



EMMANUEL COLLEGE
OF VICTORIA UNIVERSITY IN
THE UNIVERSITY OF TORONTO

2020-2021 STUDENT HANDBOOK



Photo Credit: Arthur Mola

Table of Contents

PROGRAM INFORMATION	5
GENERAL INFORMATION	5
Credit Study	5
Non-Credit Study	5
Course Numbering	5
Course Weight	6
Course Selection	6
BASIC DEGREE PROGRAMS	7
Glossary of Terms and Definitions	7
Basic Conjoint Degree Programs	7
General Terms	7
Master of Divinity	10
Emmanuel College MDiv Program Checklist, 2020-2021	12
Emmanuel College MDiv - UCC Candidacy Pathway Program Checklist, 2020-2021...	15
Master of Divinity: Thesis	18
Master of Pastoral Studies	19
Master of Pastoral Studies: Spiritual Care – Program Overview	20
Emmanuel College MPS: Spiritual Care - Buddhist Studies Checklist, 2020-2021	21
Emmanuel College MPS: Spiritual Care – Christian Studies Checklist, 2020-2021	23
Emmanuel College MPS: Spiritual Care – Muslim Studies Checklist, 2020-2021	25
Master of Pastoral Studies: Spiritual Care with Certificate in Spiritual Care and Psychotherapy – Program Overview	27
Emmanuel College MPS, SCP Cert. Program Checklist – Buddhist Focus 2020-2021...	28
Emmanuel College MPS, SCP Cert. Program Checklist – Christian Focus, 2020-2021 .	31
Emmanuel College MPS, SCP Cert. Program Checklist – Muslim Focus, 2020-2021....	34
Master of Pastoral Studies: Social Service – Program Overview	37
Emmanuel College MPS: Social Service – Christian Studies Checklist, 2020-2021	38
Emmanuel College MPS: Social Service – Muslim Studies Checklist, 2020-2021	40
Master of Pastoral Studies: Worship and Preaching – Program Overview	42
Emmanuel College MPS Program: Worship and Preaching Checklist, 2020-2021	43

Master of Sacred Music	45
Emmanuel College MSMus Program Checklist, 2020-2021	46
Master of Theological Studies	48
Emmanuel College MTS Program Checklist, 2020-2021	49
Master of Theological Studies: Thesis.....	51
Master of Theological Studies: Theology, Spirituality and the Arts Stream	52
Emmanuel College MTS Program, Theology, Spirituality and the Arts Stream Checklist, 2020-2021	53
Master of Theological Studies – Theology, Spiritual and the Arts Stream: Thesis.....	55
COMBINED DEGREE OPTIONS.....	57
BASIC DEGREE ADMINISTRATION: FACULTY ADVISORS, PROGRAM DIRECTORS AND BASIC DEGREE DIRECTOR	58
COLLOQUIUM GUIDELINES	60
POLICIES AND GUIDELINES.....	61
Academic Progress and Probation Policy	64
Academic Sanctions for Students who have Outstanding Obligations to the University	64
Accessibility Services	65
Admissions Policy	65
Annual Theological School Report College Report Regarding Students Preparing for the Order of Ministry (CAN 217/2019).....	66
Attendance Policy	66
Code of Student Conduct	67
Computers in Examinations	67
Construed Withdrawal (Lapsed Candidacy)	67
Course Substitution	67
Degree Granting.....	68
Emmanuel College Regulations.....	68
Extra Course.....	68
Full-time/Part-time Study	68
Grade Reports	68
Grading and Evaluation	69
Graduation.....	69
Inclusive Language	70
Ineligibility for Graduate Degree Courses	70
Lapsed Candidacy (see Construed Withdrawal).....	70

Leave of Absence.....	71
Letter of Permission	71
Online and Offsite Courses	71
P/FZ (Pass/Fail)	71
Personal Information.....	71
Petitions by Basic Degree Students for Extensions to Complete Course Work	71
Privacy Policy	72
Reading Course Policy.....	72
Sequence of Courses	73
Sexual Violence and Sexual Harassment (Policy on).....	73
Stale Dating.....	73
Substitution (Course)	73
Summer Study.....	73
Supplementals	73
Time Allowed for Completion of Programs	73
Toronto School of Theology Academic Regulations.....	73
Transcripts.....	74
Written Assignments.....	76
Writing Centre	76

PROGRAM INFORMATION

GENERAL INFORMATION

Credit Study

According to the Association of Theological Schools (ATS), basic degrees are professional degrees at the graduate level. At the University of Toronto, basic (professional) degrees are categorised as second entry undergraduate degrees. The basic degree programs are open to persons preparing for ordained ministry and other forms of service in The United Church of Canada, other denominations, or other religious traditions who wish to pursue theological study at the post-baccalaureate level.

Entry to basic degree programs requires a baccalaureate degree, but no specialist background in theology. Students without an accredited baccalaureate degree or its equivalent may be admitted to the MDiv or MPS degree if the school documents through rigorous means that those students are prepared to do master's-level work.

Graduate degrees, with the exception of the MA in Theological Studies, are post-graduate degrees and an MDiv, MA or MTS degree is required for admission. Application may be made for admission to the MA program on the basis of a baccalaureate degree.

Non-Credit Study

Persons not in a degree program or a non-degree student may apply to audit individual basic degree courses at Emmanuel College.

Course instruction and readings are in English. Auditors must meet the minimum English language competency requirement and computer technical skills. Approval as an auditor depends on the permission of both the instructor and the college. Priority may be given to those with prior education formation in the course topic.

Courses that are audited will, under no circumstance, be assigned a grade; neither will they be considered for credit. Instructors will not mark written work for auditors. Auditors are expected to prepare for classes. Guidelines for participating in class exercises and discussions are to be established in consultation with the instructor.

Registration to audit a course is not done through ACORN, but directly through Emmanuel College. Course audits are **not** recorded on student transcripts at Emmanuel College.

Course Numbering

The first two digits of the course number indicate the college offering the course. The third letter indicates the program area (biblical, historical, pastoral and theological studies) within which the course falls. For an interdisciplinary course, the third letter of the course identifier is J.

Basic degree courses are numbered in the 1000 through 3000 range. 1000-level courses are introductory or foundational. 2000-level courses are general or survey courses that do not normally have prerequisites. 3000-level courses are specialized courses for which prerequisites are normally required.

Course Weight

The eighth digit of the course code (the first letter after the number) indicates the weight of the course. Within TST a course is normally worth 0.5 credits and spans one session. Such courses are referred to as “half” courses and are designated within the course coding as “H”. Some courses have a weighting of 1.0 credit. Such courses are designated as “Y” courses. “Y” courses can be offered within one session or can span the Fall and Winter sessions.

Term designator

The last letter of the course code indicates the period within which the course is taught.

- F = first half of the Fall/Winter Sessions (Sept-Dec), or first half of the Summer Session (April, May and June)
- S = second half of the Fall/Winter Sessions (Jan-April), or second half of the Summer Session (July-Aug)
- Y = Fall and Winter Sessions (Sept-April), or first and second sub-sessions of the Summer Session (April-August, or therein)

Course Selection

Basic Degree Students

The following points should be observed with respect to course selection:

- Students are strongly encouraged to follow courses in the recommended sequence. Foundational courses earlier in the sequence help to prepare you for 3000-level specialized courses in the sequence.
- Required courses in any basic degree program must be taken at Emmanuel College. Course substitutions for required courses, unless they are explicitly indicated on the degree program course checklist, require prior approval from the Program Director. Students seeking permission for such substitutions must submit a written request along with the course syllabus to the Program Director and copy the college registrar.
- The Program Director’s approval in consultation with the Basic Degree Director is required for courses taken outside of TST under Letter of Permission.

BASIC DEGREE PROGRAMS

Glossary of Terms and Definitions

Basic Conjoint Degree Programs

MDiv	=	Master of Divinity
MPS	=	Master of Pastoral Studies
MSMus	=	Master of Sacred Music
MTS	=	Master of Theological Studies

General Terms

Colloquium

Normally a Wednesday afternoon event or workshop on a topic of relevance to contemporary contexts of theological education and ministry, aimed at curricular goals of enriching College community life, and deepening theological integration, spiritual and vocational formation. One colloquium must be attended for every 10 courses of your program. It is expected that students attending a colloquium will remain for the full session to meet the colloquium requirements. At least one such opportunity will be provided each fall or winter session. Prerequisites: none.

Electives (Designated or Open)

Electives that must be taken in a particular department, subject or area as indicated by the requirements of each program. These may be taken at Emmanuel or another TST college as specified by the degree program. Consult your program checklist for specific courses in these and other categories if applicable. (on website, insert table for designated electives, perhaps).

Coloniality and Power

Any one of specifically designated courses that variously engage in diverse dimensions of power and privilege, coloniality, and Indigenous relations and experiences, including in relation to the Canadian context.

Life Stage Spiritual Care

Any 2000-3000 level course in spiritual care related to life stages and theories of human growth (e.g., youth ministry, death and dying).

Liturgical Studies

Any 2000-3000 level course in worship or homiletics.

Music Education (MSMus)

Any course in music education offered by the University of Toronto's Faculty of Music.

Performance Studies (MSMus)

Any performance studies course offered by the UofT's Faculty of Music.

Practical Theology

Any 2000-3000 level course in the Practical Theology discipline, such as church and community or Christian education.

Religious Diversity and Pluralism

A 1000-3000 level course on a religious tradition other than one (or more) with which the student identifies or that addresses the topic of religious pluralism and/or challenges related to an intercultural and interfaith global context. For the MPS program, the course must also meet Canadian Association for Spiritual Care (CASC) requirements for education in Interpretation of Sacred Texts, Teachings and Tenets of Faith, Historical Studies of a Faith Tradition, or Moral Tenets/Faith-Based Ethics.

Social Ethics or Social Service

Any 2000-3000 level course in social ethics or social ministry.

Social Service

Any 2000-3000 level course in social ministry.

Spiritual Care, Counselling, and Mental Health

Any 2000-3000 level course in spiritual care or counselling.

Spirituality

Any elective course on spirituality in one's own faith tradition.

Elective (Open)

Electives in any department taken at Emmanuel or another TST college that count toward the completion of the degree program.

Levels 1-3

Refer to the groupings of courses in all programs, arranged to achieve a particular sequencing of courses within the curriculum.

Orientation

Mandatory participation in Emmanuel College's Orientation for all entering students in support of the curricular goals of spiritual and vocational formation, community life and engagement with various contexts of ministry.

Practicum with Integrative Project

(MSMus) supervised music ministry in a congregational setting, to be taken in the final year of study, including a summative project or paper aimed at the integration of study, reflection, learning and practice. The student will arrange for the congregational setting in collaboration with the Director of the MSMus program. Prerequisite: permission of the Director.

Prerequisite

A course which one must complete before taking a subsequent course. Exemptions from prerequisites are permitted only upon permission of the instructor, on a case-by-case basis, for reasons of prior study or experience.

Supervised Pastoral Education (MDiv, MPS)

A year-long or summer-intensive unit. SPE is education for ministry under the auspices of the Canadian Association for Spiritual Care (CASC).

Testamur (MDiv)

A certification by Emmanuel College that the candidate for the Order of Ministry has completed the course of studies as prescribed by the General Council of The United Church of Canada.

Thesis (MDiv, MTS)

A summative research paper in the final level of the program on a topic chosen by a student in consultation with a supervisor (please refer to the MDiv or MTS thesis guidelines).

Master of Divinity

Purpose

The Master of Divinity (MDiv) program is intended to equip persons for ordained ministry in The United Church of Canada and other denominations, as well as other forms of ministry such as pastoral care, pastoral counselling, careers in the non-profit sector, Christian education and chaplaincy. This program may also lead to graduate study, and therefore, MDiv students have the option of writing a thesis.

Program Summary

10 courses in each of Levels 1, 2 and 3, for a total of 30, with required Emmanuel College Core Courses, Designated Electives, Open Electives and colloquia. Electives may be used to develop professional or academic specialization in particular areas. The degree may be completed purely on a part-time basis, and up to 8 years are allowed for completion. Students may use 2 electives from Level 3 to write an MDiv thesis. Those considering post-graduate studies may need to take extra courses to qualify for admission to post-graduate programs.

Learning Outcomes

Upon completion of the Master of Divinity program will be able to demonstrate:

1. Knowledge of Christian scripture, history, ethics, and theology (systematic, constructive, contextual, and pastoral) that is substantial and relevant for particular diverse ministries.
2. Comprehension of intercultural and contextual issues bearing upon ministry and leadership in diverse communities.
3. Formation and clarity of vocation in relation to appropriate church bodies or religious institutions
4. Skills, gifts and practices of ministry appropriate for leadership in communities of faith.

