TORONTO SCHOOL OF THEOLOGY

Th.M. Handbook

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TORONTO SCHOOL OF THEOLOGY
Program Handbook
Master of Theology (Th.M.)

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Introduction

The Master of Theology (Th.M.) program is intended for advanced and specialized theological study beyond the basic degree level. Coursework is at the doctoral level, but the Th.M. is a much shorter program than the Th.D./Ph.D. program, and it does not require full-time study. It serves a variety of aims, including advanced theological research, preparation for some forms of teaching, preparation for doctoral study, the scholarly enhancement of the practice of ministry, and disciplined reflection on a specialized function in ministry. Two program structures are available, which are called Option I and Option II. Option I requires six advanced degree courses and a thesis. In addition, students must demonstrate competence in two research languages in addition to English. Option II requires eight courses and an extended essay, developed from an essay submitted in one of the eight courses. Language requirements for Option II are determined by the area of specialization.

Each Th.M. student works under the supervision of one of the four academic departments and within one of the four fields of study. The *Biblical Department* supervises programs in the field of biblical sources, with two areas of concentration: Old Testament and New Testament. The *Historical Department* supervises programs in the field of the history of Christianity. The *Pastoral Department* supervises programs in the field of pastoral praxis, with five areas of concentration: homiletics, pastoral theology, religious education, *liturgy*, and Christian spirituality. The *Theological Department* supervises programs in the field of theology, with four areas of concentration: systematic theology, philosophical theology / philosophy of religion, Christian ethics, and interdisciplinary studies. In addition, there is a concentration in Jewish Studies that can be pursued within any one of the four departments. These fields of study are addressed in an ecumenical context and in relation to the wider world and to other religious faiths.

This handbook is the official statement of the academic policies and procedures for the Th.M. program.

1 Advanced Degree administration

1.1 Advanced Degree Council (ADC)

Academic policies for the Th.M. degree are established by the Advanced Degree Council (ADC) of the Toronto School of Theology (TST). Members of the ADC are appointed from the participating colleges, the departments, the University of Toronto and the Advanced Degree Students Association. ADC policies must be congruent with the Memorandum of Agreement among the TST, the participating colleges and the University of Toronto; with the policies of the Ontario Council for Graduate Studies (OCGS) or its successor (to be established in conjunction with the Ontario Universities Council on Quality Assurance); with the accrediting standards of the Association of Theological Schools in the United States and Canada (ATS); and government statutes and regulations. Academic policies are administered collaboratively by the Director of Advanced Degree Programs of the TST (TST AD Director), by the Director of Advanced Degree Studies in the student's college of registration (college AD Director), and by the academic department in which the student is registered.

1.2 The participating colleges

Every Th.M. student must be accepted into one of the six participating theological institutions ("colleges"), and every applicant for admission must choose a college. The colleges

are Emmanuel College (United Church of Canada), Knox College (Presbyterian Church in Canada), Regis College (Roman Catholic, Society of Jesus), the Faculty of Theology of the University of St. Michael's College (Roman Catholic, Basilian Fathers), the Faculty of Divinity of the University of Trinity College (Anglican) and Wycliffe College (Anglican). The colleges do not establish independent program requirements for the Th.M. They support their advanced degree communities in various ways and administer bursaries.

1.3 The departments

Every Th.M. student must be accepted into one of the four TST departments, and every applicant for admission must choose a department. The four departments are the Biblical, the Historical, the Pastoral, and the Theological.

1.4 Policies and regulations

This handbook constitutes the authoritative statement of ADC policies and regulations. A decision to waive or relax an ADC regulation in an individual case may be made only by the ADC, and then only by exception for compelling reasons. This handbook also includes many policies and regulations of the departments. A decision to waive or relax a regulation which is identified as a departmental regulation may be made only by the department concerned. In accepting an offer of admission, the student becomes subject to all rules, regulations and policies contained in the Handbook and assumes the responsibility to become familiar with its contents.

1.4.1 Subsequent changes. During the course of a student's program it is to be expected that the ADC will make decisions about requirements, policies or procedures that will result in changes to this Handbook. With respect to program requirements, a student is normally governed by the requirements that were in place when he or she first registered in the program. Students cannot be bound by changes in program requirements, though they have the right to opt into any change if they wish. Most changes in policy and procedures, however, will be applicable to all students once they have been incorporated into the Handbook, especially those that involve TST structures (e.g., committees, thesis defence procedures) or that are mandated by the terms of our ATS accreditation (e.g., course or program evaluation) or our U of T affiliation (e.g., appeals process). It is the student's responsibility to stay informed about changes to the Handbook and to seek advice when unsure as to which edition of the Handbook is applicable. If a student feels that he or she has been put at a disadvantage by changes in policy or procedure, he or she can petition the ADC to allow the original Handbook to be followed in this instance or to make other appropriate accommodations.

1.4.2 Requests, petitions and appeals. A "request" is an initiative taken by a student with the purpose of taking advantage of a provision allowed under the terms of the Handbook. A "petition" is an initiative whose purpose is to seek an exception to some Handbook regulation. An "appeal" is an initiative whose purpose is to seek a change to an academic decision which affects a student adversely and which he or she considers to be unjust or inappropriate.

1.5 Location

The AD Office of the TST is located at 47 Queen's Park Crescent East, Toronto, Ontario M5S 2C3. Phone: 416-978-4050; e-mail: tstadv.degree@utoronto.ca.

1.6 Conferral of degrees

The Th.M. is conferred by the student's college of registration conjointly with the University of Toronto under the authority of statutes and regulations of the province of Ontario.

