1501 New Testament I --H 2010 History of Christianity II <i>Plus</i> An Integrative Project

**OR**

<b><i>For example, a focus on theology could include:</i></b>	<u>Unit I</u>	<u>Unit II</u>	<u>Unit III</u>
	<i>Audit:</i> --H 1010 History of Christianity I EMT 1101 Theology I <i>plus</i> An Integrative Project	<i>Audit:</i> EMB 1501 New Testament I EMT 2102 or KNT 3271 Theology II <i>Plus</i> An Integrative Project	<i>Audit:</i> EMP 1601 Christian Ethics in Context EMP 1431 Education and Faith Formation <i>Plus</i> An Integrative Project

**OR**

<b><i>For example, a focus on congregational ministry could include:</i></b>	<u>Unit I</u>	<u>Unit II</u>	<u>Unit III</u>
	<i>Audit:</i> EMP 1101 Worship I EMB 1506 New Testament II <i>plus</i> An Integrative Project	<i>Audit:</i> EMP 2861 Songs of the Church EMT 1101 Theology I <i>Plus</i> An Integrative Project	<i>Audit:</i> --H 1010 History of Christianity I EMP 1431 Education and Faith Formation <i>Plus</i> An Integrative Project

## **COLLOQUIUM GUIDELINES**

### **Purpose**

Colloquia serve to further the curricular objectives of Emmanuel College. Their purpose is to provide a community-wide educational event that (1) brings together students from different degree programs and different stages of those degree programs in order to (2) advance learning in materials either supplementing or unable to be covered ordinarily through individual course offerings. Colloquia may consist of individual speakers, panel presentations, or other mediums of learning.

Colloquia are scheduled twice during the academic year, once during the Fall and Winter terms, and are to replace worship service on a particular Wednesday (1:30-2:45 pm). Diploma and Lay Certificate students must attend one colloquium as part of their program. The colloquium is normally held on the first Wednesday of November and March.

## **POLICIES AND GUIDELINES**

### **Academic Grievance Procedure**

A student who is dissatisfied with a faculty member's decision with respect to an academic matter may refer the matter to the Basic Degree Committee within six months of notification of the grade.

### **Academic Matters**

As of January 2000, Emmanuel and the other member Colleges of TST are covered by the University of Toronto Code of Behaviour on Academic Matters (Appendix A), including its definitions, procedures and sanctions for offences.

### **Academic Progress and Probation Policy**

To be in good academic standing, a registered student must make satisfactory progress. Failure to do so may result in academic probation and/or termination.

The Basic Degree Committee may place a student on academic probation

1. who fails to complete a course in a satisfactory manner (i.e., receives a grade report of 'FZ' or 'NCR' in a course or receives a non-grade report of 'INC')
2. whose session average falls below a GPA of 70 (69.99 or less)

The Basic Degree Committee may terminate the registration and eligibility of a student

1. who is on academic probation for two sessions
2. who has consistently or repeatedly failed to perform academically at a satisfactory or acceptable level
3. who fails to comply with the regulations and policies of the college.

### **Academic Sanctions for Students who have Outstanding Obligations to the University**

Academic sanctions are applicable to any student who has an outstanding obligation to the University.

Recognized obligations are as follows:

1. tuition fees
2. academic and other incidental fees
3. library fines
4. bookstore accounts
5. loans made by colleges, faculties or the University
6. unreturned or damaged instruments, materials and equipment
7. orders for the restitution, rectification, or the payment of damages, fines, bonds for good behaviour, and requirement of public service work imposed under the authority of the Code of Student Conduct.

The following academic sanctions will be imposed on students who have outstanding recognized financial obligations to the University:

1. Statements of results or official transcripts of record, or both will not be issued.
2. In the case of diploma students, Emmanuel College will not release the official document (called the diploma) which declares the credential earned, nor provide oral confirmation or written certification of degree status to external enquirers.
3. Registration will be refused to a continuing or returning student. Payments made by continuing or returning students shall be applied first to outstanding University debts, and second, to current fees.

### **Academic Accommodation**

Academic accommodation facilitates the inclusion of students with disabilities in all aspects of university life. The focus is on skills development, especially in the areas of self-advocacy and academic skills.

Accommodations are provided to students with a documented disability (whether physical or sensory), a learning disability, or a mental health condition. Students with temporary disabilities due to injuries (e.g., broken arm) are also eligible. If academic accommodations are required, please see the College Registrar.

### **Admissions Policy**

The Admissions Committee of Emmanuel College oversees the admissions process and sets minimum admission requirements for all programs as mandated by Emmanuel College. The committee does not disclose the reason(s) for declining admission, nor do we accommodate requests for personalized feedback on rejected applications. Decisions related to admission are not subject to appeal.