Program Overview

<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>
EMP 1621H Multi-Religious Theological Education and Leadership EMB 1003H Old Testament I __H 1010H History of Christianity I EMP 1021H Leading Congregations or EMP 1741H Intro to Counselling EMP 1101H Worship I EMT 1101H Theology I EMP 1301H Homiletics I EMP 1431H Education & Faith Formation EMB1501H New Testament I EMB 1506H New Testament II Colloquium I	EMB 20xxH Old Testament II/III/IV __H 2010H History of Christianity II EMP 2861H Songs of the Church EMT 2902H Christian Ethics in Context EMF 3020HY Contextual Education Elective (Open or Designated) Elective (Open or Designated) Elective (Open or Designated) Elective (Open or Designated) Elective (Open or Designated) Colloquium II	EMF 3130H Ministry Integration Elective (Open or Designated) Elective (Open or Designated) Elective (Open or Designated) Elective (Open or Designated) Elective (Open or Designated) Elective (Open or Designated) Elective (Open or Designated) Elective (Open or Designated) Colloquium III

Of the 14 Electives, 5 are Open (or undesigned), 9 are Designated (please see the Guide to Designated Electives) and must include courses in each of the following areas*:

- Bible (can be Hebrew or Greek)
- Coloniality and Power
- Liturgical Studies
- Religious Diversity and Pluralism
- Theology and Ethics
- Christian Spirituality
- History of Christianity
- Practical Theology
- Theology

**Students in the UCC Candidacy Pathway must ensure that their program of study also includes relevant compulsory courses. See the UCC MDiv Program Checklist.*

Emmanuel College MDiv Program Checklist, 2020-2021

Name: _____ Student #: _____ Date Admitted: _____

Checklist Updated by: _____ Date Updated: _____

Course or Activity	Transfer or Advanced Standing Credit, or Approved Alternative	Term Completed
LEVEL 1: FOUNDATIONAL CORE COURSES – students should take these courses first		
EMP 1621H Multi-Religious Theological Education and Leadership (<i>compulsory first year fall cohort course to be taken in the first year of studies</i>)		
EMB 1003H Old Testament I		
EMB 1501H New Testament I		
EMB 1506H New Testament II		
____H 1010H History of Christianity I		
<input type="checkbox"/> EMP 1021H Leading Congregations OR <input type="checkbox"/> EMP 1741H Intro to Counselling and SC		
EMP 1101H Worship I		
EMP 1301H Homiletics I		
EMP 1431H Education and Faith Formation		
EMT 1101H Intro to Theology		
LEVEL 2: CORE COURSES – prerequisite(s) of foundational core course(s) or permission of the instructor		
<input type="checkbox"/> EMB 2004H Old Testament II OR <input type="checkbox"/> EMB 2005H Old Testament III: Prophecy OR <input type="checkbox"/> EMB 2xxxH Old Testament IV: Psalms		
____H 2010H History of Christianity II		
EMP 2861H Songs of the Church		
EMT 2902H Christian Ethics in Context		
EMF 3020HY Contextual Education		
LEVEL 3: CORE COURSE – prerequisite(s) or permission of the instructor		
EMF 3130H Ministry Integration Seminar		
DESIGNATED ELECTIVE COURSES to be taken in each of the categories – prerequisite(s) of foundational core and/or second level course(s) or permission of the instructor		
Bible (one of the following): <input type="checkbox"/> Hebrew <input type="checkbox"/> New Testament <input type="checkbox"/> New Testament Greek <input type="checkbox"/> Old Testament		

<p>Christian Spirituality (one of the following):</p> <ul style="list-style-type: none"> <input type="checkbox"/> EMP 2206H Ministry without prayer? <input type="checkbox"/> EMP 3476H Creativity and Spirituality <input type="checkbox"/> EMP 3560H Suffering and Hope <input type="checkbox"/> EMP 3855H Global and Contemporary Worship <input type="checkbox"/> WYP 2636H Rooted in God: Personal Prayer as the Soil of Ministry <input type="checkbox"/> TST Course with permission from the faculty advisor and Program Director 		
<p>Coloniality and Power (one of the following):</p> <ul style="list-style-type: none"> <input type="checkbox"/> EMP 1601H Context, Power & Coloniality <input type="checkbox"/> EMP 3353H Anti-Racist Preaching, Education and Community Engagement <input type="checkbox"/> EMT 3451H Mission and Religious Pluralism <input type="checkbox"/> EMT 3664H Indigenous Relationships <input type="checkbox"/> EMT 3672H Theology, Violence and Peace <input type="checkbox"/> EMT 39xxH Contemporary Ethical Issues <input type="checkbox"/> EMT 3950H Ethics, Colonization, and Care of the Planet 		
<p>History of Christianity (one of the following):</p> <ul style="list-style-type: none"> <input type="checkbox"/> __H History of Christianity III <input type="checkbox"/> __H History Elective 		
<p>Liturgical Studies (one of the following):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Homiletics <input type="checkbox"/> Worship 		
<p>Practical Theology (one of the following):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Church & Community (e.g. EMP 3619H Religious Peacebuilding, WYP 1617H Community-Based Assessment and Design, TRP 2631H Church and Evangelism) <input type="checkbox"/> Christian Education (e.g. KNP 3426H Teaching Bible, SMP 3421H Faith Development Across the Lifespan, TRP 2871H We the Story Tellers) 		
<p>Religious Diversity and Pluralism (one of the following):</p> <ul style="list-style-type: none"> <input type="checkbox"/> EMP 3619H Religious Peacebuilding <input type="checkbox"/> EMP 3950H Suffering and Hope <input type="checkbox"/> EMT 1620H History of Buddhist Traditions (or other EM Buddhist course) <input type="checkbox"/> EMT 3020H Intertwined Texts (or other EM Muslim Course) <input type="checkbox"/> EMT 3451H Mission and Religious Pluralism <input type="checkbox"/> EMT 3664H Indigenous Relationships <input type="checkbox"/> EMT 3951H Christian Ethics in a Historical Perspective 		
<p>Theology (one of the following):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Theology (at EM) <input type="checkbox"/> KNT 3271H Doctrines of Reconciliation 		

Theology and Ethics (one of the following): <input type="checkbox"/> Theology (at EM or TST) <input type="checkbox"/> Ethics (at EM or TST)		
---	--	--

OPEN ELECTIVE COURSES*		
COLLEGE COLLOQUIA (one colloquium for every 10 courses)		
Colloquium I		
Colloquium II		
Colloquium III		

***Open Elective Courses:** Electives in any department taken at Emmanuel or another TST college that count toward the completion of the degree program.

Emmanuel College MDiv - UCC Candidacy Pathway Program Checklist, 2020-2021

Name: _____ Student #: _____ Date Admitted: _____

Checklist Updated by: _____ Date Updated: _____

Course or Activity	Transfer or Advanced Standing Credit, or Approved Alternative	Term Completed
LEVEL 1: FOUNDATIONAL CORE COURSES – students should take these courses first		
EMP 1621H Multi-Religious Theological Education and Leadership <i>(compulsory first year fall cohort course to be taken in the first year of studies)</i>		
EMB 1003H Old Testament I		
EMB 1501H New Testament I		
EMB 1506H New Testament II		
____H 1010H History of Christianity I		
<input type="checkbox"/> EMP 1021H Leading Congregations OR <input type="checkbox"/> EMP 1741H Intro to Counselling and SC		
EMP 1101H Worship I		
EMP 1301H Homiletics I		
EMP 1431H Education and Faith Formation		
EMT 1101H Intro to Theology		
LEVEL 2: CORE COURSES – prerequisite(s) of foundational core course(s) or permission of the instructor		
<input type="checkbox"/> EMB 2004H Old Testament II OR <input type="checkbox"/> EMB 2005H Old Testament III: Prophecy OR <input type="checkbox"/> EMB 2XXXXH Old Testament IV: Psalms		
____H 2010H History of Christianity II		
EMP 2731H Ministry of Governance and Administration		
EMP 2861H Songs of the Church		
EMT 2902H Christian Ethics in Context		
EMF 3020HY Contextual Education		
LEVEL 3: CORE COURSE – prerequisite(s) or permission of the instructor		
EMF 3130H Ministry Integration Seminar		
DESIGNATED ELECTIVE COURSES to be taken in each of the categories – prerequisite(s) of foundational core and/or second level course(s) or permission of the instructor		
Bible (one of the following): <input type="checkbox"/> Hebrew <input type="checkbox"/> New Testament <input type="checkbox"/> New Testament Greek <input type="checkbox"/> Old Testament		

<p>Christian Spirituality (one of the following):</p> <ul style="list-style-type: none"> <input type="checkbox"/> EMP 2206H Ministry without prayer? <input type="checkbox"/> EMP 3476H Creativity and Spirituality <input type="checkbox"/> EMP 3560H Suffering and Hope <input type="checkbox"/> EMP 3855H Global and Contemporary Worship <input type="checkbox"/> WYP 2636H Rooted in God: Personal Prayer as the Soil of Ministry <input type="checkbox"/> TST Course with permission from the faculty advisor and Program Director 		
<p>Coloniality and Power (one of the following):</p> <ul style="list-style-type: none"> <input type="checkbox"/> EMP 1601H Context, Power & Coloniality <input type="checkbox"/> EMP 3353H Anti-Racist Preaching, Education and Community Engagement <input type="checkbox"/> EMT 3451H Mission and Religious Pluralism <input type="checkbox"/> EMT 3664H Indigenous Relationships <input type="checkbox"/> EMT 3672H Theology, Violence and Peace <input type="checkbox"/> EMT 39xxH Contemporary Ethical Issues <input type="checkbox"/> EMT 3950H Ethics, Colonization, and Care of the Planet 		
<p>History of Christianity (one of the following):</p> <ul style="list-style-type: none"> <input type="checkbox"/> __H History of Christianity III <input type="checkbox"/> EMH 3570H UCC History 		
<p>Liturgical Studies (one of the following):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Homiletics <input type="checkbox"/> Worship 		
<p>Practical Theology (one of the following):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Church & Community (e.g. EMP 3619H Religious Peacebuilding, WYP 1617H Community-Based Assessment and Design, TRP 2631H Church and Evangelism) <input type="checkbox"/> Christian Education (e.g. KNP 3426H Teaching Bible, SMP 3421H Faith Development Across the Lifespan, TRP 2871H We the Story Tellers) 		
<p>Religious Diversity and Pluralism (one of the following):</p> <ul style="list-style-type: none"> <input type="checkbox"/> EMP 3619H Religious Peacebuilding <input type="checkbox"/> EMP 3950H Suffering and Hope <input type="checkbox"/> EMT 1620H History of Buddhist Traditions (or other EM Buddhist course) <input type="checkbox"/> EMT 3020H Intertwined Texts (or other EM Muslim Course) <input type="checkbox"/> EMT 3451H Mission and Religious Pluralism <input type="checkbox"/> EMT 3664H Indigenous Relationships <input type="checkbox"/> EMT 3951H Christian Ethics in a Historical Perspective 		
<p>Theology (one of the following):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Theology (at EM) <input type="checkbox"/> KNT 3271H Doctrines of Reconciliation 		
<p>Theology and Ethics (one of the following):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Theology (at EM or TST) <input type="checkbox"/> Ethics (at EM or TST) 		

OPEN ELECTIVE COURSES*		
COLLEGE COLLOQUIA (one colloquium for every 10 courses)		
Colloquium I		
Colloquium II		
Colloquium III		

***Open Elective Courses:** Electives in any department taken at Emmanuel or another TST college that count toward the completion of the degree program.

Master of Divinity: Thesis

The thesis counts as 2 credits in the MDiv program. It is to be completed in the final year of study. All theses need to reflect a sound methodological approach appropriate to the subject matter and discipline. The thesis should have a clearly stated research issue or problem, provide a careful description of the field, and offer a concise analysis that proposes a creative response to the issue or problem. The thesis should be clearly written, well organized and show evidence of good to excellent critical skills. For more information, please refer to the [TST Basic Degree Handbook](#) section on theses.

Prerequisites

- Achieved a minimum overall average of 80% (GPA of 3.7) in completed courses.
- Completed at least 2 courses in the area of the thesis with a minimum grade of 83% in each.
- Demonstrated research skills appropriate to the subject area of the thesis.

Standards

1. A thesis proposal should be no more than 5 pages (double-spaced), with an additional preliminary bibliography of approximately 3 pages. Thesis proposal samples are available in the Registrar's office.
2. The thesis will be 40-60 pages (12,000-18,000 words) including the bibliography.
3. The proposal and thesis should follow standard academic form and style.
4. Grading will be according to the TST basic degree grading scale.

Procedures

- Near the completion of 20 courses, the student will consult with the MDiv Program Director to choose a subject area (Bible, History, Pastoral or Theology), and ensure that the basic requirements for undertaking the thesis have been met.
- The student consults with the MDiv Program Director for guidance in identifying and choosing an appropriate thesis supervisor and second reader.
- The MDiv Program Director recommends to the Basic Degree Committee and/or Director the thesis supervisor and second reader.
- The Basic Degree Committee and/or Director appoints the thesis supervisor and second reader.
- The student works with the supervisor and second reader to finalise a thesis proposal.
- The thesis proposal and form are submitted to the Basic Degree Committee and/or Director for approval no later than May 30 prior to the final year of study.
- Upon approval, the Registrar registers the thesis using the course designator TSX3334YF/YS/YY. A copy of the approved thesis proposal and form are kept in the student's file and copied to the student, supervisor and reader.
- The student consults with the thesis supervisor throughout the completion of the thesis.
- The absolute submission due date of the thesis is March 30. The thesis advisor and second reader evaluate the thesis, and agree upon a final grade, which is then submitted to the Emmanuel College Registrar.

Master of Pastoral Studies

Purpose

The Master of Pastoral Studies (MPS) is a professional and terminal degree. The twenty-credit program allows students to specialize in one of the following three streams with interreligious foci:

- ***Spiritual Care***, for providing spiritual care in religious communities or public institutions and, if a student completes units in Supervised Pastoral Education (SPE), in compliance with the criteria of the Canadian Association for Spiritual Care (CASC).
 - Within the ***Spiritual Care*** stream, students have the option to apply for admission to the ***Certificate in Spiritual Care and Psychotherapy (SCP)***. Seats are limited and meeting the minimum admission requirements does not guarantee your admission. This certificate provides training for spiritual care and psychotherapy as a spiritual care practitioner (chaplain) in public institutions like hospitals and prisons or as a psycho-spiritual therapist (pastoral counselor) in counselling centres or other contexts; and prepares students for entry into advanced training toward Specialist certification in the [Canadian Association for Spiritual Care \(CASC\)](#) and for qualifying membership in the [College of Registered Psychotherapists of Ontario \(CRPO\)](#).
- ***Social Service***, for providing leadership in religious or secular social service agencies.
- ***Worship and Preaching***, for providing lay leadership in religious communities.

Summary

10 courses in each of Levels 1 and 2, for a total of 20, with required Emmanuel College Core Courses, Designated Electives, Open Electives and colloquia. The degree may be completed purely on a part-time basis, and up to 8 years are allowed for completion.

Interreligious Foci

- In the ***Spiritual Care stream***, students may choose focus areas in Buddhism, Christianity, or Islam.
- In the ***Social Service stream***, students may choose focus areas in Christianity or Islam.
- In the ***Worship and Preaching stream***, focus area is Christianity.
- A limited number of students who practice religious traditions other than Christianity, Islam and Buddhism, and whose traditions are taught elsewhere in the University of Toronto, may be able to substitute courses from those traditions for the faith-based required courses.

Learning Outcomes

Upon completion of the Master of Pastoral Studies program will be able to demonstrate:

1. Knowledge of sacred texts, religious history, religious-based ethics, tenets and thought of one or more religious tradition(s) in correlation with theories of social sciences that are relevant to professional practice.
2. Evidence of sustained reflection on spiritual and professional identity formation in intercultural and interfaith contexts, in relation to specialized practice.
3. Development of skills, gifts and arts of professional practice, grounded in appropriate theories, for leadership in institutional, community and other settings.