2   Rationale of the Th.M. program

2.1 Purpose of Th.M. studies at TST

The Th.M. program is intended for advanced and specialized theological study beyond the basic degree level. The student works in a collegial and collaborative context, while also developing skills and resources for independent study. Although general program requirements and a few specific departmental requirements are defined, the student has considerable latitude to design his or her own program in consultation with his or her faculty adviser.

2.2 Fields of study and areas of concentration

Four fields of study with corresponding areas of concentration are available for Th.M. students in the TST.

The following two areas of concentration are administered by the *Biblical department* within the field of biblical sources.

2.2.1 Old Testament. This area includes the language, literature, hermeneutics, theology and historical context of the canonical Old Testament, as well as related and parallel literature in the ancient Near East, and the history of interpretation.

2.2.2 New Testament. This area includes the language, literature, hermeneutics, theology and historical context of the canonical New Testament, as well as related and parallel literature in the contemporary eastern Roman Empire, and the history of interpretation.

The following field of study is administered by the *Historical department.*

2.2.3 History of Christianity. "History of Christianity" is understood in the broadest sense to include the variety of Christian traditions over the ages and throughout the world as expressed in Church, thought, and society. The department primarily accepts students who wish to prepare theses in some aspect of the following areas in the history of Christianity: Early; Western Medieval; Byzantine; 16th, 19th and 20th century European (including British); United States; Canadian.

The following five areas of concentration are administered by the *Pastoral department* within the field of pastoral praxis.

2.2.4 Homiletics. Homiletics is concerned with the history, theory and practice of preaching in relation to hermeneutics, Biblical studies, theology, liturgy, rhetoric and the life of the church.

2.2.5 Religious education. Religious Education is concerned with the philosophy and theology of education, the history of religious education in the various traditions of the Church, and with practical and theological reflection on the various forms of developmental psychology and educational theory, as well as the influence of education in many dimensions of church life.

2.2.6 Pastoral theology. Pastoral Theology is concerned with the interpretive interplay between foundational theological issues and the practical contexts of the pastoral functions of the church. It is also concerned with psychological and sociological theory and the practice of pastoral care in relation to Christian theology.

2.2.7 Liturgy. Liturgy is concerned with the historical, biblical, theological and pastoral dimensions of worship in Christian tradition, including the study of textual sources, ritual and ceremonial practices, and liturgical art, architecture and music.

2.2.8 Spirituality. Christian Spirituality is concerned with the history and practice of the spiritual life, as well as with its theoretical and practical connections with other theological disciplines and with other areas of specialization such as psychology.

The following four areas of concentration are administered by the *Theological department* within the field of theology.

2.2.9 Systematic theology. The study of Christian beliefs, systems of doctrine, and teaching, and their relation to other areas of thought.

2.2.10 Philosophy of religion / philosophical theology. The central concern in this area is the interface between philosophy and theology. Attention is focused on those areas of theological reflection given to the relational placing of Christian theology rather than to its content. While not minimizing the task of theology in interpreting the uniquely revelational, kerygmatic content of the faith, the philosophical mode of theologizing seeks to develop a theological hermeneutic which takes account of the created order and the manifold phenomena of human consciousness in both secular and religious contexts.

2.2.11 Christian ethics. Christian ethics includes foundational, medical, sexual and social ethics. Christian ethics is closely related to and overlaps with Systematic Theology. In the unitary enterprise of "faith seeking understanding within the community of the Church and humankind," the TST program in Christian ethics is focused on the appropriate engagement with the challenges to Christian faith in our day. At the same time, Christian ethicists do theology in dialogue with other disciplines in an interdisciplinary and practical manner.

2.2.12. **Special interdisciplinary studies**. This area of specialization permits an interdisciplinary linkage which could be described as "Theology and...". The second discipline might be literature, comparative religion, ecological studies or one of the social sciences (especially anthropology and sociology). The second discipline is called "the cognate discipline".

The following area of specialization is administered by any one of the four departments, depending on the student's particular area of interest.

2.2.13 Jewish studies.   The Th.M. in Jewish Studies is designed to prepare students for doctoral work in Jewish studies. Unlike the regular Th.M. program, the Th.M. in Jewish Studies has no part-time or extended-essay option. The student must be enrolled fulltime for the year in Jerusalem, and is required to complete a thesis. During the second year of the program, the student will become a member of one of the four TST departments, and will become subject to all departmental regulations regarding languages.

2.3 Program options

2.3.1 Election of option. In the application for admission, the student chooses one of the following two program options.

2.3.1.1 Option I. Option I requires six courses, of which four are in the area of major interest and two in other areas (ancillary, if possible, to the subject of the thesis); and a thesis in the area of major interest. This option may serve to qualify a student for doctoral studies within the TST.

2.3.1.2 Option II.   Option II requires eight courses, of which six are in the area of major interest and two in other areas; and an extended essay resulting from one of the courses. The aim of Option II is scholarly enhancement or disciplined reflection on a specialized function in ministry. This option will not qualify a student for doctoral studies within the TST.

2.3.2 Change in option. With the authorization of the college of registration and the department, the student may transfer from one option to the other during his or her program. In any transfer from Option II to Option I, requirements concerning languages and course levels would need to be observed.

2.4 Academic year

The program is structured chronologically according to the academic year. Each academic year begins immediately after Labour Day and is divided into three trimesters: fall (September to December), winter (January to April), and summer (April to August). Unless otherwise specified, the term "year" refers to any twelve month period beginning in September, January, or April, a period which includes three trimesters.