For applicants who are in the ordination process, the chair of the Admissions Committee is authorized to share, in general terms, the reason(s) for declining admission when formally requested by an ecclesiastical judicatory.

### **Attendance Policy**

Academic credit for a course requires regular class attendance, unless otherwise indicated in the course syllabus (e.g. for intensive courses, attendance is mandatory). Attendance means being present in the class for the entire scheduled class meeting, not just part of it. In the event of absence for any reason, students are expected to inform the professor prior to class, and are responsible for course materials missed. If attendance is poor due to extenuating circumstances, students are recommended to drop the course before the last day to withdraw without academic penalty. For students who miss three regular classes, or 25% of an intensive course, this may result in a lower grade or even a failing grade for the course. If attendance is poor due to extenuating circumstances, students may petition the Basic Degree Committee to drop a course without academic or financial penalty.



### **Code of Student Conduct**

As of January 2003, all Victoria University students – students of both Victoria College and Emmanuel College – are covered by the University of Toronto Code of Student Conduct (Appendix B). This code is administered by the College Principals respectively, and each College is required to appoint a hearing officer. Leif Vaage is the Emmanuel College Council hearing officer for the current academic session. Should the Principal determine that an incident requires an investigation, an investigating officer is appointed by the Principal in consultation with the Emmanuel College Student Society.

### **Computers in Examinations**

Students may not use laptops or other computers to write regularly scheduled examinations in Emmanuel courses unless prior permission has been given by the instructor on the basis of an existing accommodation.

### **Construed Withdrawal (Lapsed Candidacy)**

Students who do not register for courses in a given academic year, do not apply for a leave of absence, and do not apply for continuation of registration, may be deemed to have withdrawn from studies. Students who decide, at a later date, to resume studies may be required to apply for readmission. Readmission will not be guaranteed.

### **Emmanuel College Regulations**

Emmanuel College academic regulations are established by the faculty and interpreted and administered by the Basic Degree Committee.

### **Evaluation and Grading Standards**

The grading scheme has been in effect since September 1999. Grades for courses taken before that date follow the grading scheme detailed on the back of the official transcript. Grades shall be recommended by the instructor to the Grades Review Committee for review and approval. The grade granted is final and may differ from grades received on assignments in class.

### **Failing Grade**

A student who receives a final mark for a course between 65 and 69 (FZ) may petition in writing within 30 days to the instructor in consultation with the Basic Degree Director to do supplemental work. Supplemental work must be assigned at a time mutually agreed upon by the instructor and the student, but finished no later than 6 months after the date on which the grade was submitted. The student must attain a passing grade in the assigned supplemental work (exam or paper or assignment, as identified by the instructor). If the supplemental is passed, the course grade is changed to 70 (B-).

### **Full-time/Part-time Study**

During the academic year (per Fall or Winter session), full-time study consists of enrollment in 4 or more courses. Part-time study is 3 or fewer credit courses in any academic session. During the summer session, full-time study is equivalent to 4 HF courses. Different definitions of full-time study may apply for different purposes.

### **Graduation**

Diploma students must submit an Intent to Graduate form to the College Registrar, who will review their academic record in order to determine their eligibility. Graduation requires the completion of the diploma with not less than a B- standing in all courses, and a minimum overall average of B-.

## **Inclusive Language**

The Emmanuel College faculty expect students to use inclusive language in class and in written assignments. These two resources will assist students in their use of inclusive language (refer to orientation handout for *Inclusive Language Resources*). They are available in the Emmanuel Library.

1. The United Church's inclusive guidelines, which affirm the use of "a variety of human and other metaphors, images and pronouns for God in church documents, worship and liturgy," found in *Just Language* (D.M.C. 1997).
2. "Elimination of Stereotyping in Written Communications" (chapter 14), *The Canadian Style: A Guide to Writing and Editing* (2008).
3. [Celebrating Gender Diversity \[pdf\] \(2016\)](#), The United Church of Canada's Trans and Gender Identity Kit. Also available in the library's Oversize section in the stacks, call number BR115 .S39 C45 2015.
4. [Unbiased Language \(UofT Writing Advice\)](#).

Students are expected to take seriously the underlying theological and pastoral issues related to inclusive language.

## **Lapsed Candidacy (see Construed Withdrawal)**

### **P/FZ (Pass/Fail)**

This nomenclature may be used to evaluate Contextual Education and TST Choir requirements and other courses, if judged appropriate by the department. A grade of P has **no numerical equivalent or grade point value**. A grade of FZ, which is a failure, also has no grade point value.

### **Petitions for Extensions to Complete Course Work**

All term work is due by the dates established by course instructors and announced at the beginning of the course. Students who, *for good reason*, cannot complete course work by the established deadlines at the end of the term must petition for extensions using the standard extension form.