Master of Pastoral Studies: Spiritual Care – Program Overview

Buddhist Studies	Christian Studies	Muslim Studies
Level 1: Foundational Core Courses and Colloquium		
Colloquium I		
EMP 1621H Multi-Religious Theological Education and Leadership		
EMP 1741H Intro to Counselling and Spiritual Care		
EMT 1620H History of Buddhist Traditions	EMB 1003H Old Testament I	EMT 1851H Surat al-Baqara (Qur'an I)
EMT 1631H Foundational Tenets and Practices of Buddhism	EMB 1501H New Testament I	EMT 3101H Biography and Thought: Muhammad
EMP 2019H Buddhist Mindfulness Meditation or EMP 2671H Buddhist Meditative Traditions	--H 1010H History of Christianity 1 or KNH 1015H A Global History of Christianity	EMT 3607H Islamic Thought: Classical Age or EMT 3608H Islamic Thought: Modern Age
EMT 2629H Classic Buddhist Texts	EMT 1101H Theology I	EMT 3610H Religious Thought and Spirituality in Islam
		EMT 3020H Intertwined Texts
Level 2: Core Courses and Colloquium		
Colloquium II		
EMF 3020HY Contextual Education + Open Elective (= 2 courses) or TSP/EMP 355xYY Supervised Pastoral Education Basic 1 (= 2 courses)		
EMT 2630H Buddhist Ethics	EMT 2902H Christian Ethics in Context	EMT 3873H Law, Ethics, and Society
EMP 3521H Professional Ethics for Spiritual Care and Psycho-Spiritual Therapy		
EMP 3541H Integrating Theory and Practice		
Five (5) Designated Elective Courses in Levels 1 or 2		
Life Stage Spiritual Care		
Spiritual Care, Counselling, and Mental Health		
Spiritual Care, Counselling, and Mental Health		
Religious Diversity and Pluralism	Religious Diversity and Pluralism	
Coloniality and Power		
Buddhist Spirituality	Christian Spirituality	
Three (3) Open Electives	Three (3) Open Electives	Four (4) Open Electives

Emmanuel College MPS: Spiritual Care - Buddhist Studies Checklist, 2020-2021

Name: _____ Student #: _____ Date Admitted: _____

Checklist Updated by: _____ Date Updated: _____

Course or Activity	Transfer or Advanced Standing Credit, or Approved Alternative	Term Completed
Required Courses and Activities		
LEVEL 1: FOUNDATIONAL CORE COURSES – students should take these courses first		
EMP 1621H Multi-Religious Theological Education and Leadership <i>(compulsory first year fall cohort course to be taken in the first year of studies)</i>		
EMP 1741H Intro to Counselling & SC		
<input type="checkbox"/> EMP 2019H Buddhist Mindfulness Meditation OR <input type="checkbox"/> EMP 2671H Buddhist Meditative Traditions		
EMT 1620H History of Buddhist Traditions		
EMT 1631H Foundational Tenets and Practices of Buddhism		
EMT 2629H Classic Buddhist Texts		
LEVEL 2: CORE COURSES – prerequisite(s) of foundational core course(s) or permission of the instructor		
<input type="checkbox"/> EMF 3020HY Contextual Education <input type="checkbox"/> Open Elective OR <input type="checkbox"/> Supervised Pastoral Education Basic Unit 1		
EMT 2630H Buddhist Ethics		
EMP 3521H Professional Ethics		
EMP 3541H Integrating Theory & Practice		
DESIGNATED ELECTIVE COURSES to be taken in each of the categories - prerequisite(s) or permission of the instructor		
Buddhist Spirituality (Any EM elective course on Buddhist spirituality)		
Coloniality and Power (one of the following): <input type="checkbox"/> EMP 1601H Context, Power & Coloniality <input type="checkbox"/> EMP 3353H Anti-Racist Preaching, Education and Community Engagement <input type="checkbox"/> EMT 3451H Mission and Religious Pluralism <input type="checkbox"/> EMT 3664H Indigenous Relationships <input type="checkbox"/> EMT 3672H Theology, Violence and Peace <input type="checkbox"/> EMT 39xxH Contemporary Ethical Issues <input type="checkbox"/> EMT 3950H Ethics, Colonization, and Care of the Planet		
Life Stage Ministry (Any 2000-3000 level course in spiritual care related to life stages and theories of human growth)		

Religious Diversity and Pluralism <input type="checkbox"/> EMP 2875HY TST Choir <input type="checkbox"/> EMP 3619H Religious Peacebuilding <input type="checkbox"/> EMP 3950H Suffering and Hope <input type="checkbox"/> EMT 3020H Intertwined Texts (or other EM Muslim Course) <input type="checkbox"/> EMT 3451H Mission and Religious Pluralism <input type="checkbox"/> EMT 3664H Indigenous Relationships <input type="checkbox"/> EMT 3951H Christian Ethics in a Historical Perspective <input type="checkbox"/> EM foundational core course from another faith tradition with permission from the faculty advisor and Program Director		
Spiritual Care, Counselling, and Mental Health (Any 2000-3000 level course in spiritual care or counselling offered by EM or TST)		
Spiritual Care, Counselling, and Mental Health (Any 2000-3000 level course in spiritual care or counselling offered by EM or TST)		
OPEN ELECTIVE COURSES*		
COLLEGE COLLOQUIA (one colloquium for every 10 courses)		
Colloquium I		
Colloquium II		

***Open Elective Courses:** Electives in any department taken at Emmanuel or another TST college that count toward the completion of the degree program.

Emmanuel College MPS: Spiritual Care – Christian Studies Checklist, 2020-2021

Name: _____ Student #: _____ Date Admitted: _____

Checklist Updated by: _____ Date Updated: _____

Course or Activity	Transfer or Advanced Standing Credit, or Approved Alternative	Term Completed
Required Courses and Activities		
Level 1: FOUNDATIONAL CORE COURSES – students should take these courses first		
EMP 1621H Multi-Religious Theological Education and Leadership <i>(compulsory first year fall cohort course to be taken in the first year of studies)</i>		
EMP 1741H Intro to Counselling and SC		
EMB 1003H Old Testament I		
EMB 1501H New Testament I		
<input type="checkbox"/> __H 1010H History of Christianity I OR <input type="checkbox"/> KNH 1015H A Global History of Christianity		
EMT 1101H Theology I		
Level 2: CORE COURSES - prerequisite(s) of foundational core course(s) or permission of the instructor		
<input type="checkbox"/> EMF 3020HY Contextual Education AND <input type="checkbox"/> open elective OR <input type="checkbox"/> Supervised Pastoral Education Basic Unit 1		
EMT 2902H Christian Ethics in Context		
EMP 3521H Professional Ethics		
EMP 3541H Integrating Theory and Practice		
DESIGNATED ELECTIVES COURSES to be taken in each of the categories - prerequisite(s) or permission of the instructor		
Christian Spirituality (one of the following): <input type="checkbox"/> EMP 2206H Ministry without prayer? <input type="checkbox"/> EMP 3476H Creativity and Spirituality <input type="checkbox"/> EMP 3560H Suffering and Hope <input type="checkbox"/> EMP 3855H Global and Contemporary Worship <input type="checkbox"/> WYP 2636H Rooted in God: Personal Prayer as the Soil of Ministry <input type="checkbox"/> TST Course with permission from the faculty advisor and Program Director		

Coloniality and Power (one of the following): <input type="checkbox"/> EMP 1601H Context, Power & Coloniality <input type="checkbox"/> EMP 3353H Anti-Racist Preaching, Education and Community Engagement <input type="checkbox"/> EMT 3451H Mission and Religious Pluralism <input type="checkbox"/> EMT 3664H Indigenous Relationships <input type="checkbox"/> EMT 3672H Theology, Violence and Peace <input type="checkbox"/> EMT 39xxH Contemporary Ethical Issues <input type="checkbox"/> EMT 3950H Ethics, Colonization, and Care of the Planet		
Life Stage Ministry Any 2000-3000 level course in spiritual care related to life stages and theories of human growth (e.g., youth ministry, death and dying)		
Religious Diversity and Pluralism (one of the following): <input type="checkbox"/> EMP 3619H Religious Peacebuilding <input type="checkbox"/> EMP 3950H Suffering and Hope <input type="checkbox"/> EMT 1620H History of Buddhist Traditions (or other EM Buddhist course) <input type="checkbox"/> EMT 3020H Intertwined Texts (or other EM Muslim Course) <input type="checkbox"/> EMT 3451H Mission and Religious Pluralism <input type="checkbox"/> EMT 3664H Indigenous Relationships <input type="checkbox"/> EMT 3951H Christian Ethics in a Historical Perspective		
Spiritual Care, Counselling, and Mental Health Any 2000-3000 level course in spiritual care or counselling		
Spiritual Care, Counselling, and Mental Health Any 2000-3000 level course in spiritual care or counselling		
OPEN ELECTIVE COURSES*		
COLLEGE COLLOQUIA (one colloquium for every 10 courses)		
Colloquium I		
Colloquium II		

***Open Elective Courses:** Electives in any department taken at Emmanuel or another TST college that count toward the completion of the degree program.

Emmanuel College MPS: Spiritual Care – Muslim Studies Checklist, 2020-2021

Name: _____ Student #: _____ Date Admitted: _____

Checklist Updated by: _____ Date Updated: _____

Course or Activity	Transfer or Advanced Standing Credit, or Approved Alternative	Term Completed
Required Courses and Activities		
LEVEL 1: FOUNDATIONAL CORE COURSES		
EMP 1621H Multi-Religious Theological Education and Leadership <i>(compulsory first year fall cohort course to be taken in the first year of studies)</i>		
EMP 1741H Intro to Counselling and SC		
EMT 1851H Surat al-Baqara (Qur'an I)		
EMT 3020H Intertwined Texts		
EMT 3101H Biography and Thought: Muhammad		
<input type="checkbox"/> EMT 3607H Islamic Thought: Classical Age OR <input type="checkbox"/> EMT 3608H Islamic Thought: Modern Age		
EMT 3610H Religious Thought and Spirituality in Islam		
LEVEL 2: CORE COURSES – prerequisite(s) of foundational core course(s) or permission of the instructor		
<input type="checkbox"/> EMF 3020HY Contextual Education <input type="checkbox"/> Open Elective OR <input type="checkbox"/> Supervised Pastoral Education Basic Unit 1		
EMP 3521H Professional Ethics		
EMP 3541H Integrating Theory and Practice		
EMT 3873H Law, Ethics, and Society		
DESIGNATED ELECTIVE COURSES to be taken in each of the categories - prerequisite(s) or permission of the instructor		
Coloniality and Power (one of the following): <input type="checkbox"/> EMP 1601H Context, Power & Coloniality <input type="checkbox"/> EMP 3353H Anti-Racist Preaching, Education and Community Engagement <input type="checkbox"/> EMT 3451H Mission and Religious Pluralism <input type="checkbox"/> EMT 3664H Indigenous Relationships <input type="checkbox"/> EMT 3672H Theology, Violence and Peace <input type="checkbox"/> EMT 39xxH Contemporary Ethical Issues <input type="checkbox"/> EMT 3950H Ethics, Colonization, and Care of the Planet		
Life Stage Ministry (Any 2000-3000 level course in spiritual care related to life stages and theories of human growth)		
Spiritual Care, Counselling, and Mental Health (Any 2000-3000 level course in spiritual care or counselling offered by EM or TST)		

Spiritual Care, Counselling, and Mental Health (Any 2000-3000 level course in spiritual care or counselling offered by EM or TST)		
OPEN ELECTIVE COURSES*		
COLLEGE COLLOQUIA (one colloquium for every 10 courses)		
Colloquium 1		
Colloquium 2		

***Open Elective Courses:** Electives in any department taken at Emmanuel or another TST college that count toward the completion of the degree program.

Master of Pastoral Studies: Spiritual Care with Certificate in Spiritual Care and Psychotherapy – Program Overview

Buddhist Studies	Christian Studies	Muslim Studies
Level 1: Foundational Core Courses and Colloquium		
Colloquium I		
EMP 1621H Multi-Religious Theological Education and Leadership		
EMP 1741H Intro to Counselling and Spiritual Care Practice		
EMT 1620H Hist of Buddhist Trads	EMB 1003H Old Testament I	EMT 1851H Surat al-Baqara (Qur'an I)
EMT 1631H Foundational Tenets and Practices of Buddhism	--H 1010H History of Christianity I or KNH 1015H A Global History of Christianity	EMT 3101H Biography and Thought: Muhammad
EMP 2019H Buddhist Mindfulness Meditation	EMT 1101H Theology I	EMT 3607H Islamic Thought: Classical Age or EMT 3608H Islamic Thought: Modern Age
EMT 2629H Classic Buddhist Texts	EMB 1501H New Testament I	EMT 3610H Religious Thought and Spirituality in Islam
Level 2: Core Courses and Colloquium		
Colloquium II		
Supervised Pastoral Education Basic Unit 1		
Supervised Pastoral Education Basic Unit 1		
Supervised Pastoral Education Basic Unit 2		
Supervised Pastoral Education Basic Unit 2		
EMT 2630H Buddhist Ethics	EMT 2902H Christian Ethics in Context	EMT 3873H Law, Ethics, and Society
EMP 3521H Professional Ethics for Spiritual Care and Psycho-Spiritual Therapy		
KNP 3521H Psychotherapeutic Theories for Spiritual Care & Counselling		
EMP 3541H Integrating Theory and Practice		
Six (6) Designated Elective Courses in Levels 1 or 2		
Coloniality and Power		
Human Development and Theories of Growth		
Theories for Psychotherapeutic Practice		
Theories for Psychotherapeutic Practice		
Assessment/ Mental Disorders/Psychopathologies		
Special Topics in Spiritual Care and Psychotherapy		

Emmanuel College MPS, SCP Cert. Program Checklist – Buddhist Focus 2020-2021

Name of Student:

Faith-based Foundation Courses		
Course	Transfer Credit or Advanced Placement or Approved Alternatives	Term Completed
EMP 1621H Multi-Religious Theological Education and Leadership		
EMH 1620H History of Buddhist Traditions		
EMT 1631H Foundational Tenets and Practices of Buddhism		
<input type="checkbox"/> EMP 2019H Buddhist Mindfulness Meditation OR <input type="checkbox"/> EMP 2671H Buddhist Meditative Traditions		
EMT 2629H Classic Buddhist Texts		
EMT 2630H Buddhist Ethics		
Required Coloniality and Power Course – may have prerequisite(s) or permission of the instructor Any one of the specifically designated courses that variously engage in diverse dimensions of power and privilege, coloniality, and Indigenous relations and experiences, including in relation to the Canadian context.		Term Completed
<input type="checkbox"/> EMP 1601H Context, Power & Coloniality <input type="checkbox"/> EMP 3353H Anti-Racist Preaching, Education and Community Engagement <input type="checkbox"/> EMT 3451H Mission and Religious Pluralism <input type="checkbox"/> EMT 3664H Indigenous Relationships <input type="checkbox"/> EMT 3672H Theology, Violence and Peace <input type="checkbox"/> EMT 39xxH Contemporary Ethical Issues <input type="checkbox"/> EMT 3950H Ethics, Colonization, and Care of the Planet		1 Course:
Psycho-spiritual Therapy Courses		
1. Foundations for Spiritually Integrated Psychotherapeutic Practice		Term Completed
EMP 1741H Introduction to Counselling & Spiritual Care Practice		
2. Human Development & Theories of Growth		Term Completed
<input type="checkbox"/> EMP 2535H Human Growth & Development across the Life Span OR <input type="checkbox"/> KNP 1443H Human Growth & the Spiritual Journey		1 Course:
3. Professional Ethics – prerequisite(s) or permission of the instructor		Term Completed
EMP 3521H Professional Ethics Psycho-spiritual Therapy		
4. Mental Disorders/Psychopathologies & Assessment – prerequisite(s) or permission of the instructor (one of the following)		Term Completed
<input type="checkbox"/> KNP 3511H Psycho-Spiritual Assessment & Therapy OR <input type="checkbox"/> KNP 3510H Psycho-Spiritual Distress, Crises, & Therapeutic Directions OR <input type="checkbox"/> EMP 2581H Psychopathology in Mental Health		1 Course:

5. Theories of Psychotherapeutic Practice – prerequisite(s) or permission of the instructor	Term Completed
1 required core credit <u>Psychotherapeutic Theories:</u> KNP 3521H Psychotherapeutic Theories for Spiritual Care & Counselling	Required Credit:
2 courses from any of the following: <u>Systems Theories:</u> <input type="checkbox"/> RGP 3565H Contemporary Family Therapy & Spiritual Care <input type="checkbox"/> EMP 3561H Family Systems Theories for Spiritual Care & Psycho-Spiritual Therapy <input type="checkbox"/> KNP 2548H Self, Family, Cultures: Spiritual Care in Context <u>Psychodynamic:</u> <input type="checkbox"/> EMP 3538H Dreams: Psycho-Spiritual Therapy & Symbolic Language of the Soul <input type="checkbox"/> TRP 3523H Foundations of Psychodynamic Therapy <u>Cognitive-Behavioral:</u> <input type="checkbox"/> KNP 3531H Worry and Anxiety: Using CBT, DBT and ACT Therapies <input type="checkbox"/> EMP 3547H Mindfulness-Based Modalities <u>Post-Modern/Constructivist Therapies:</u> <input type="checkbox"/> RGP 3561H Postmodern Counselling & Spiritual Care <input type="checkbox"/> EMP 3651H Narrative Therapy <input type="checkbox"/> RGP 3535H Integrative Approaches to Trauma in Spiritual Care & Psychotherapy <input type="checkbox"/> EMP 3563H Aging and Spiritually Integrated Psychotherapy <u>Non-Western Psychotherapies:</u> <input type="checkbox"/> EMP 2015H Buddhism & Psychotherapy <input type="checkbox"/> EMP 2537H Islamic Psychotherapy & Spiritual Care <input type="checkbox"/> EMP 2538H Abhidhamma Buddhist Psychology	Course 1:
	Course 2:
6. Professional Functioning, Therapeutic Process, Self-awareness, Safe & Effective Use of Self: 2 (full-year) – prerequisite(s) or permission of the instructor	Term Completed
<input type="checkbox"/> TSP 3551Y / EMP 3551Y Psycho-spiritual Care & Therapy Practicum – CPE/SPE Basic 1 AND <input type="checkbox"/> TSP 3552Y / EMP 3552Y Psycho-spiritual Care & Therapy Practicum – CPE/SPE Basic 2	
7. Required Capstone Course – minimum 75% completion of the program + 2 CPE/SPE	Term Completed
EMP 3541H Integrating Theory & Practice: Spiritual Care & Psycho-Spiritual Therapy	
8. Special Topics Elective – may have prerequisite(s) or permission of the instructor	Term Completed
Options include 1 additional course from categories 4 or 5 OR 1 of the following: <input type="checkbox"/> EMP 3559H Spiritual Care with Dying & Grieving Persons <input type="checkbox"/> WYP 2528H Pastoral Psychology <input type="checkbox"/> RGP 3251H Psychotherapy & Spiritual Direction <input type="checkbox"/> EMP 2522H Muslim Mental Health <input type="checkbox"/> EMP 3514H Working with Couples in Marriage & Family Therapy <input type="checkbox"/> EMP 3606H Global Perspectives Violence against Women <input type="checkbox"/> EMP 2010H Buddhist Mindfulness Approaches to Mental Health <input type="checkbox"/> EMP 2520H Mindfulness and Counselling in the Community <input type="checkbox"/> KNP 3502H Dying and Suffering Across Cultures <input type="checkbox"/> RGP 3550H Psychology & Religion <input type="checkbox"/> RGP 3541H Mental Health and Religion <input type="checkbox"/> RGP 3554H Psychology of Faith Development <input type="checkbox"/> RGP 3571H Religion & Mental Disorder <input type="checkbox"/> SAP 2261H Psychology & Spirituality <input type="checkbox"/> EMP 3560H Suffering & Hope: Perspectives on SCP <input type="checkbox"/> EMP 3548H Historical Contexts of Counselling & Psychotherapy: Care & Cure of Souls <input type="checkbox"/> TSP 3357Y Psycho-spiritual Care & Therapy Practicum – CPE Basic 3 <input type="checkbox"/> TSP 3561H Spiritual Care & Psycho-Spiritual Therapy in a Pandemic	1 Course:

Required Colloquia (1 per 10 courses)	Term Completed
Colloquium 1	
Colloquium 2	

Emmanuel College MPS, SCP Cert. Program Checklist – Christian Focus, 2020-2021

Name of Student:

Faith-based Foundation Courses		
Course	Transfer Credit or Advanced Placement or Approved Alternatives	Term Completed
EMP 1621H Multi-Religious Theological Education and Leadership		
EMB 1003H Old Testament I		
EMB 1501H New Testament I		
<input type="checkbox"/> --H 1010 History of Christianity I OR <input type="checkbox"/> KNH 1015H A Global History of Christianity		
EMT 1101H Theology I		
EMT 2902H Christian Ethics in Context		
Required Coloniality and Power Course – may have prerequisite(s) or permission of the instructor Any one of the specifically designated courses that variously engage in diverse dimensions of power and privilege, coloniality, and Indigenous relations and experiences, including in relation to the Canadian context.		Term Completed
<input type="checkbox"/> EMP 1601H Context, Power & Coloniality <input type="checkbox"/> EMP 3353H Anti-Racist Preaching, Education and Community Engagement <input type="checkbox"/> EMT 3451H Mission and Religious Pluralism <input type="checkbox"/> EMT 3664H Indigenous Relationships <input type="checkbox"/> EMT 3672H Theology, Violence and Peace <input type="checkbox"/> EMT 39xxH Contemporary Ethical Issues <input type="checkbox"/> EMT 3950H Ethics, Colonization, and Care of the Planet		1 Course:
Psycho-spiritual Therapy Courses		
9. Foundations for Spiritually Integrated Psychotherapeutic Practice		Term Completed
EMP 1741H Introduction to Counselling & Spiritual Care Practice		
10. Human Development & Theories of Growth		Term Completed
<input type="checkbox"/> EMP 2535H Human Growth & Development across the Life Span OR <input type="checkbox"/> KNP 1443H Human Growth & the Spiritual Journey		1 Course:
11. Professional Ethics – prerequisite(s) or permission of the instructor		Term Completed
EMP 3521H Professional Ethics Psycho-spiritual Therapy		
12. Mental Disorders/Psychopathologies & Assessment – prerequisite(s) or permission of the instructor		Term Completed
<input type="checkbox"/> KNP 3511H Psycho-Spiritual Assessment & Therapy OR <input type="checkbox"/> KNP 3510H Psycho-Spiritual Distress, Crises, & Therapeutic Directions OR <input type="checkbox"/> EMP 2581H Psychopathology in Mental Health		1 Course:

13. Theories of Psychotherapeutic Practice – prerequisite(s) or permission of the instructor	Term Completed
1 required core credit <u>Psychotherapeutic Theories:</u> KNP 3521H Psychotherapeutic Theories for Spiritual Care & Counselling	Required Credit:
2 courses from any of the following: <u>Systems Theories:</u> <input type="checkbox"/> RGP 3565H Contemporary Family Therapy & Spiritual Care <input type="checkbox"/> EMP 3561H Family System Theories for Spiritual Care & Psycho-Spiritual Therapy <input type="checkbox"/> KNP 2548H Self, Family, Cultures: Spiritual Care in Context <u>Psychodynamic:</u> <input type="checkbox"/> EMP 3538H Dreams: Psycho-Spiritual Therapy & Symbolic Language of the Soul <input type="checkbox"/> TRP 3523H Foundations of Psychodynamic Therapy <u>Cognitive-Behavioural:</u> <input type="checkbox"/> KNP 3531H Worry and Anxiety: Using CBT, DBT and ACT Therapies <input type="checkbox"/> EMP 3547H Mindfulness-Based Modalities <u>Post-Modern/Constructivist Therapies:</u> <input type="checkbox"/> RGP 3561H Postmodern Counselling & Spiritual Care <input type="checkbox"/> EMP 3651H Narrative Therapy <input type="checkbox"/> RGP 3535H Integrative Approaches to Trauma in Spiritual Care & Psychotherapy <input type="checkbox"/> EMP 3563H Aging and Spiritually Integrated Psychotherapy <u>Non-Western Psychotherapies:</u> <input type="checkbox"/> EMP 2015H Buddhism & Psychotherapy <input type="checkbox"/> EMP 2537H Islamic Psychotherapy & Spiritual Care <input type="checkbox"/> EMP 2538H Abhidhamma Buddhist Psychology	Course 1:
	Course 2:
14. Professional Functioning, Therapeutic Process, Self-awareness, Safe & Effective Use of Self: 2 (full-year) – prerequisite(s) or permission of the instructor	Term Completed
<input type="checkbox"/> TSP 3551Y / EMP 3551Y Psycho-spiritual Care & Therapy Practicum – CPE/SPE Basic 1 AND	
<input type="checkbox"/> TSP 3552Y / EMP 3552Y Psycho-spiritual Care & Therapy Practicum – CPE/SPE Basic 2	
15. Required Capstone Course – minimum 75% completion of the program + 2 CPE/SPE	Term Completed
EMP 3541H Integrating Theory & Practice: Spiritual Care & Psycho-Spiritual Therapy	
16. Special Topics Elective – may have prerequisite(s) or permission of the instructor	
Options include 1 additional course from categories 4 or 5 OR 1 of the following: <input type="checkbox"/> EMP 3559H Spiritual Care with Dying & Grieving Persons <input type="checkbox"/> WYP 2528H Pastoral Psychology <input type="checkbox"/> RGP 3251H Psychotherapy & Spiritual Direction <input type="checkbox"/> EMP 2522H Muslim Mental Health <input type="checkbox"/> EMP 3514H Working with Couples in Marriage & Family Therapy <input type="checkbox"/> EMP 3606H Global Perspectives Violence against Women <input type="checkbox"/> EMP 2010H Buddhist Mindfulness Approaches to Mental Health <input type="checkbox"/> EMP 2520H Mindfulness and Counselling in the Community <input type="checkbox"/> KNP 3502H Dying and Suffering Across Cultures <input type="checkbox"/> RGP 3550H Psychology & Religion <input type="checkbox"/> RGP 3541H Mental Health and Religion <input type="checkbox"/> RGP 3554H Psychology of Faith Development <input type="checkbox"/> RGP 3571H Religion & Mental Disorder <input type="checkbox"/> SAP 2261H Psychology & Spirituality <input type="checkbox"/> EMP 3560H Suffering & Hope: Perspectives on SCP <input type="checkbox"/> TSP 3357Y Psycho-spiritual Care & Therapy Practicum – CPE Basic 3 <input type="checkbox"/> TSP 3561H Spiritual Care & Psycho-Spiritual Therapy in a Pandemic	1 Course: Term Completed:

Required Colloquia (1 per 10 courses)	Term Completed
Colloquium 1	
Colloquium 2	

Emmanuel College MPS, SCP Cert. Program Checklist – Muslim Focus, 2020-2021

Name of Student:

Faith-based Foundation Courses		
Course	Transfer Credit or Advanced Placement or Approved Alternatives	Term Completed
EMP 1621H Multi-Religious Theological Education and Leadership		
EMT 1851H Surat al-Baqara (Qur'an I)		
EMT 3101H Biography and Thought: Muhammed		
<input type="checkbox"/> EMT 3607 Islamic Thought: Classical Age OR <input type="checkbox"/> EMT 3608H Islamic Thought: Modern Age		
EMT 3610 Religious Thought and Spirituality in Islam		
EMT 3863H Law, Ethics, and Society		
Required Coloniality and Power Course – may have prerequisite(s) or permission of the instructor Any one of the specifically designated courses that variously engage in diverse dimensions of power and privilege, coloniality, and Indigenous relations and experiences, including in relation to the Canadian context.		Term Completed
<input type="checkbox"/> EMP 1601H Context, Power & Coloniality <input type="checkbox"/> EMP 3353H Anti-Racist Preaching, Education and Community Engagement <input type="checkbox"/> EMT 3451H Mission and Religious Pluralism <input type="checkbox"/> EMT 3664H Indigenous Relationships <input type="checkbox"/> EMT 3672H Theology, Violence and Peace <input type="checkbox"/> EMT 39xxH Contemporary Ethical Issues <input type="checkbox"/> EMT 3950H Ethics, Colonization, and Care of the Planet		1 Course:
Psycho-spiritual Therapy Courses		
17. Foundations for Spiritually Integrated Psychotherapeutic Practice		Term Completed
EMP 1741H Introduction to Counselling & Spiritual Care Practice		
18. Human Development & Theories of Growth		Term Completed
<input type="checkbox"/> EMP 2535H Human Growth & Development across the Life Span OR <input type="checkbox"/> KNP 1443H Human Growth & the Spiritual Journey		1 Course:
19. Professional Ethics – prerequisite(s) or permission of the instructor		Term Completed
EMP 3521H Professional Ethics Psycho-spiritual Therapy		
20. Mental Disorders/Psychopathologies & Assessment – prerequisite(s) or permission of the instructor		Term Completed
<input type="checkbox"/> KNP 3511H Psycho-Spiritual Assessment & Therapy OR <input type="checkbox"/> KNP 3510H Psycho-Spiritual Distress, Crises, & Therapeutic Directions OR <input type="checkbox"/> EMP 2581H Psychopathology in Mental Health		1 Course:

21. Theories of Psychotherapeutic Practice – prerequisite(s) or permission of the instructor	Term Completed
1 required core credit <u>Psychotherapeutic Theories:</u> KNP 3521H Psychotherapeutic Theories for Spiritual Care & Counselling	Required Credit:
2 courses from any of the following: <u>Systems Theories:</u> <input type="checkbox"/> RGP 3565H Contemporary Family Therapy & Spiritual Care <input type="checkbox"/> EMP 3561H Family Systems Theories for Spiritual Care & Psycho-Spiritual Therapy <input type="checkbox"/> KNP 2548H Self, Family, Cultures: Spiritual Care in Context <u>Psychodynamic:</u> <input type="checkbox"/> EMP 3538H Dreams: Psycho-Spiritual Therapy & Symbolic Language of the Soul <input type="checkbox"/> TRP 3523H Foundations of Psychodynamic Therapy <u>Cognitive-Behavioral:</u> <input type="checkbox"/> KNP 3531H Worry and Anxiety: Using CBT, DBT and ACT Therapies <input type="checkbox"/> EMP 3547H Mindfulness-Based Modalities <u>Post-Modern/Constructivist Therapies:</u> <input type="checkbox"/> RGP 3561H Postmodern Counselling & Spiritual Care <input type="checkbox"/> EMP 3651H Narrative Therapy <input type="checkbox"/> RGP 3535H Integrative Approaches to Trauma in Spiritual Care & Psychotherapy <input type="checkbox"/> EMP 3563H Aging and Spiritually Integrated Psychotherapy <u>Non-Western Psychotherapies:</u> <input type="checkbox"/> EMP 2015H Buddhism & Psychotherapy <input type="checkbox"/> EMP 2537H Islamic Psychotherapy & Spiritual Care <input type="checkbox"/> EMP 2538H Abhidhamma Buddhist Psychology	Course 1:
	Course 2:
22. Professional Functioning, Therapeutic Process, Self-awareness, Safe & Effective Use of Self: 2 (full-year) – prerequisite(s) or permission of the instructor	Term Completed
<input type="checkbox"/> TSP 3551Y / EMP 3551Y Psycho-spiritual Care & Therapy Practicum – CPE/SPE Basic 1 AND	
<input type="checkbox"/> TSP 3552Y / EMP 3552Y Psycho-spiritual Care & Therapy Practicum – CPE/SPE Basic 2	
23. Required Capstone Course – minimum 75% completion of program + 2 CPE/SPE	Term Completed
EMP 3541H Integrating Theory & Practice: Spiritual Care & Psycho-Spiritual Therapy	
24. Special Topics Elective – may have prerequisite(s) or permission of the instructor	
Options include 1 additional course from categories 4 or 5 OR 1 of the following: <input type="checkbox"/> EMP 3559H Spiritual Care with Dying & Grieving Persons <input type="checkbox"/> WYP 2528H Pastoral Psychology <input type="checkbox"/> RGP 3251H Psychotherapy & Spiritual Direction <input type="checkbox"/> EMP 2522H Muslim Mental Health <input type="checkbox"/> EMP 3514H Working with Couples in Marriage & Family Therapy <input type="checkbox"/> EMP 3606H Global Perspectives Violence against Women <input type="checkbox"/> EMP 2010H Buddhist Mindfulness Approaches to Mental Health <input type="checkbox"/> EMP 2520H Mindfulness and Counselling in the Community <input type="checkbox"/> RGP 3550H Psychology & Religion <input type="checkbox"/> RGP 3541H Mental Health and Religion <input type="checkbox"/> RGP 3554H Psychology of Faith Development <input type="checkbox"/> RGP 3571H Religion & Mental Disorder <input type="checkbox"/> SAP 2261H Psychology & Spirituality <input type="checkbox"/> EM P3560H Suffering & Hope: Perspectives on SCP <input type="checkbox"/> EMP 3548H Historical Contexts of Counselling & Psychotherapy: Care & Cure of Souls <input type="checkbox"/> TSP 3357Y Psycho-spiritual Care & Therapy Practicum – CPE Basic 3 <input type="checkbox"/> TSP 3561H Spiritual Care & Psycho-Spiritual Therapy in a Pandemic	1 Course: Term Completed:

Required Colloquia (1 per 10 courses)	Term Completed
Colloquium 1	
Colloquium 2	

Master of Pastoral Studies: Social Service – Program Overview

Christian Studies	Muslim Studies
Level 1: Foundational Core Courses and Colloquium	
Colloquium I	
EMP 1621H Multi-Religious Theological Education and Leadership	
EMP 1741H Intro to Counselling and Spiritual Care Practice	
EMB 1003H Old Testament I	EMT 1851H Surat al-Baqara (Qur'an I)
--H 1010H History of Christianity I or KNH 1015H A Global History of Christianity	EMT 3101H Biography and Thought: Muhammad
EMT 1101H Theology I	EMT 3607H Islamic Thought: Classical Age or EMT 3608H Islamic Thought: Modern Age
EMB 1501H New Testament I	EMT 3610H Religious Thought and Spirituality in Islam
	EMT 3020H Intertwined Texts
Level 2: Core Courses and Colloquium	
Colloquium II	
EMF 3020HY Contextual Education + Open Elective (= 2 courses) or TSP/EMP 355xYY Supervised Pastoral Education Basic 1 (= 2 courses)	
EMT 2902H Christian Ethics in Context	EMT 3873H Law, Ethics, and Society
EMP 3521H Professional Ethics for Spiritual Care and Psycho-Spiritual Therapy	
EMP 3541H Integrating Theory and Practice	
Designated Elective Courses in Levels 1 or 2	
Coloniality and Power	
Social Service	
Social Ethics or Social Service	
Spiritual Care and Counselling	
Religious Diversity and Pluralism	
Spirituality	
Three (3) Open Electives	Four (4) Open Electives

Emmanuel College MPS: Social Service – Christian Studies Checklist, 2020-2021

Name: _____ Student #: _____ Date Admitted: _____

Checklist Updated by: _____ Date Updated: _____

Course or Activity	Transfer or Advanced Standing Credit, or Approved Alternative	Term Completed
Required Courses and Activities		
LEVEL 1: FOUNDATIONAL CORE COURSES – students should take these courses first		
EMP 1621H Multi-Religious Theological Education and Leadership <i>(compulsory first year fall cohort course to be taken in the first year of studies)</i>		
<input type="checkbox"/> EMP 1021H Leading Congregations OR <input type="checkbox"/> EMP 1741H Intro to Counselling and SC		
EMB 1003H Old Testament I		
EMB 1501H New Testament I		
--H 1010H History of Christianity I OR KNH 1015H A Global History of Christianity		
EMT 1101H Theology I		
LEVEL 2: CORE COURSES - prerequisite(s) of foundational core and/or second level course(s) or permission of the instructor		
<input type="checkbox"/> EMF 3020HY Contextual Education <input type="checkbox"/> Open Elective OR <input type="checkbox"/> Supervised Pastoral Education Basic Unit 1		
EMT 2902H Christian Ethics in Context		
EMP 3521H Professional Ethics		
EMP 3541H Integrating Theory and Practice		
DESIGNATED ELECTIVE COURSES to be taken in each of the categories - prerequisite(s) or permission of the instructor		
Christian Spirituality (one of the following): <input type="checkbox"/> EMP 2206H Ministry without prayer? <input type="checkbox"/> EMP 3476H Creativity and Spirituality <input type="checkbox"/> EMP 3560H Suffering and Hope <input type="checkbox"/> EMP 3855H Global and Contemporary Worship <input type="checkbox"/> WYP 2636H Rooted in God: Personal Prayer as the Soil of Ministry <input type="checkbox"/> TST Course with permission from the faculty advisor and Program Director		

Coloniality and Power (one of the following): <input type="checkbox"/> EMP 1601H Context, Power & Coloniality <input type="checkbox"/> EMP 3353H Anti-Racist Preaching, Education and Community Engagement <input type="checkbox"/> EMT 3451H Mission and Religious Pluralism <input type="checkbox"/> EMT 3664H Indigenous Relationships <input type="checkbox"/> EMT 3672H Theology, Violence and Peace <input type="checkbox"/> EMT 39xxH Contemporary Ethical Issues <input type="checkbox"/> EMT 3950H Ethics, Colonization, and Care of the Planet		
Religious Diversity and Pluralism (one of the following): <input type="checkbox"/> EMP 3619H Religious Peacebuilding <input type="checkbox"/> EMP 3950H Suffering and Hope <input type="checkbox"/> EMT 1620H History of Buddhist Traditions (or other EM Buddhist course) <input type="checkbox"/> EMT 3020H Intertwined Texts (or other EM Muslim Course) <input type="checkbox"/> EMT 3451H Mission and Religious Pluralism <input type="checkbox"/> EMT 3664H Indigenous Relationships <input type="checkbox"/> EMT 3951H Christian Ethics in a Historical Perspective		
Social Service (Any 2000-3000 level course in social ministry offered by EM or TST)		
Social Ethics or Social Service (Any 2000-3000 level course in social ethics or social ministry offered by EM or TST)		
Spiritual Care and Counselling (Any 2000-3000 level course in spiritual care or counselling offered by EM or TST)		
OPEN ELECTIVE COURSES*		
COLLEGE COLLOQUIA (one colloquium for every 10 courses)		
Colloquium 1		
Colloquium 2		

***Open Elective Courses:** Electives in any department taken at Emmanuel or another TST college that count toward the completion of the degree program.

Emmanuel College MPS: Social Service – Muslim Studies Checklist, 2020-2021

Name: _____ Student #: _____ Date Admitted: _____

Checklist Updated by: _____ Date Updated: _____

Course or Activity	Transfer or Advanced Standing Credit, or Approved Alternative	Term Completed
Required Courses and Activities		
Level 1: FOUNDATIONAL CORE COURSES – students should take these courses first		
EMP 1621H Multi-Religious Theological Education and Leadership <i>(compulsory first year fall cohort course to be taken in the first year of studies)</i>		
<input type="checkbox"/> EMP 1741H Intro to Counselling and SC		
EMT 1851H Surat al-Baqara (Qur'an I)		
EMT 3020H Intertwined Texts		
EMT 3101H Biography and Thought: Muhammad		
<input type="checkbox"/> EMT 3607H Islamic Thought: Classical Age OR <input type="checkbox"/> EMT 3608H Islamic Thought: Modern Age		
EMT 3610H Religious Thought and Spirituality in Islam		
LEVEL 2: CORE COURSES - prerequisite(s) of foundational core and/or second level course(s) or permission of the instructor		
<input type="checkbox"/> EMF 3020HY Contextual Education <input type="checkbox"/> Open Elective OR <input type="checkbox"/> Supervised Pastoral Education Basic Unit 1		
EMP 3521H Professional Ethics		
EMP 3541H Integrating Theory and Practice		
EMT 3873H Law, Ethics, and Society		
DESIGNATED ELECTIVE COURSES to be taken in each of the categories - prerequisite(s) or permission of the instructor		
Coloniality and Power (one of the following): <input type="checkbox"/> EMP 1601H Context, Power & Coloniality <input type="checkbox"/> EMP 3353H Anti-Racist Preaching, Education and Community Engagement <input type="checkbox"/> EMT 3451H Mission and Religious Pluralism <input type="checkbox"/> EMT 3664H Indigenous Relationships <input type="checkbox"/> EMT 3672H Theology, Violence and Peace <input type="checkbox"/> EMT 39xxH Contemporary Ethical Issues <input type="checkbox"/> EMT 3950H Ethics, Colonization, and Care of the Planet		
Social Service (Any 2000-3000 level course in social ministry offered by EM or TST)		
Social Ethics or Social Service (Any 2000-3000 level course in social ethics or social ministry offered by EM or TST)		

Spiritual Care and Counselling (Any 2000-3000 level course in spiritual care or counselling offered by EM or TST)		
OPEN ELECTIVE COURSES*		
COLLEGE COLLOQUIA (one colloquium for every 10 courses)		
Colloquium 1		
Colloquium 2		

***Open Elective Courses:** Electives in any department taken at Emmanuel or another TST college that count toward the completion of the degree program.

Master of Pastoral Studies: Worship and Preaching – Program Overview

Level 1: Foundational Core Courses and Colloquium
Colloquium I
EMP 1621H Multi-Religious Theological Education and Leadership
EMB 1003H Old Testament I
--H 1010H History of Christianity 1 or KNH 1015H A Global History of Christianity
EMT 1101H Theology I
EMB 1501H New Testament I
Level 2: Core Courses and Colloquium
Colloquium II
EMP 1101H Worship I
EMP 2861H Songs of the Church
EMF 3020HY Contextual Education
EMP 3541H Integrating Theory and Practice
Seven (7) Designated Elective Courses in Levels 1 or 2
Three (3) Liturgical Studies Courses (Worship or Homiletics)
Coloniality and Power
Pastoral Theology
Religious Diversity and Pluralism
Christian Spirituality
Four (4) Open Electives

Emmanuel College MPS Program: Worship and Preaching Checklist, 2020-2021

Name: _____ Student #: _____ Date Admitted: _____

Checklist Updated by: _____ Date Updated: _____

Course or Activity	Transfer or Advanced Standing Credit, or Approved Alternative	Term Completed
Required Courses and Activities		
Level 1: FOUNDATIONAL CORE COURSES – students should take these courses first		
EMP 1621H Multi-Religious Theological Education and Leadership <i>(compulsory first year fall cohort course to be taken in the first year of studies)</i>		
EMB 1003H Old Testament I		
EMB 1501H New Testament I		
<input type="checkbox"/> __H 1010H History of Christianity I OR <input type="checkbox"/> KNH 1015H A Global History of Christianity		
EMP 1101H Worship I		
EMP 1301H Homiletics I		
EMT 1101H Theology I		
LEVEL 2: CORE COURSES – prerequisite(s) of foundational core course(s) or permission of the instructor		
EMF 3020HY Contextual Education		
EMP 2861H Songs of the Church		
EMP 3541H integrating Theory & Practice		
DESIGNATED ELECTIVE COURSES to be taken in each of the categories - prerequisite(s) or permission of the instructor		
Christian Spirituality (one of the following): <input type="checkbox"/> EMP 2206H Ministry without prayer? <input type="checkbox"/> EMP 3476H Creativity and Spirituality <input type="checkbox"/> EMP 3560H Suffering and Hope <input type="checkbox"/> EMP 3855H Global and Contemporary Worship <input type="checkbox"/> WYP 2636H Rooted in God: Personal Prayer as the Soil of Ministry <input type="checkbox"/> TST Course with permission from the faculty advisor and Program Director		
Coloniality and Power (one of the following): <input type="checkbox"/> EMP 1601H Context, Power & Coloniality <input type="checkbox"/> EMP 3353H Anti-Racist Preaching, Education and Community Engagement <input type="checkbox"/> EMT 3451H Mission and Religious Pluralism <input type="checkbox"/> EMT 3664H Indigenous Relationships <input type="checkbox"/> EMT 3672H Theology, Violence and Peace <input type="checkbox"/> EMT 39xxH Contemporary Ethical Issues <input type="checkbox"/> EMT 3950H Ethics, Colonization, and Care of the Planet		

Liturgical Studies (one of the following): <input type="checkbox"/> Homiletics <input type="checkbox"/> Worship		
Liturgical Studies (one of the following): <input type="checkbox"/> Homiletics <input type="checkbox"/> Worship		
Liturgical Studies (one of the following): <input type="checkbox"/> Homiletics <input type="checkbox"/> Worship		
Pastoral Theology		
Religious Diversity and Pluralism (one of the following): <input type="checkbox"/> EMP 3619H Religious Peacebuilding <input type="checkbox"/> EMP 3950H Suffering and Hope <input type="checkbox"/> EMT 1620H History of Buddhist Traditions (or other EM Buddhist course) <input type="checkbox"/> EMT 3020H Intertwined Texts (or other EM Muslim Course) <input type="checkbox"/> EMT 3451H Mission and Religious Pluralism <input type="checkbox"/> EMT 3664H Indigenous Relationships <input type="checkbox"/> EMT 3951H Christian Ethics in a Historical Perspective		
OPEN ELECTIVE COURSES*		
COLLEGE COLLOQUIA (one colloquium for every 10 courses)		
Colloquium I		
Colloquium II		

***Open Elective Courses:** Electives in any department taken at Emmanuel or another TST college that count toward the completion of the degree program.