2.5 Specific learning outcomes

The Advanced Degree Council, working in conjunction with the departments, has developed detailed statement of intended outcomes for the Th.M. I and Th.M. II programs, which are intended to describe the knowledge, capabilities and personal attributes of a typical graduate. This statement of learning outcomes can be found in Appendix 1 and 2.

3 Admission

3.1 Requirements for admission

Applicants for admission must meet the following minimum requirements.

3.1.1 Application for admission. The applicant must complete and submit an application for admission on the prescribed form, either in hard copy or electronically through the TST website (www.tst.edu).

3.1.2 Application fee. The applicant must submit an application fee in the amount prescribed by the TST AD Director.

3.1.3 Fluency in English. An applicant whose first language is other than English must provide evidence of ability to comprehend, speak and write English at the graduate level. One of the following will constitute *prima facie* evidence of such ability. (1) Evidence of an earned degree from a recognized post-secondary institution where the language of instruction and examination is English. (2) A satisfactory result on the Test of English as a Foreign Language. Applicants requesting the transmittal of results should use the TST institution code 0655 and the department code 99. On the paper-based TOEFL, the minimum satisfactory score is 600 with a 5.0 in the Test of Written English (TWE). On the computer-based TOEFL, the minimum satisfactory score is 250. On the internet-based TOEFL, the minimum satisfactory total score is 100, with at least 22 on the Writing section and 22 on the Speaking section. (3) A grade of B in the advanced (level 60) Academic Preparation course in the English Language Program of the School of Continuing Studies of the University of Toronto, or equivalent standing at a comparable institution.

Nevertheless, even where an applicant has met the above standards, the Admissions Committee of the ADC may require or consider additional evidence of fluency in English. Even after a student has been admitted to studies, the TST AD Director may require additional evaluation of the student's fluency in English and may prescribe a course of additional study in English as a foreign language. In this case, the student will withdraw without penalty from the courses in which he or she is registered. The TST AD Director is required to take action under this paragraph when requested by a student's doctoral supervisory committee or college AD Director, or by the professor of a course in which a student is enrolled.

3.1.4 Prerequisite education. The applicant must have a baccalaureate degree, normally in Arts, from a recognized college or university (or must provide evidence of having completed equivalent studies under a different educational system); and a Master of Divinity degree or an academic master's degree in theological studies providing equivalent theological background (e.g., Master of Theological Studies, Master of Religion, Master of Arts in Theology

of at least two years' duration), with at least a high second-class standing (i.e., B+) from a recognized institution. All theological schools fully accredited by the Association of Theological Schools in the United States and Canada are deemed to be recognized institutions. Applicants from educational systems outside North America must give evidence of equivalent standing. **The Toronto School of Theology reserves the right to determine whether or not credentials of other degree-granting institutions meet the standards for its admissions programs.**

The applicant must arrange for copies of all official transcripts of post-secondary studies to be sent directly to the AD Office.   Transcripts issued to the student or unofficial transcripts are not normally accepted. However, where a TST college has an original transcript on file for the applicant, the AD Office will accept a copy certified as true by the college registrar.

3.1.5 Additional departmental requirements.

3.1.5.1 History department. An applicant proposing to specialize in the history of Christianity must show evidence from her or his previous degree programs of adequate preparation in historical studies. The department interprets historical study broadly to include not only courses in history departments but also other courses using an historical approach, offered in other departments of the humanities and the social sciences. Applicants for the Th.M. program should normally have taken at least twelve semester courses in historical studies at a postsecondary level. An applicant who lacks sufficient course preparation may, in some cases, be admitted as a Special Student, Category 2, in order to take further courses preparatory to full admission. Such courses may be taken at the undergraduate, basic degree, or advanced degree levels, and may not be used for credit towards the Th.M.

3.1.5.2 Th.M. II in Pastoral Counselling.   Applicants in Pastoral Counselling must satisfy all admission requirements set by the Canadian Association of Pastoral Practice and Education (CAPPE) and have been admitted to Advanced Level of PCE in CAPPE. Note that this program requires an additional, separate application to the Toronto Institute for Pastoral Education (http://www.tipe.ca). (See further 7.4.4 and 9.3.)

3.1.6 Competence or proficiency in research languages other than English.

3.1.6.1 Competence and proficiency defined. Competence in a language is the ability to read correctly theological texts of moderate difficulty in that language with the use of a dictionary. It is the level of skill normally acquired by the satisfactory completion of two semester courses in the language at university level. Proficiency is a level of skill normally acquired after four semester courses in the language at university level.

3.1.6.2 General requirement, Option I. For admission into Option I in the Historical, Pastoral and Theological departments, the applicant must be competent in at least one of the following languages: Biblical Hebrew, Biblical Greek, Latin, French, German, Italian, and Spanish. Alternatively, the applicant may be admitted on the condition that he or she will be able to demonstrate competence in at least one of these languages before entering the first year of studies. In some cases, another research language may be substituted for one of these languages (see 5.3).

3.1.6.3 General requirement, Option II. For admission into Option II in the Historical, Pastoral and Theological departments, there are no universally applicable language requirements. Instead, language requirements appropriate to the area of specialization are determined by the AD Director of the student's college of registration in consultation with the department.

3.1.6.4 Admissions in the Biblical department. For both Options I and II, proficiency in Biblical Hebrew is required for those proposing to specialize in Old Testament

studies, together with competence in Biblical Greek. Likewise, proficiency in Biblical Greek is required for those proposing to specialize in New Testament studies, together with competence in Biblical Hebrew.

3.1.7 Letters of reference. The applicant must arrange for two letters of academic reference to be sent directly by the referee to the AD Office. Reference forms are not provided. Referees should comment candidly and specifically about the applicant's qualifications to pursue and complete doctoral studies.