The petition form must be signed by both the student and the instructor/s of the course/s for which the extension is required and submitted to the Emmanuel College Registrar by the established deadlines. Please use a single form to petition for all extensions required (there is room on the form to accommodate up to five requests). If your petition for an extension requires the support of a medical certificate, you *must* use the standard University of Toronto [Verification of Student Illness or Injury form](#). Other medical certificate forms and doctors' notes are not acceptable.

*The requirement to petition for extensions applies to all courses – those given by Emmanuel College and those given by other TST Colleges. A late grade cannot be recorded unless there is an approved petition form on file.*

The *reason* for requesting an extension must be provided. Serious illness or a death in the immediate family is normally the only acceptable reasons for requesting extensions. If you have family responsibilities or a pastoral charge, if English is your second language, or if you have other life circumstances that may affect your academic work, you are expected to manage your academic work accordingly. In the event that the initial extension proves insufficient as granted, the Basic Degree Committee will receive one subsequent application for an extension, and will weigh the merits of the case including reasons for prolonging the extension, teaching load of the instructor (permanent staff or sessional instructor), integrity of the student's program, and integrity of the College's support systems.

When such an extension has been granted, the temporary non-grade course report SDF ("standing deferred") is assigned. If the student completes coursework before the new deadline approved by the professor and the student's college, the grade SDF will be changed to a letter and number grade. If the

student does not complete the work by the deadline set by the professor, and no further extension is granted, the professor will assign and submit a final grade (numerical or letter, including FZ) or, if the student successfully petitions for one, a permanent incomplete (INC).

*Students with SDF grades will be limited in the number of courses they may take in the following semester.*

### **Plagiarism**

In accordance with TST regulations, allegations of plagiarism are handled through the UofT *Code of Behaviour on Academic Matters*.

### **Privacy Policy**

Emmanuel College is under the jurisdiction of the Privacy Policy (FIPPA). Personal information may be shared with faculty and ordaining judicatory on a need-to-know basis. Furthermore, Emmanuel College awards recipients are listed in the Victoria University Senate Minutes, which are published on the Victoria University website.

### **Sexual Violence and Sexual Harassment (Policy on)**

All members of the Victoria University community should have the ability to study, work and live in a campus environment free from Sexual Violence, including Sexual Assault and Sexual Harassment. The Governing Council of the University of Toronto has approved a [Policy on Sexual Violence and Sexual Harassment](#) to protect members of the community. The highest standards of confidentiality are maintained in order to protect any party against unsubstantiated claims which might result in harm or malicious gossip.

### **Stale Dating**

Free-standing credits, i.e., those not applied to a degree, become stale dated after eight years. Degrees, however, never become stale dated.

### **Summer Study**

Courses are offered for credit during the summer by the various TST colleges, and students can register in the usual way. The maximum number of courses a student may take is four.

### **Time Allowed for Completion of Programs**

Diploma students must complete their coursework within eight years.

### **Written Assignments**

Written assignments are to be submitted according to the instructor's guidelines.

### **Writing Centre**

One-on-one counselling sessions and effective writing workshops are available to all Emmanuel College students through the Emmanuel College Registrar's Office.

## WRITTEN WORK: GRADING

Student grading schedule as outlined in the *TST Basic Degree Handbook*.

<b>A RANGE: Excellent: Student shows original thinking, analytic ability, critical evaluations, broad knowledge base.</b>				
<b>Letter Grade</b>	<b>Numerical Equivalents</b>	<b>Grade Point</b>	<b>Grasp of Subject Matter</b>	<b>Other Qualities Expected of Students</b>
A+	90-100	4.0	Profound and Creative	Strong evidence of original thought, of analytic and synthetic ability; sound and penetrating critical evaluations which identify assumptions of those they study as well as their own; mastery of an extensive knowledge base.
A	85-89	4.0	Outstanding	
A-	80-84	3.7	Excellent	

<b>B RANGE: Good: Student shows critical capacity and analytic ability, understanding of relevant issues, familiarity with the literature.</b>				
<b>Letter Grade</b>	<b>Numerical Equivalents</b>	<b>Grade Point</b>	<b>Grasp of Subject Matter</b>	<b>Other Qualities Expected of Students</b>
B+	77-79	3.3	Very Good	Good critical capacity and analytic ability; reasonable understanding of relevant issues; good familiarity with the literature.
B	73-76	3.0	Good	
B-	70-72	2.7	Satisfactory at a post-baccalaureate level.	Adequate critical capacity and analytic ability; some understanding of relevant issue; some familiarity with the literature.

<b>FZ</b>	0-69	0	Failure	Failure to meet the above criteria.
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For more information, please see Section 11 of the *TST Basic Degree Handbook*.

## **UNIVERSITY OF TORONTO POLICIES: LINKS**

[Code of Behaviour on Academic Matters](#)

[Code of Student Conduct](#)

[Policy on Sexual Violence and Sexual Harassment](#)

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