Master of Sacred Music

Purpose

The Master of Sacred Music (MSMus) provides graduate-level training in the art of leading sacred music with both musical and theological depth to equip persons from any Christian tradition for competent leadership of music for worship in congregations and other settings. Areas of specialty include: conducting, composition, guitar, organ, piano and voice.

Program Summary

10 courses in each of Levels 1 and 2, for a total of 20 credits, including core courses at both Emmanuel College and the University of Toronto's Faculty of Music, and electives and additional requirements in each Level. The degree may be completed purely on a part-time basis, and up to 8 years are allowed for completion.

Learning Outcomes

Upon completion of the Master of Sacred Music program will be able to demonstrate:

1. An informed musical sensibility in performance practice.
2. Basic knowledge of Christian scripture, history, and theology.
3. Competency in the skills, gifts, and arts of ministry appropriate for leadership in local congregations and other settings.

Program Overview

<u>Level 1</u>	<u>Level 2</u>
EMP 1621H Multi-Religious Theological Education and Leadership EMB 1003H Old Testament I <i>or</i> EMB 1501H New Testament I -- H 1010H History of Christianity I or KNH 1015H A Global History of Christianity EMP 1101H Worship I EMJ 1207H Choral Conducting I EMJ 1384H Applied Performance I EMJ 1001H Ensemble EMT 1101H Theology I EMP 1431H Education and Faith Formation Elective (Open) Colloquium I	EMB 1003H Old Testament I or EMB 1501H New Testament I EMJ 2207H Choral Conducting II EMJ 2384H Applied Performance II EMP 2861H Songs of the Church EMP 3858H History of Sacred Music EMP 2875HY TST Choir Elective (Open) Elective (Designated) Elective (Designated) EMP 3145HY Practicum with Integrative Project Oral Comprehensive Exam Colloquium II

The 2 Faculty of Music Designated Electives will normally include courses in the following areas:

- Music Education
- Performance Studies

Of the 2 Open Electives, one must be taken at Emmanuel College and the other at any TST college.

Emmanuel College MSMus Program Checklist, 2020-2021

Name: _____ Student #: _____ Date
Admitted: _____

Checklist Updated by: _____ Date
Updated: _____

Course or Activity	Transfer or Advanced Standing Credit, or Approved Alternative	Term Completed
Required Courses and Activities		
LEVEL 1: FOUNDATIONAL COURSES – students should take these courses first		
EMP 1621H Multi-Religious Theological Education and Leadership (compulsory first year fall cohort course to be taken in the first year of studies)		
EMB 1003H Old Testament I		
EMB 1501H New Testament I		
____H 1010H History of Christianity I OR KNH 1015H A Global History of Christianity		
EMP 1101H Worship I		
EMJ 1384H Applied Performance I		
EMJ 1207H Choral Conducting I		
EMP 1431H Education and Faith Formation		
EMT 1101H Theology I		
EMJ 1001H Ensemble		
LEVEL 2: CORE COURSES - prerequisite(s) of foundational core course(s) or permission of the instructor		
EMP 2861H Songs of the Church		
EMP 2875HY TST Choir		
EMP 3858H History of Sacred Music		
EMJ 2384H Applied Performance II		
EMJ 2207H Choral Conducting II		
IN FINAL YEAR		
EMP 3145HY Practicum with Integrative Project		
Oral Comprehensive Exam		
DESIGNATED ELECTIVE COURSES to be taken in each of the categories – prerequisite(s) of foundational core and/or second level course(s) or permission of the instructor		
Music Education		
Performance Studies		
OPEN ELECTIVE COURSES		

COLLEGE COLLOQUIA (one colloquium for every 10 courses)	
Colloquium I	
Colloquium II	

Master of Theological Studies

Purpose

The Master of Theological Studies (MTS) is a twenty-credit program that provides flexibility to create a program of study to suit your academic interests. Electives may be used to construct either a “survey” (non-specialized) or specialized program of study. The MTS is designed especially for anyone who is interested in a vocation in lay theological leadership. This program may also lead to graduate study, and therefore, MTS students have the option of writing a thesis.

Program Summary

10 courses in each of Levels 1 and 2, for a total of 20 credits, with required Emmanuel College Core Courses, Electives and colloquia. Electives may be used to construct either a “survey” (non-specialized) or specialized program of study. The degree may be completed purely on a part-time basis, and up to 8 years are allowed for completion.

Learning Outcomes

Upon completion of the Master of Theological Studies program will be able to demonstrate:

1. Knowledge of scripture, history, ethics, and theology that is substantial and relevant.
2. Comprehension of intercultural, interreligious and contextual issues bearing upon theological research and scholarship.
3. Skills and practices of theological scholarship.

Program Overview

<u>Level 1</u>	<u>Level 2</u>
EMP 1621H Multi-Religious Theological Education and Leadership EMB 1003H Old Testament I --H 1010H History of Christianity I EMB 1501H New Testament I EMT 1101H Theology I EMB 20xxH Old Testament II/III/IV or EMB 1506H New Testament II Elective (Open or Designated) Elective (Open or Designated) Elective (Open or Designated) Elective (Open or Designated) Colloquium I	EMT 2902H Christian Ethics in Context --H 2010H History of Christianity II EMT xxxxH Theology or KNT 3271H Doctrines of Reconciliation Elective (Open or Designated) Elective (Open or Designated) Elective (Open or Designated) Elective (Open or Designated) Elective (Open or Designated) Elective (Open or Designated) Elective (Open or Designated) Colloquium II

Of the 11 Electives, 5 are Open (or undesignated), 6 are Designated and must include courses in each of the following areas:

- Christian Spirituality
- Coloniality and Power
- Ethics
- History of Christianity
- Religious Diversity and Pluralism
- Theology

Students may use Open Electives for biblical languages (Hebrew I and II; Greek I and II). Two Open Electives from Level II may be used to write a thesis. Students in this program must consult with the MTS Program Director to select the courses that fulfill their program goals.

Emmanuel College MTS Program Checklist, 2020-2021

Name: _____ Student #: _____ Date
Admitted: _____

Checklist Updated by: _____ Date
Updated: _____

Course or Activity	Transfer or Advanced Standing Credit, or Approved Alternative	Term Completed
LEVEL 1: FOUNDATIONAL CORE COURSES – students should take these courses first		
EMP 1621H Multi-Religious Theological Education and Leadership <i>(compulsory first year fall cohort course to be taken in the first year of studies)</i>		
EMB 1003H Old Testament I		
EMB 1501H New Testament I		
___H 1010H History of Christianity I		
<input type="checkbox"/> EMB 1506H New Testament II OR <input type="checkbox"/> EMB 2004H Old Testament II OR <input type="checkbox"/> EMB 2005H Old Testament III: Prophecy OR <input type="checkbox"/> EMB 20xxH Old Testament IV: Psalms		
EMT 1101H Theology I		
___H 2010H History of Christianity II		
LEVEL 2: CORE COURSES - prerequisite(s) of foundational core course(s) or permission of the instructor		
EMT 2902H Christian Ethics in Context		
<input type="checkbox"/> Theology (at EM) OR <input type="checkbox"/> KNT 3271H Doctrines of Reconciliation		
DESIGNATED ELECTIVE COURSES to be taken in each of the categories – prerequisite(s) of foundational core and/or second level course(s) or permission of the instructor		
Christian Spirituality (one of the following): <input type="checkbox"/> EMP 2206H Ministry without prayer? <input type="checkbox"/> EMP 3476H Creativity and Spirituality <input type="checkbox"/> EMP 3560H Suffering and Hope <input type="checkbox"/> EMP 3855H Global and Contemporary Worship <input type="checkbox"/> WYP 2636H Rooted in God: Personal Prayer as the Soil of Ministry <input type="checkbox"/> TST Course with permission from the faculty advisor and MTS Program or BD Director		

Coloniality and Power (one of the following): <input type="checkbox"/> EMP 1601H Context, Power & Coloniality <input type="checkbox"/> EMP 3353H Anti-Racist Preaching, Education and Community Engagement <input type="checkbox"/> EMT 3451H Mission and Religious Pluralism <input type="checkbox"/> EMT 3664H Indigenous Relationships <input type="checkbox"/> EMT 3672H Theology, Violence and Peace <input type="checkbox"/> EMT 39xxH Contemporary Ethical Issues <input type="checkbox"/> EMT 3950H Ethics, Colonization, and Care of the Planet		
Ethics		
History of Christianity		
Religious Diversity and Pluralism (one of the following): <input type="checkbox"/> EMP 3619H Religious Peacebuilding <input type="checkbox"/> EMP 3950H Suffering and Hope <input type="checkbox"/> EMT 1620H History of Buddhist Traditions (or other EM Buddhist course) <input type="checkbox"/> EMT 3020H Intertwined Texts (or other EM Muslim Course) <input type="checkbox"/> EMT 3451H Mission and Religious Pluralism <input type="checkbox"/> EMT 3664H Indigenous Relationships <input type="checkbox"/> EMT 3951H Christian Ethics in a Historical Perspective		
Theology		
OPEN ELECTIVES*		
COLLEGE COLLOQUIA (one colloquium for every 10 courses)		
Colloquium I		
Colloquium II		

***Open Elective Courses:** Electives in any department taken at Emmanuel or another TST college that count toward the completion of the degree program.

Master of Theological Studies: Thesis

The goal of an MTS thesis is for a student to demonstrate the ability to complete a substantial research project. The thesis counts as 2 credits in the MTS program. It is to be completed in the final year of study. All theses need to reflect a sound methodological approach appropriate to the subject matter and discipline. The thesis should have a clearly stated research issue or problem, provide a careful description of the field, and offer a concise analysis that proposes a creative response to the issue or problem. The thesis should be clearly written, well organized and show evidence of good to excellent critical skills. For more information, please refer to the [TST Basic Degree Handbook](#) section on theses.

Prerequisites

- Achieved a minimum overall average of 80% (GPA of 3.7) in completed courses.
- Completed at least 2 courses in the area of the thesis with a minimum grade of 83% in each.
- Demonstrated research skills appropriate to the subject area of the thesis.

Standards

- A thesis proposal should be no more than 5 pages (double-spaced), with an additional preliminary bibliography of approximately 3 pages. Thesis proposal samples are available in the Registrar's office.
- The thesis will be 50-75 pages (15,000-23,000 words) including the bibliography.
- The proposal and thesis should follow standard academic form and style.
- Grading will be according to the TST basic degree grading scale.

Procedures

- Near the completion of 10 courses, the student will consult with the MTS Program Director to choose a subject area (e.g., Bible/Sacred Texts, History, Pastoral/Professional, etc.), and ensure that the basic requirements for undertaking the thesis have been met.
- The student consults with the MTS Program Director for guidance in identifying and choosing an appropriate thesis supervisor and second reader.
- The MTS Program Director recommends to the Basic Degree Committee and/or Director the thesis supervisor and second reader.
- The Basic Degree Committee and/or Director appoints the thesis supervisor and second reader.
- The student works with the supervisor and second reader to finalise a thesis proposal.
- The thesis proposal and form are submitted to the Basic Degree Committee and/or Director for approval no later than May 30 prior to the final year of study.
- Upon approval, the Registrar registers the thesis using the course designator TSX3334YF/YS/YY. A copy of the approved thesis proposal and form are kept in the student's file and copied to the student, supervisor and reader.
- The student consults with the thesis supervisor throughout the completion of the thesis.
- The absolute submission due date of the thesis is March 30. The thesis advisor and second reader evaluate the thesis, and agree upon a final grade, which is then submitted to the Emmanuel College Registrar.

Master of Theological Studies: Theology, Spirituality and the Arts Stream

Program Summary

8 courses in Level 1 and 12 courses for Level 2, for a total of 20 credits, with required Emmanuel College Core Courses, Designated Electives, and additional Electives for the Stream. Electives are designed to focus academic content in the area of theology, spirituality and the arts.

The degree may be completed purely on a part-time basis, and up to 8 years are allowed for completion.

Preparation & Orientation

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

Program Overview

<u>Level 1</u>	<u>Level 2</u>
<p>EMP 1621H Multi-Religious Theological Education and Leadership</p> <p>EMB 1003 Old Testament I</p> <p>EMB 1501 New Testament I</p> <p>--H 1010 History of Christianity I</p> <p>EMB 2004 Old Testament II or</p> <p>EMB 1506 New Testament II or</p> <p>EMB 2005H Old Testament III or</p> <p>EMB 20xxH Old Testament IV</p> <p>EMT 1101 Theology I</p> <p>--H 2010 History of Christianity II</p> <p>RGT 1120H Theology, Spirituality and the Arts</p> <p>Colloquium I</p>	<p>EMT 2902 Christian Ethics in Context</p> <p>Designated Elective: Theology (at EM) or</p> <p>KNT 3271H Doctrines of Reconciliation</p> <p>Designated Elective: Christian Spirituality</p> <p>Designated Elective: Coloniality & Power (at EM)</p> <p>Designated Elective: Rel Diversity and Pluralism</p> <p>Stream-focused Electives: from list of eligible TST</p> <ul style="list-style-type: none"> • Theology • History of Christianity • Ethics • Open Elective • Open Elective <p>Final Synthesis Paper or Summative Exercise (2 credits)</p> <p>Colloquium II</p>

Where prerequisites permit (or permission is granted), Level II courses may be taken before Level I courses.

Students in this program must consult carefully with their faculty advisors to select the courses that fulfill their program goals. This is especially important, given the 5 stream elective required for this program and the need to plan for the Final Synthesis Paper or Summative Exercise.