3.1.8 Statement of purpose. The applicant must submit a brief statement (between one hundred and five hundred words) outlining his or her academic interests and academic purposes.

3.1.9 Optional documentation. The applicant may submit scores from the Graduate Record Examinations.

3.2 Procedures

3.2.1 Administration. Applications for admission are administered by the AD Office. Decisions on applications are made by the Admissions Committee of the AD Council.

3.2.2 Departmental approval. Each application for admission is considered by the applicant's proposed department of study. The Admissions Committee can make an offer of admission only with the approval of the department concerned.

3.2.3 College approval. Each application is also considered by the applicant's proposed college of registration. Applicants are advised to contact the Director of AD Studies at their proposed college of registration, preferably prior to the application deadline, and to request information about the college's resources and requirements for AD studies, including financial aid. The Admissions Committee can make an offer of admission only where a participating college agrees to admit the applicant.

3.2.4 Deadlines. An application for September admission into the Th.M. program, including all supporting documentation, must be received by January 7. Late applications received on or before March 31 will be considered if space permits.

3.2.5 Criteria for decisions on admission.   After determining that the applicant meets the minimum requirements for admission to the Th.M. program, the ADC Admissions Committee will consider the following additional criteria before making an offer of admission:

- The applicant's grades in all previous post-secondary education. Particular weight is accorded to the prerequisite degrees and recent programs of study.
- The applicant's academic background in the stated area of interest.
- The potential of the applicant for advanced study as attested in the letters of reference.
- The quality of the applicant's statement of academic purpose.
- The availability of qualified supervisors in the applicant's proposed area of research.
- Evidence that the applicant is likely to complete the program.

3.2.6 Financial assistance.   Scholarships and other forms of financial assistance are administered by the participating colleges.

3.2.7 Offers of admission. When an application for admission is complete, it is brought to the next meeting of the Admissions Committee of the ADC. The Committee may decide (a) to approve the application and offer admission, (b) to offer admission in another program, department, or college, or as a special student, (c) to seek further information; or (d) to decline the application. The AD Director will write the applicant accordingly, with a copy to the

college and department concerned. An offer of admission will indicate the languages (if any) in which the applicant is deemed to have demonstrated competence or proficiency, and the conditions (if any) which have been attached to the applicant's admission.   If the applicant considers that he or she has competence in a language not noted in the letter of admission, he or she should advise the AD director in the college of registration, so that the matter can be adjudicated.

3.2.8. Acceptance by the applicant. After receiving an offer of admission, the applicant must accept it by the date stipulated in the letter, which will be about five weeks following the date of the letter. If the applicant accepts the offer of admission, she or he may also be required by the college of registration to remit a non-refundable confirmation deposit. This deposit will be applied to the tuition fees charged for the student's first term of studies.

3.2.9. Deferral of matriculation. An applicant who has accepted an offer of admission may request a deferral of matriculation (i.e., initial registration) for up to twelve months. The request must be made in writing and submitted to the AD Office. Such a request is routinely granted. The deferral may not be renewed. In order to insure a place in the program, an applicant who has requested a deferral must, prior to January 7, signify or reaffirm to the registrar of the college of registration his or her intent to matriculate.

3.2.10. Lapsed offers. Where an applicant fails to respond to an offer of admission by the date stipulated (3.2.8), or without notice fails to register at the time stated in the offer of admission, or, in the case of a deferral, fails to signify or reaffirm an intention to register (3.2.9), the offer of admission lapses. The applicant may by letter request a renewed offer of admission. The letter will be treated as a new application for admission. Documentation which is still current and on file does not need to be replaced or re-submitted.

3.3 Request for reconsideration

An applicant may request the reconsideration of a decision by the Admissions Committee of the ADC. Such a request must be made by the applicant in writing to the AD Director in a letter delivered or postmarked within thirty-five days (for overseas students, within forty-five days) of the postmarked date of the communication of the decision in question. The request must state in full the grounds for the request. The Admissions Committee will consider the request and make a determination. Decisions made by the Admissions Committee concerning admission and related matters are not subject to appeal under the terms of section 12 of this Handbook.

3.4 Fulfilment of conditions

The applicant must provide evidence by the July 1st prior to September registration that any and all conditions attached to the offer of admission have been satisfied, or else must advise the AD Office on the steps being taken to fulfill the conditions. The most common such conditions are (1) completion of a degree in process with satisfactory academic standing, (2) facility in the English language, and (3) competence in one other research language. Thus, where such conditions have been attached, the student must arrange for final transcripts of academic study, English language examination results, or evidence of competence in a theological language, as appropriate, to arrive in the AD Office by the July 1st deadline. Only after conditions have been met will the AD Office certify the student to the University of Toronto as eligible to register (but see 3.5 below).

3.5 Research language deficiencies

A student who wishes to begin studies without having met the language requirements set for entrance must petition the AD Director of the college of registration, who will consult with

the student and forward the petition to the TST AD Director. In the case of a serious deficiency, the TST AD Director may in exceptional cases and for compelling reasons admit the student as a special student in category SS1. In the case of a minor deficiency, such as a slightly substandard language examination score, the TST AD Director may issue a language waiver authorizing the student to begin the Th.M. program. In this case the student may register for a maximum of two semester courses in each of the fall and spring semesters, while preparing to meet language requirements. At the end of this time the waiver expires and the student must either satisfy the language requirements set for entrance or withdraw from the Th.M. program.

3.6. Limitation

In admitting a student to the Th.M. program, the TST does not guarantee to maintain a place for the candidate in the program.   A student who is not deemed qualified to continue in the program may be asked to withdraw.

4   Special Students

An applicant who has not been admitted as a regular student in the Th.M. program may for good reason be admitted to take advanced degree courses as a special non-degree student.

4.1 Categories of Special Students

4.1.1 Special Student Category 1 (SS1). Where an applicant for admission to the Th.M. program is deemed to have minor deficiencies in educational preparation or requirements, the Admissions Committee of the ADC may admit the applicant on probation for one or two semesters under this category. If at the end of this time the student has satisfied the terms of the probation, the special status will be removed and she or he will be given regular student status. The courses which the student has completed and the semesters during which the student has taken full-time studies under category SS1 will count towards the fulfilment of course and residence requirements for the Th.M. degree. A student may not be registered as SS1 for more than one year.

4.1.2 Special Student Category 2 (SS2).   Where an applicant for admission to the Th.M. program is deemed to have potential for studies at the Th.M. level but significant deficiencies in educational preparation or requirements, the Admissions Committee of the ADC may admit the applicant to take prescribed preparatory work. The courses which she or he completes under category SS2 are not credited towards the requirements for any degree, nor is the period of study credited towards the residence requirement for the Th.M. program.

4.1.3 Special Student Category 3 (SS3). The TST AD Director may admit a student to full-time or part-time occasional studies to take courses for credit with the permission of the instructor. These courses will not, however, be counted towards the requirements for any advanced degree program in the TST. SS3 students are not permitted to take reading and research courses.

4.1.4 Special Student Category 4 (SS4). In exceptional and compelling circumstances, late applications to the Th.M. program will be considered for special action. If, in the opinion of the TST AD Director, the AD director of the college for which application is made, and the representative of the department for which application is made, the applicant clearly meets the requirements for admission, the TST AD Director may admit him or her as an advanced degree student in category SS4. The student may take courses which will be credited to the Th.M. program if and when he or she is admitted as a regular student. The application of the student must be considered by the Admissions Committee of the ADC at its next scheduled meeting.

4.2 Restrictions

  4.2.1 Change of status. Any change of student status under 4.1 must be approved by the ADC upon recommendation of the school of registration.

  4.2.2 Expiration of status. No student may be registered as an advanced degree special student for more than two semesters, except by special action of the ADC.

5 Research language requirements

Competence in languages other than English supports students and graduates in their specialized research and assists them in taking their place in international theological conversation. (Competence and proficiency are defined in 3.1.5.1.)

  5.1 Languages required

  5.1.1 General requirement, Option I. Every student in Option I of the Th.M. program must demonstrate competence in one ancient language (Biblical Hebrew, Biblical Greek, Latin) and one modern research language (French, German, Spanish, Italian). Competence in one language must be demonstrated before entrance (3.1.6.1 & 2); competence in the other language must be demonstrated before the student begins the thesis phase of the program.

  5.1.2 General requirement, Option II. For students in Option II of the Th.M. program in the Historical, Pastoral and Theological departments, there are no universally applicable language requirements. Instead, language requirements appropriate to the area of specialization are determined by the AD Director of the student's college of registration in consultation with the department.

  5.1.3 Additional language requirements. Departments may require that students demonstrate language skills beyond the above. In particular cases the student's adviser may make a recommendation to the department on the matter.

   5.1.3.1 Biblical department. Th.M. students in the Biblical department must demonstrate appropriate levels of skill in Biblical Hebrew and Biblical Greek before entrance (see 3.1.6.4 for particulars). For students in Option I, competence in a modern research language (French, German, Spanish, and Italian) must be demonstrated before the student begins the thesis phase of the program.

   5.1.3.2 Additional language requirements for the Jewish Studies option. Students who choose the Th.M. in Jewish Studies are required to participate in an immersion course in Modern Hebrew as part of their program (see below, 7.4.3).

  5.2 Acceptable evidence of skill

  Skill in research languages may be demonstrated in the following ways.

  5.2.1 Transcript evidence. A student who has completed recognized postsecondary courses in a language within four years prior to making application for admission to the Th.M. program may by submission of transcript evidence be deemed by the Admissions Committee of the ADC to have demonstrated skill in that language.

  5.2.2 Language examination. A student may demonstrate skill in a language by taking an examination in that language administered by the TST. Examinations usually take place in September and in April. Information on language examinations, including dates of invigilation and examples of previous examinations, is available from the AD Office. Arrangements for special language examinations in other than Hebrew, Greek, Latin, German and French can be made with the AD Office.

  5.2.3 Coursework. A student may demonstrate skill in a language by the

satisfactory completion of a language course at the TST, the University of Toronto, or another recognized post-secondary institution. TST offers non-credit courses in theological German, French and Latin. Courses taken at such institutes as the Goethe Institute or Alliance française do not in themselves serve as fulfilling TST requirements, but students might choose to take such courses to prepare for a TST examination.

5.2.4 Other evidence. In the case of a modern language, the college AD Director may write a letter attesting to the student's native ability or fluency. The *Exemption from Language Requirements Form* is to be used.

5.3 Language substitutions

The ADC may permit a student to substitute another ancient or modern language for one of the normally designated ancient or modern languages under the following circumstances.

5.3.1. Conditions. The student's faculty adviser may recommend that an ancient or modern language (including a student's native language, if other than English) may be substituted for one of the normally designated ancient or modern languages where both of the following conditions apply: (1) that language is vital for his or her program of study; (2) the substitution will not impair either the integrity of the program or the student's ability to undertake specialized research in his or her field. The recommendation is made on the *Exemption from Language Requirements Form* to the department. If the department supports the recommendation, it refers it to the ADC for decision.