***Emmanuel College MTS Program, Theology, Spirituality and the Arts Stream
Checklist, 2020-2021***

Name: _____ Student #: _____ Date
Admitted: _____

Checklist Updated by: _____ Date
Updated: _____

Course or Activity	Transfer or Advanced Standing Credit, or Approved Alternative	Term Completed
LEVEL 1: FOUNDATIONAL CORE COURSES – students should take these courses first		
EMP 1621H Multi-Religious Theological Education and Leadership <i>(compulsory first year fall cohort course to be taken in the first year of studies)</i>		
EMB 1003H Old Testament I		
EMB 1501H New Testament I		
____H 1010H History of Christianity I		
<input type="checkbox"/> EMB 1506H New Testament II OR <input type="checkbox"/> EMB 2004H Old Testament II OR <input type="checkbox"/> EMB 2005H Old Testament III: Prophecy OR <input type="checkbox"/> EMB 20xxH Old Testament IV: Psalms		
EMT 1101H Theology I		
____H 2010H History of Christianity II		
RGT1120H Theology, Spirituality and the Arts		
LEVEL 2: CORE COURSES - prerequisite(s) of foundational core course(s) or permission of the instructor		
EMT 2902H Christian Ethics in Context		
<input type="checkbox"/> Theology (at EM) OR <input type="checkbox"/> KNT 3271H Doctrines of Reconciliation		
DESIGNATED ELECTIVE COURSES to be taken in each of the categories – prerequisite(s) of foundational core and/or second level course(s) or permission of the instructor.		
Christian Spirituality (one of the following): <input type="checkbox"/> EMP 2206H Ministry without prayer? <input type="checkbox"/> EMP 3476H Creativity and Spirituality <input type="checkbox"/> EMP 3560H Suffering and Hope <input type="checkbox"/> EMP 3855H Global and Contemporary Worship <input type="checkbox"/> WYP 2636H Rooted in God: Personal Prayer as the Soil of Ministry <input type="checkbox"/> TST Course with permission from the faculty advisor and MTS Program or BD Director		

Coloniality and Power (one of the following): <input type="checkbox"/> EMP 1601H Context, Power & Coloniality <input type="checkbox"/> EMP 3353H Anti-Racist Preaching, Education and Community Engagement <input type="checkbox"/> EMT 3451H Mission and Religious Pluralism <input type="checkbox"/> EMT 3664H Indigenous Relationships <input type="checkbox"/> EMT 3672H Theology, Violence and Peace <input type="checkbox"/> EMT 39xxH Contemporary Ethical Issues <input type="checkbox"/> EMT 3950H Ethics, Colonization, and Care of the Planet		
Religious Diversity and Pluralism (one of the following): <input type="checkbox"/> EMP 3619H Religious Peacebuilding <input type="checkbox"/> EMP 3950H Suffering and Hope <input type="checkbox"/> EMT 1620H History of Buddhist Traditions (or other EM Buddhist course) <input type="checkbox"/> EMT 3020H Intertwined Texts (or other EM Muslim Course) <input type="checkbox"/> EMT 3451H Mission and Religious Pluralism <input type="checkbox"/> EMT 3664H Indigenous Relationships <input type="checkbox"/> EMT 3951H Christian Ethics in a Historical Perspective		
STREAM COURSES: 5 courses from the list of eligible stream courses, offered from across TST		
Ethics		
History of Christianity		
Theology		
Open		
Open		
FINAL SYNTHESIS PAPER or SUMMATIVE EXERCISE		
TSX3334YY – one term		
TSX3334YY – second term		
COLLEGE COLLOQUIA (one colloquium for every 10 courses)		
Colloquium I		
Colloquium II		

Master of Theological Studies – Theology, Spiritual and the Arts Stream: Thesis

The goal of an MTS thesis is for a student to demonstrate the ability to complete a substantial research project. The thesis counts as 2 credits in the MTS program. It is to be completed in the final year of study. All theses need to reflect a sound methodological approach appropriate to the subject matter and discipline. The thesis should have a clearly stated research issue or problem, provide a careful description of the field, and offer a concise analysis that proposes a creative response to the issue or problem. The thesis should be clearly written, well organized and show evidence of good to excellent critical skills. For more information, please refer to the TST Basic Degree Handbook section on theses.

Prerequisites

- Achieved a minimum overall average of 80% (GPA of 3.7) in completed courses.
- Completed at least 2 courses in the area of the thesis with a minimum grade of 83% in each.
- Demonstrated research skills appropriate to the subject area of the thesis.

Standards

A thesis proposal should be no more than 5 pages (double-spaced), with an additional preliminary bibliography of approximately 3 pages. Thesis proposal samples are available in the Registrar's office.

- The thesis will be 50-75 pages (15,000-23,000 words) including the bibliography.
- The proposal and thesis should follow standard academic form and style.
- Grading will be according to the TST basic degree grading scale.

Procedures

Near the completion of 10 courses, the student will consult with the MTS Program Director to choose a subject area (e.g., Bible/Sacred Texts, History, Pastoral/ Professional, etc.), and ensure that the basic requirements for undertaking the thesis have been met.

- The student consults with the MTS Program Director for guidance in identifying and choosing an appropriate thesis supervisor and second reader.
- The MTS Program Director recommends to the Basic Degree Committee and/or Director the thesis supervisor and second reader.
- The Basic Degree Committee and/or Director appoints the thesis supervisor and second reader.
- The student works with the supervisor and second reader to finalise a thesis proposal.

The thesis proposal and form are submitted to the Basic Degree Committee and/or Director for approval no later than May 30 prior to the final year of study.

- Upon approval, the Registrar registers the thesis using the course designator TSX3334YF/YS/YY. A copy of the approved thesis proposal and form are kept in the student's file and copied to the student, supervisor and reader.
- The student consults with the thesis supervisor throughout the completion of the thesis.

- The absolute submission due date of the thesis is March 30. The thesis advisor and second reader evaluate the thesis, and agree upon a final grade, which is then submitted to the Emmanuel College Registrar.

COMBINED DEGREE OPTIONS

It is possible to earn both the MDiv and MPS degrees. For more information, contact the [Admissions Counsellor](#) and the [Registrar](#).

BASIC DEGREE ADMINISTRATION: FACULTY ADVISORS, PROGRAM DIRECTORS AND BASIC DEGREE DIRECTOR

Basic Degree students are notified in writing after admission of their assigned Faculty Advisor. Faculty advisors provide support in general matters during the course of their studies at the college. They act as a first line of response to questions of an academic nature, and can refer students to Program Directors, the Basic Degree Director or Registrar in the event of complex circumstances.

Faculty Advisors, Program Directors, the Basic Degree Director, Registrar and college staff are all resources for the support of your academic progress; however, it is important to emphasize that the onus is on each student to ensure that all their program requirements are met. The program checklists provided in this handbook will help you track your progress.

Faculty Advisors will help you understand the requirements of your degree program, which required or elective courses you should take, and when you should take them. The Program Director oversees larger concerns related to your program and the curriculum as a whole, including advanced standing and transfer credits and the thesis proposal process. The Basic Degree Director oversees matters relating to long-range planning, petitions for extensions, leaves of absence, letters of permission, as well as the administration of academic policies.

Your Faculty Advisor discusses with you general directions in course planning (selection of courses, choice of a biblical language, thesis writing, etc.) and vocational discernment. If you have concerns or questions about adjusting to life in theological school, your Faculty Advisor can listen, offer support, and assist you in finding any other help you might need. If your advisor does not know the answer to your questions, they can tell you who does. They can direct you to various support services (for example, assistance with writing essays through the Victoria University writing centre).

The staff in the main office know the answers about whom to see and where to obtain almost anything connected with your academic program, including information about financial aid and assistance with technical details of the registration process. They will be delighted to assist you!

Since many of the courses you will be taking are required, it will be quite easy to figure out where to begin by looking at the program checklist. The Glossary of Terms and Definitions are also helpful references. If you are a part-time student, the decision may be influenced by when courses are scheduled. If you run into a problem, contact your Faculty Advisor to arrange a time to meet. Be aware that a faculty member may work away from the college over the summer, or be on vacation. If they are not immediately available when you call, you can leave a message or send an e-mail, ask someone in the

main office for advice, or use your best judgment to register, and review your decision with your Faculty Advisor before classes begin.

COLLOQUIUM GUIDELINES

Purpose

Colloquia at Emmanuel College serve to further the curricular objectives of Basic Degree programs. They are designed to serve one or more of the degree program outcomes for each degree. 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 (13:30-14:45). Attendance is required at one colloquium for every 10 courses taken by all BD students. (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.

Content

Colloquia should entail:

1. An initial proposal that links desired outcomes to the above purpose and objectives, and that provides a description of the event and qualified persons involved.
2. Means to evaluate the success of the learning gained by students.
 - For example, a questionnaire distributed following the event or interviews with attendees.

Process for Approval

Colloquium proposals may be submitted by students and/or faculty. Budget support must be identified. Proposals are vetted by the Basic Degree Committee and approved by faculty, with the BD Director or designated faculty member assuming responsibility for planning the event. Should no proposal be forthcoming, the BD Committee will be accountable for coordinating the colloquia.

POLICIES AND GUIDELINES

Academic Appeals, Review of grades, etc.

Conjoint basic degree students of Emmanuel College have the right to a review and appeal of grades at the College level and, if they remain dissatisfied, to the TST and, in turn, to the University of Toronto. The principles and practices followed by Emmanuel College, as outlined below, follow the policies of the TST (see also TST Basic Conjoint Degree Handbook, sections 11.8 and 16) and the UofT (see UofT Governing Council's [UofT Code of Behaviour on Academic Matters](#)). At the Emmanuel College level, the Basic Degree Director is responsible for the oversight and support of basic degree student access to fair and confidential processes of grade review and appeals.

I. Review of Marks on Assignments

Stage 1: Informal Resolution

1. Explanation by Instructor

A student who is dissatisfied with a mark on assignment or academic exercise within a course should first request a meeting with the person who assigned the mark to seek an explanation. If the person who has assigned the mark is not the instructor of the course, the student should meet and consult with the instructor of the course within the two-week period following the receipt of the mark. The instructor and the student should record/memo this meeting.

2. Re-evaluation by Instructor

If the student remains dissatisfied, they may request that the instructor re-read the assignment, identifying any specific areas of concern. In such a case the instructor must re-evaluate the assignment in a timely manner, such as within two weeks, and may then assign the same mark, a lower mark, or a higher mark to the assignment.

Stage 2: Petition to the Basic Degree Director

1. Petition to the Basic Degree Director

If the student remains dissatisfied, they may petition (in writing or by email) the Basic Degree Director within a month of receiving the instructor's newly assigned mark, requesting a review of the instructor's mark and including the record/memo of the meeting between the student and the instructor. If the college of instruction is different from the student's college of registration, the student may ask the Basic Degree Director to provide initial assistance to access the process of review within another College.

2. Evaluation by Another Qualified Reader

According to the regulations in effect in the college of instruction, the Basic Degree Director or relevant official will assign another qualified reader to evaluate the assignment. Where possible, the second reader should not be

apprised of the identity of the student (nor the student the identity of the second reader), and should read the assignment free of evaluative comments of others. The syllabus, and if available, the marking rubric and assignment instructions, should be given to the second reader. The mark assigned by the second reader, whether lower than, the same as, or higher than the original mark, will become the new mark. The Basic Degree Director or relevant official will communicate the final grade to the student and the course instructor.

Stage 3: Appeal to TST

If the student remains dissatisfied and has exhausted all channels at the college level they may appeal to the TST Academic Appeals Committee of the TST Basic Degree Council. Procedures, exceptions and timelines can be found in section 16 of the TST Basic Conjoint Degree Handbook. Note that an appeal at the TST level pertains to the observance of due process, not the new mark (see 16.1.1.1 TST BD Handbook).

II. Review of Final Course Grades

Stage 1: Informal Resolution

Explanation by Instructor

A student who is dissatisfied with a final grade in a course should first request a meeting with the instructor of the course within two weeks of the grade being posted on ACORN. The instructor and the student should record/memo this meeting.

Stage 2: Petition to the Basic Degree Director

1. Petition to the Basic Degree Director

If the student remains dissatisfied, they may petition (in writing or by email) the Basic Degree Director within a month of final grade being posted on ACORN, requesting a review of the instructor's final course grade and including the record/memo of the meeting between the student and the instructor. If the college of instruction is different from the student's college of registration, the student may ask the Basic Degree Director to provide initial assistance to access the process of review within another College.

2. Evaluation by the Basic Degree Director

The Basic Degree Director or other college's designated official will review the final grade according to the policies and procedures of that college and seek to mediate between the student and the instructor. The new final grade may be lower than, the same as or higher than the original grade. The Principal will communicate the new final grade to the student and the course instructor.

Note:

- Where the review of a final course grade entails the review of specific assignments within the course, the Basic Degree Director, in consultation with the instructor and student, may choose to modify this process, incorporating aspects of the procedure for Review of Marks on Assignments, as outlined above (including evaluation by other qualified readers).
- In some courses, such as those in which learning outcomes are evaluated to a substantial extent in ways other than written work, a review of some or all aspects of the final course grade may not be possible.
- A review of the final course grade fee may be charged by and payable to the college offering the course.

Stage 3: Appeal to TST

If the student remains dissatisfied and has exhausted all channels at the college level they may appeal to the TST Academic Appeals Committee of the TST Basic Degree Council. Procedures, exceptions and timelines can be found in section 16 of the TST Basic Conjoint Degree Handbook. Note that an appeal at the TST level pertains to the observance of due process, not the new mark (see 16.1.1.1 TST BD Handbook).

Academic Integrity and Plagiarism

By the Memorandum of Agreement, University of Toronto has exclusive disciplinary jurisdiction over all TST students, whether in conjoint or non-conjoint programs, and students are required to adhere to The University of Toronto's [*Code of Behaviour on Academic Matters*](#). (See section 15 of the [*TST Basic Degree Handbook*](#)).

As section 15.1.4 of the *Code* states, "Plagiarism, defined in the *Code* as 'to represent as one's own any idea or expression of an idea or work of another in any academic examination or term test or in connection with any other form of academic work,' can sometimes be committed inadvertently by students at an early stage of their program, but inadvertence is not in itself an acceptable excuse.

Students must strenuously avoid

- (1) quoting passages from any source without using quotation marks, and
- (2) presenting information or ideas from other sources without properly referenced citations.

Before presenting any written work in a TST course, students should be sure that have a clear and accurate understanding of what constitutes plagiarism, and to avoid any embarrassment they should verify this understanding with their instructors or college officials if they have any uncertainty. Even a single instance of plagiarism may result in expulsion from studies.

Emmanuel College, through its Orientation information, occasional tutorials, teaching, library and research resources, endeavors to support students' academic integrity. See,

for example, the collection of helpful resources and videos at:
<https://guides.library.utoronto.ca/plagiarism>

Where an instructor has reasonable grounds to believe an academic offense such as plagiarism has been committed by a student, the instructor shall inform the student, invite the student to discuss the matter, and proceed according to procedures outlined in the Emmanuel College Faculty Handbook and in accord with the [TST Basic Degree Handbook](#) (section 16) and the [UofT Code of Behaviour on Academic Matters](#) (e.g., sections C.i(a) and (b)).