5.3.2 Reversion to default language requirements. If a student at the thesis proposal stage changes his or her area of research, the normal language requirements must be fulfilled if either of the conditions stated in 5.3.1 no longer applies.

6   Candidacy

6.1 Maintaining candidacy

After entering the Th.M. program, the student becomes a degree candidate, and is expected either to maintain candidacy until all degree requirements are satisfied, or withdraw from the program.

6.1.1 Demonstrating continuing involvement in the program. The normal way to maintain candidacy is to demonstrate continuing involvement in the program, which the student can do by meeting at least the following minimum requirements. (1) The student must ensure that he or she has a current program registration in each trimester of study. For information on registration procedures, see the appropriate sections below (7.6, 7.7, 7.9., 8.3.1). (2) The student must pay prescribed fees in a timely fashion. (3) The student must be in contact at least once a year with a professor who has a supervisory role over his or her studies, such as a thesis supervisor. (4) The student must maintain a current and valid postal address, as well as the address for a University-issued electronic mail account that meets a standard of service set by the Vice-President and Provost of the University, and must ensure, by providing current information to the University of Toronto's student information system (currently ROSI), that TST has access to these addresses. Students are expected to monitor and retrieve their mail, including electronic messaging account[s] issued to them by the University, on a frequent and consistent basis. (See 6.1.4.)

6.1.2 Leave of absence. A student who will not be continuing his or her involvement in the program for a period of time may maintain candidacy by requesting and receiving a leave of absence. A student may apply for a leave of absence at any point in his or her program by completing the *Request for Leave of Absence Form*, obtaining the approval by

signature of the AD Director in his or her college of registration, and submitting the form to the AD Office. The TST AD Director may then grant the leave of absence, and approval will not be unreasonably withheld. At the student's request, TST officials will treat as confidential the reason given by the student for seeking the leave of absence. Leaves are normally granted for a year beginning in September or January. A student who desires a leave of absence for more than one year must submit a new petition for the second year. A maximum of two years of leave of absence may be granted under this paragraph. Further leave can be granted only by the ADC for compelling compassionate reasons. Time taken out from the program under a leave of absence is not calculated towards the time limit for the completion of the program. A student on leave of absence does not register, does not pay fees, has no library privileges, and may make no demands upon faculty resources.

6.1.3 Lapsed candidacy. Where on September 30th a student has failed to meet the requirements for maintaining candidacy for the current academic year, the AD Director of the college of registration shall make a reasonable effort to contact the student in order to determine whether the student intends to maintain candidacy or to withdraw. Where no contact can be made or no satisfactory response answer is received, the student's candidacy lapses. The student is then withdrawn from the program. A student may later petition for re-admission to the program; each such petition will be considered on its own merits. In addition, candidacy lapses in the case of a student who has exceeded the maximum time limit for the completion of the degree, including extensions.

6.1.4 Email communication. The student will be required to activate a University email account in order to access the University's registration system, ROSI. Email to the account recorded on ROSI, and/or the postal mail system, are the principal means of communication between the TST and the student. A student's failure to monitor his or her email account recorded on ROSI will not be considered an acceptable reason for failing to receive official correspondence from the TST, its colleges, or its faculty members. An email message from TST, its colleges, or its faculty members providing information or requesting timely response will be considered as delivered on the day that it is sent to the student's email account of record. TST faculty members are not required to open an email message from a student if it is not sent from a University-issued account. A student has the right to forward his or her University-issued electronic mail account to another electronic mail service provider address but remains responsible for ensuring that all TST electronic message communication sent to the official University-issued account is received and read. The student is required to honour the University's expectations concerning use of information and communication technology as articulated in the guidelines on Appropriate Use of Information and Communication Technology (available on the web site of the Office of the Vice-President and Provost: http://www.provost.utoronto.ca/policy/use.htm).

6.2 Full-time/part-time status

Except for those in the Jewish studies option, a Th.M. student may complete the degree program entirely on a part-time basis. However, under provincial government regulations, for purposes of funding, the student's college must declare to the government whether the student is studying on a full-time basis or on a part-time basis.

6.2.1 General rule. A Th.M. student or a Special Student is considered full-time during the trimester if he or she is taking three courses for advanced degree credit.

6.2.2 Exceptions. A Th.M. student or Special Student taking fewer than three courses may still be considered full-time if he or she is also completing language requirements, completing course requirements, or working on the extended essay or thesis. In such cases, the criteria for full-time studies are as follows:

a) The student is pursuing studies as a full-time occupation and identifies himself or herself as a full-time student.

b) The student is designated by the college of registration as a full-time student and is reported as such to the AD Office.

c) The student is geographically available and works on-campus regularly. If the student proposes to be off campus for a period of more than four weeks during the term, he or she must obtain the written permission of his or her supervisor, but must remain under supervision.

d) The student is considered to be full-time by his or her supervisor.

e) The student submits to the registrar of the college of registration a signed statement testifying that he or she is a full-time student. The statement will be worded in a manner similar to the following: "I regard myself as a full-time student. I regard my other time commitments as being compatible with the demands of full-time study." If the statement is submitted for the academic year, then the student is expected to remain a full-time student for the summer trimester.

f) The student's program adviser sends an annual report to the AD Office on the progress of the student and must include in the report a statement that the student is judged to be engaged in full-time studies.

6.3 Study outside TST

A student may petition to be permitted to fulfil certain program requirements by doing work at the advanced degree level outside the University of Toronto and TST systems. The student must show that such external study will strongly support his or her educational objectives for the program, and that appropriate external courses are available. The student's faculty adviser and the student's department must both signify their support of the petition before it can be considered by the TST AD Director, who then has the authority to grant it. No more than half the courses counted towards the student's degree requirements may be external courses. The registrar of the student's college of registration will advise how the external courses will be reported in the student's academic record.

6.4 Time limits

6.4.1 General rule. The minimum term of study for a Th.M. student is three trimesters. The maximum term of study for a Th.M. student is six years.

6.4.2 Program extension. A student requiring more than six years to complete the program must complete the *Request for Program Extension Form*, obtain the approval by signature of the AD Director of the college of registration, and submit the form to the AD Office. Once the form is countersigned by the TST AD Director, the program extension is granted. A program extension is normally granted for one year beginning in September or January. A student who desires a program extension for more than one year must submit a new petition for the second year. A maximum program extension of two years may be granted under this paragraph. Further program extensions can be granted only by the ADC for compelling compassionate reasons.

6.5 Withdrawal

A student wishing to withdraw from the program must complete the *Withdrawal from Program Form* and submit it to the registrar of the college of registration, which will in turn notify the AD Office. A student who withdraws may petition for readmission at a later date; each such petition will be considered on its own merits.

7   Course requirements

7.1 Faculty adviser

The student's faculty adviser is normally the AD director of the student's college of registration. The faculty adviser assists the student in designing a course of studies, with attention to her or his educational objectives as well as to general and departmental program requirements. The adviser must authorize the student's course of studies. The adviser can recommend waivers or relaxations of regulations to the department (in the case of departmental regulations) or to the ADC (in the case of ADC regulations). When necessary or appropriate, the adviser may refer the student to another faculty member for advice or supervision.

7.2 Advanced standing, transfer of credit, advanced placement

7.2.1 Definitions. Advanced standing means that the student is exempted from taking one or more course units normally required in the program in consideration of the student's previous studies (including earned degrees) or previously acquired skills or experience. Transfer of credit means that the student receives one TST course credit for each equivalent course credit received at another recognized institution. 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. Advanced placement means that the student is exempted from taking certain courses normally required in the program, but must take other courses to make up the total number of credits required in the program.

7.2.2 Award of advanced standing or transfer of credit. Up to two trimester courses of advanced standing or transfer credit may be awarded to students in the Th.M. program. In all cases the work on the basis of which the award is made must be at the same level as the work required in the Th.M. program. The award may be made on admission by the ADC Admissions Committee. After the student's admission, the award is recommended by the college AD Director, using the *Request for Advanced Standing / Transfer Credit Form*, and approved by the TST AD Director. Doubtful cases are referred to the AD Council.

7.2.3 Advanced placement. Advanced placement is normally decided by the instructors of the required courses in question, or otherwise may be decided by the faculty adviser.

7.3 Types of courses

7.3.1 Levels of courses. Except for a certain number of courses at the 3000-level that are allowed to Option II students, Th.M. students take courses at the advanced degree level. There are three types of advanced degree courses. (a) Courses numbered in the 5000s, usually called "5000-level courses," are regularly scheduled on the TST timetable and are intended exclusively for advanced degree students. Only in cases of exceptional ability and academic background in the 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 Advanced Degree Director. If accepted into a 5000-level course basic degree students must complete the advanced level requirements of the course and will be graded on the same basis as advanced degree students in the class. In the Pastoral Department certain 5000-

level courses may be expanded to three hours per week, with basic degree students included in the first two-hour session (in which they will register for a 3000-level credit). The purpose of this arrangement is to offer a laboratory setting for the discipline and for lessons in pastoral pedagogy. (b) 6000-level courses are regularly scheduled on the TST timetable, but may include, and usually will include, basic degree students who are fulfilling lesser requirements for a 3000-level credit. In 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. If accepted into a 6000-level course basic degree students must complete the advanced level requirements of the course and will be graded on the same basis as advanced degree students in the class. (c) 7000-level courses are reading and research courses at the advanced degree level. Such courses are not a standard part of the curriculum and professors are not required to supervise them; each 7000-level course must be individually reported to the department concerned and, in some departments, must also be individually approved. A 7000-level course requires work equivalent to that of a 5000-level or 6000-level course.

7.3.2 Course scheduling. Regularly scheduled (5000-level and 6000-level) courses meet for two hours a week during the trimester for a total of fourteen or fifteen weeks including reading week and examination week (except for the three-hour courses in the Pastoral Department described in the previous paragraph).

7.3.3 Course load. A full-time course load for a Th.M. student is three courses a trimester. Each trimester course should require from the student the equivalent of at least one month's full-time work.

7.4 Required courses
7.4.1 General rule.
7.4.1.1 Option I students. The student must take six advanced degree (5000-, 6000-, or 7000-level) courses, four in the area of specialization and two from other course offerings within the department, or from other TST departments, or from the School of Graduate Studies of the University of Toronto. Only two 7000-level courses are permitted.
7.4.1.2 Option II students. The student must take eight courses (six in the major area or in an interdisciplinary subject area of major interest and two in other areas), at least half of which are at the advanced level and up to half may be 3000-level courses, with the provision that no 3000-level courses may be taken where a 6000-level course is available. Only two 7000-level courses are permitted.
7.4.1.3 Students in the Historical Department. Students registered in the Historical Department (either Th.M. I or Th.M. II) are required to take TSH5001HF (Historiography).
7.4.2 Equivalences. Courses taken outside the TST must be offered on a level commensurate with TST advanced degree courses.
7.4.3 Th.M. in Jewish studies. The Jewish studies program is an Option I program normally taken as a two-year full-time program. In *Year I*, the student resides in Jerusalem, and takes an intensive course in Modern Hebrew and five courses at Hebrew University, with the direction and support of the Bat Kol Institute, in the following areas: Jewish prayer, Talmud, Midrash, Jewish Exegesis and Jewish studies for Christians. In *Year 2,* the student is admitted into one of the four TST departments, and takes four courses at the TST (normally three courses in the fall trimester and one course in the winter trimester) in the department of registration. Of these, no more than two courses may be taken at the 7000 level. After the completion of these courses the student proceeds to research and write a Th.M. thesis.