Academic Progress and Probation Policy

To be in good academic standing, a student registered in a degree program must make satisfactory progress toward the completion of the degree. 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 2.70 (69.99% or less)
3. who has not completed two or more courses extending into the subsequent session

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, TST and UofT

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. residence fees and other residence charges
4. library fines
5. bookstore accounts
6. loans made by colleges, faculties or the University
7. health service accounts
8. unreturned or damaged instruments, materials and equipment
9. 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. The University will not release the official document (called the diploma) which declares the degree earned, nor provide oral confirmation or written certification of degree status to external enquirers. Indebted graduands will be allowed to walk on stage and have their names appear on the convocation program.
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.

For a complete text of this policy, please see the [University of Toronto Governing Council](#) website.

Accessibility Services

Emmanuel College is governed by the policies and procedures of the University of Toronto with respect to Accessibility Services. Emmanuel students seeking academic accommodation for courses or assignments are expected to register with the Accessibility Services office. Accessibility Services 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. Services 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. The Accessibility Services office is located Koffler Student Services Centre, 214 College Street. For more information, call 416-978-8060 or visit the [Accessibility Services](#) website.

Admissions Policy

The Admissions Committee of Emmanuel College oversees the basic degree admissions process and sets minimum admission requirements for all basic degree programs as mandated by Emmanuel College, the Toronto School of Theology, the University of Toronto and the Association of Theological Schools.

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 to a basic degree program 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.

Annual Theological School Report College Report Regarding Students Preparing for the Order of Ministry (CAN 217/2019)

Faculty, as a whole, prepares these reports at a March meeting based on faculty's observations; however, the student's Faculty Advisor or Program Director signs the report.

Following preparation of the reports, students in the candidacy process are notified to come to the College office within two weeks to review and sign their reports. *A student's signature on the report indicates only that they have seen it, and does not necessarily mean that they concur with the content.* Students who require clarification of any aspect of their reports are encouraged to see their Faculty Advisor.

Students who believe that their reports are unfair, inaccurate, or poorly stated, or who are dissatisfied with them for any other reason, may seek further clarification. Given that the reports are prepared by faculty as a whole, requests for further clarification must be made in writing to faculty as a whole through a Faculty Advisor and copied to the college registrar. They should set out in detail the nature of the request. Requests for further clarification are considered by faculty only at its mid-April meeting. Therefore, these requests are to be made as soon as possible, and no later than the time of the April faculty meeting.

In order to meet the report deadline of April 30th, reports are submitted to the Office of Vocations regardless of whether they are signed by the student.

Attendance Policy

In Person Course

Attendance is mandatory.

A high rate of attendance is key to student success, given the nature of theological education and the importance of classroom interaction and learning at Emmanuel College. Students should not accept significant outside obligations during the academic term.

For a regular course, students who register and miss two (2) classes may receive a lower or failing grade for the course. In order to avoid this penalty, students must notify their instructor with a valid reason for any absence before class. Students missing twenty-five (25) percent or more of a course will be automatically withdrawn from that course.

Intensive Course

Full attendance is mandatory no matter what the delivery method is.

Online or Remote Delivery Course

Unless otherwise stated in the course syllabus, online or "remote" delivery of courses will follow a similar expectation of attendance and participation. Students who register

and miss learning activities requiring class participation (such as discussion forums, synchronous class meetings, or group project meetings) equivalent to 2/12 or 17% of the course may receive a lower or failing grade for the course. In order to avoid this penalty, students must notify their instructor with a valid reason for any absence before such portions of the course. Similarly, students missing or failing to participate in 25% percent of compulsory course activity will be automatically withdrawn from that course.

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](#). This code is administered by the College Principals respectively, and each College is required to appoint a hearing officer. Matthew Dougherty is the Emmanuel College Council Hearing Officer for the current academic session. The Investigating Officer is Judith Newman. Please also refer to the [Students Companion](#) to the Student Code of Conduct.

Computers in Examinations

Students may not use laptops or other computers to write regularly scheduled examinations in Emmanuel courses. Students with special needs who find it difficult to hand-write an examination should make alternative arrangements through the U of T [Accessibility Services](#).

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, are considered lapsed and will be deemed to have withdrawn from studies. Students who decide, at a later date, to resume studies will be required to apply for readmission. Readmission will not be guaranteed.

Course Load of Six

Incoming Basic Degree students are not permitted to take a sixth course in their first semester of studies. To be eligible to take a sixth course, a Basic Degree student must have attained at least a B+ standing.

Course Selection and 3000-Level Electives

First-year students should not register for 3000-level courses. Only exceptional cases, upon consultation with the Faculty Advisor and Program Director, may be considered.

Course Substitution

Substitution for a required course must be approved in writing by the Faculty Advisor and Program Director.

Degree Granting

University of Toronto residency requirement requires at least half of a student's degree program to be completed at the degree-granting educational institution.

Emmanuel College Regulations

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

Extra Course

An extra course is a course beyond the number required for the degree sought by a student and is not to be credited towards the degree, although it is recorded on the student's transcript. A student must designate whether a course is to be recorded as "extra" no later than the date listed for withdrawal in the session taken.

Full-time/Part-time Study

During the academic year (September to April), full-time study consists of enrollment in 2.0 - 2.5 UT course credit weight (4 - 5 HF/HS EM/TST courses) per fall or winter session. Part-time study is 1.75 or fewer UT course credit weight (3 or less HF/HS EM/TST 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. For example, different provincial student loan programs and the university health plans have different definitions of full-time and part-time study. International students are required to take a minimum of 3 courses per fall or winter session in order to meet the full-time study requirement at Emmanuel College for student visas.

Grade Reports

Grade reports or "academic history" can be viewed on ACORN.

Grading and Evaluation

Emmanuel College follows the TST grading scheme as outlined under Written Work. Final grades are recommended by the instructor to the Grades Review Committee for review and approval. The grade entered onto ACORN is final and may differ from grades received on assignments in class or posted on Quercus.

A RANGE: Excellent: Student shows original thinking, analytic ability, critical evaluations, broad knowledge base.				
Letter Grade	Numerical Equivalents	Grade Point	Grasp of Subject Matter	Other Qualities Expected of Students
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	Clear evidence of original thinking, of analytic and synthetic ability; sound critical evaluation; broad knowledge base.

B RANGE: Good: Student shows critical capacity and analytic ability, understanding of relevant issues, familiarity with the literature.				
Letter Grade	Numerical Equivalents	Grade Point	Grasp of Subject Matter	Other Qualities Expected of Students
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.

FZ	0-69	0	Failure	Failure to meet the above criteria.
-----------	------	---	---------	-------------------------------------

For more information, please see Section 11 of the *TST Basic Degree Handbook*.

Graduation

Students must submit an Intent to Graduate form in the fall to the college registrar, who will review their academic record in order to determine their eligibility. Graduation requires the completion of the degree program with not less than a B- standing in all courses, and a minimum overall average of B-. Convocation is normally held on a

Thursday afternoon at 16:00 in mid-May in the Victoria University Isabel Bader Theatre.

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.

Ineligibility for Graduate Degree Courses

Basic degree students are not normally permitted to register for courses numbered above 3999, which are graduate-level courses. 5000-level courses are intended exclusively for doctoral students. Only in a case where a student has exceptional ability and academic background in an area will a basic degree student be allowed to register for a 5000-level course, and then only with the written permission of the instructor, the student's Basic Degree Director and the TST Graduate Degree Director. In similarly exceptional cases, a basic degree student may be allowed to register for a 6000-level course, with the written permission of the instructor and the student's Basic Degree Director. A basic degree student who takes a graduate-level course must complete the same course requirements as graduate students, and will be graded on the same basis as graduate-level students. ([TST Basic Degree Handbook 9.3.2](#)) The student will be charged graduate tuition rate for the course by the college offering the course.

Lapsed Candidacy (see Construed Withdrawal)

Leave of Absence

A student may be granted up to 3 four-month blocks parental, health or compassionate leave, to be counted during the academic year (Fall or Winter session). This period of leave does not count toward the maximum number of years permitted for the completion of the student's program. A Leave of Absence is deemed to halt the period of study. When a student applies for, and is granted, a Leave of Absence, every effort should be made to fulfill outstanding coursework according to agreed upon deadlines.

Letter of Permission

Conjoint Basic Degree students wishing to specialize or to enrich their studies may enrol in courses offered at other ATS member institutions. Students will need to submit a course syllabus to the Program Director for review and approval before registering. Please consult with the Registrar about registration procedures. Students should also consult the University school or department offering the course to ascertain if cross-registered students are required to complete additional forms or to follow further procedures. Students will be required to request an official transcript from the educational institution to be sent to the Registrar after completion of the course.

Online and Offsite Courses

Students may take up to a maximum of 1/6th of their courses online and/or offsite (e.g., Letter of Permission and/or Study Abroad) in their approved degree program. (Exceptions apply to COVID-19 related delivery method accommodations.)

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.

Personal Information

Any change in the following information should be updated on ACORN:

1. Permanent/home address, UTmail and telephone number
2. Sessional address, UTmail or telephone number

Changes in the following should be reported immediately to the Emmanuel Registrar's office:

1. Citizenship status in Canada
2. United Church candidacy status (with a completed form from the relevant presbytery, etc.)

Petitions by Basic Degree Students 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 extension, and guided by the standards of the Toronto School of Theology, 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). [See 11.3.3 of the TST Basic Degree Handbook.]

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

Privacy Policy

Emmanuel College is under the jurisdiction of Victoria University's 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.

Reading Course Policy

Directed reading courses for basic degree students are *exceptional*. They are only permitted in a student's final academic session if they have at least an overall B+ average, if the proposed area of study is not covered by core faculty, and if a core faculty member is available and willing to direct the course. Basic degree students are expected to complete reading courses in the term in which the courses are registered.

Sequence of Courses

In order to meet the prerequisite standards for second-level courses, basic degree stream students **must** take required courses for their programs in the sequence outlined in the curriculum.

Sexual Violence and Sexual Harassment (Policy on)

All members of the University of Toronto 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.

Substitution (Course)

Substitution for a required course must be approved in writing by the Faculty Advisor and Program Director.

Summer Study

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

Supplementals

A student who receives a final mark for a course between 65% and 69% 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 negotiated with the instructor). If the supplemental is passed, the course grade is changed to 70% (B-). Students wishing to appeal their grade please refer to Academic Appeals, above.

Time Allowed for Completion of Programs

The course work for the MDiv, MPS, MTS or MSMus must be completed within eight years.

Toronto School of Theology Academic Regulations

As a member of the Toronto School of Theology, Emmanuel College adheres to the academic policies and procedures outlined in the *TST Handbooks*. The regulations that are in effect the year a student is admitted are the regulations under which the student is entitled to graduate.

Transcripts

The transcript of a student's record reports their complete registration history at the university including courses in progress and the standing in all courses attempted along with course average, information about the student's academic status including records of suspension and refusal of further registration, current academic sanctions, and completion of degree requirements.

At the end of each session, a sessional GPA is calculated. A cumulative GPA is calculated only at the end of the winter session.

Students can print an unofficial copy of their academic history from ACORN. An official copy can be requested through the Emmanuel College Main Office by completing the [online form](#).

Transfer Credits

On-admission transfer of credits

Transfer credit is course credit towards graduation from a degree program on the basis of one TST course credit for each equivalent course credit earned at another recognized institution accredited by the Association of Theological Schools (ATS) in the United States and Canada. Transfer credit cannot be given for courses which also have been used or will be used to meet the requirements of a degree which the student has earned or will earn elsewhere. The college may exclude as transfer credits courses that it deems outdated, and may stipulate additional limitations on the number of allowable transfer credits.

Shared credits

The college may award a student credit for work applied to another degree program, including a degree program previously completed at the same level and in the same discipline at an accredited institution. Not more than half of the credits required for the previous degree may be transferred into a new program and not more than half the credits required in the new program may be earned on the basis of shared credits. The college may stipulate additional limitations on the number of allowable shared credits.

Advanced placement

The college may award a student advanced placement, exempting a student from certain introductory courses normally required in a program while requiring a student to enroll in a higher-level elective course in the same area. Advanced placement does not, therefore, reduce the number of courses required for a degree program. The college will consider requests for advanced placement when a student demonstrates, by academic transcripts of courses previously taken, the knowledge, competence, or skills that would normally be provided by courses required for a degree program. Advanced placement cannot be granted on the basis of life or ministerial experience.

Maximum allowable amount of transfer credits:

- Up to fifteen (15) transfer credits, including those for Supervised Pastoral Education (SPE) may be granted from other United Church colleges and TST colleges for the Master of Divinity (MDiv)
- Up to ten (10) transfer credits, including those for Supervised Pastoral Education (SPE) may be granted from other United Church colleges and TST colleges for the Master of Pastoral Studies (MPS), Master of Sacred Music (MSMus), or Master of Theological Studies (MTS)
- Up to ten (10) transfer credits from other full member institutions accredited by ATS
- Up to five (5) transfer credits from associate member of ATS or candidate for accreditation by ATS

Please note that the University of Toronto residency requirement requires at least half of a student's degree program to be completed at the degree granting educational institution.

Procedure

On admission

- Upon admission to the program, students must formally request the Admissions Committee to review their academic transcripts for on-admission transfer credits. Completed courses must have a minimum GPA of 2.70 (70% or B-) to be considered. Course syllabi and, if applicable, the faculty member's curriculum vitae will be required.
- Academic assessment will take several weeks.
- Once a decision has been made, the Registrar will email the students along with a copy of the program checklist so that the students will know how the on-admission transfer credits have been applied to their degree programs.

Transfer credits and Letter of Permission (Post admission)

- To qualify, a student must have completed the first group of ten courses with a minimum CGPA of 2.70 (70% or B-). Because some institutions require a higher minimum CGPA, students are advised to check beforehand.
- Students must submit a formal request to the Registrar at least four weeks before the start of the course, along with a copy of the course syllabus and, if applicable, the faculty member's curriculum vitae.
- Requests for Letters of Permission and Transfer Credit are assessed in accordance with the policies and regulations of Emmanuel College and the Toronto School of Theology and, where necessary, in consultation with the departmental advisors for the disciplines being assessed.

- Once a decision has been made, the Registrar will email the student and the host institution with a letter of permission. The student will be responsible in requesting an official transcript upon the completion of the course.
- The college is not required to accept a transfer of credit request after a student has completed a course at another institution without prior permission from the college.

Written Assignments

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

Writing Centre

One-on-one counselling sessions and effective writing workshops are available to all Emmanuel College students through the Victoria College Writing Centre.