7.4.4 Th.M. in Pastoral Counselling. This Option II Program within the Pastoral Department is offered through the TST and the Toronto Institute for Pastoral Education (TIPE). It combines advanced-level education in pastoral counselling with the advanced level academic work required in the Th.M.. The specific Program requirements are as follows:

a) Pastoral Counselling Education: two PCE internships, each representing two TST course credits (for a total of four TST course credits). Each internship requires 400 hours of participation over one year. Each is supervised at an advanced level by a CAPPE certified Teaching Supervisor.

b) Four AD-level courses over two years. Of these, one each year may be at the Ontario Institute for Studies in Education or at the School of Social Work of the University of Toronto. The student should choose courses relating to the area of specialization, consulting with her or his clinical and academic supervisors, and taking into consideration CAPPE requirements for certification.

c) An extended essay is also required (see 9.3).

7.5 Language courses

Courses in Biblical languages may be taken for credit, but they do not count towards the total courses required for the degree.

7.6 Course registration

7.6.1 General registration procedures. The student must register for courses online through the "Repository of Student Information" (ROSI) at the University of Toronto website. There are three periods for course registration in the academic year, one before each of the three trimesters. Dates vary from year to year; students may enquire from the AD Office or the registrar's office of the college of registration.

7.6.2 Limited-enrolment courses. For any course with limited enrolment, students may register on the ROSI system. Registration for limited enrolment courses is on a first come, first served basis.

7.6.3 Courses requiring the instructor's permission. Where a course description indicates that the permission of the professor is required for registering in the course, the student cannot register for the course through ROSI, but must contact the instructor for permission and instructions on enrolment.

7.6.4 Reading and research courses. A student registering for a reading and research (7000-level) course must fill out a reading course form in consultation with the instructor, obtain the proper signatures, and bring it to the registrar of the college of registration.

7.7 Audited courses

A full-time student may audit courses without additional charge. A student may audit a course by informal arrangement, in which case the only requirement is the permission of the instructor. Alternatively, a student may formally register as an auditor in the course, so that the audited course appears on her or his academic transcript. In this case the student must complete the *Registration for Audited Courses Form* and submit it to the registrar of his or her college of registration. The permission of the instructor is required before or at the beginning of the course. For an attestation that the student has participated in an audited course, the following conditions must be fulfilled: (a) The student is fully qualified to take the course and is present for and participates in the class according to the policy set by the instructor. (b) The student completes all readings and in-class assignments. (c) The student does not write a final examination or submit materials for evaluation that would be equivalent to a final examination.

An audited course may not later be converted to a credit course.

7.8 Grading scale
The grade scale is as follows:

A+ (90-100)	Exceptional
A (85-89)	Outstanding
A- (80-84)	Excellent
B+ (77-79)	Very Good
B (73-76)	Good
B- (70-72)	Acceptable
FZ (less than 70)	Failure

As a rule, letter and number grades are assigned for all courses. In addition, the following non-grade course reports may be submitted by a professor (see also 7.9):

INC   Permanent Incomplete. This is assigned in special circumstances where course requirements have not been completed but a failing grade is inappropriate or unwarranted (e.g., medical reasons, extenuating circumstances, change in a student's situation). INC carries no credit for the course and is not considered for averaging purposes.

SDF   Standing Deferred. This is assigned when a student has been granted an extension to complete the requirements for a course. It is a temporary report and eventually will be replaced by a final grade or INC. SDF carries no credit for the course and is not considered for averaging purposes.

7.9 Course deadlines
Professors are responsible to ensure that clear deadlines are established for the completion of all course work, within the parameters outlined below. Students are responsible for submitting all work for each course by the established deadline or seeking an extension from the professor.

7.9.1 Prima facie deadline.
The *prima facie* deadline for the completion of work in a course is the last day of the examination week for the trimester in which the course is taken.

7.9.2 Extensions.
Professors may grant extensions either to the class as a whole or to individual students, allowing them to submit work by a specified date after the *prima facie* deadline. Class extensions should have a deadline within the next trimester; individual extensions cannot be granted beyond the end of the academic year (i.e., beyond the end of August). Professors should keep a record of extensions that have been granted, in the form either of the course syllabus itself (for the class as a whole) or of written permission (for individual students). When a student has not completed requirements by the end of the examination week and an extension has been granted, the temporary non-grade course report SDF ("standing deferred") is assigned. If the student completes coursework before the deadline set by the professor, 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 circumstances warrant, will recommend a permanent incomplete (INC).

The TST AD Director can grant an extension beyond August 31 up to the absolute deadline (see 7.11.4), on the recommendation of the faculty member and the AD Director at the student's College of registration. To request an extension, a student needs to complete and

submit the *Request for Coursework Extension Form.* Colleges will be responsible to inform students in the summer registration mailing of the need to request an extension for course work that will not be submitted by August 31. A copy of the form could be included in this mailing. Normally a student will not be granted more than one extension beyond August 31. If a second extension is requested, the TST AD Director will consult with the chair of the supervisory committee in order to determine if there are sufficient grounds to grant the request. Such requests will not be routinely granted.

7.9.3 Course registration with one or more SDFs.

If a student has been granted an extension beyond August 31, he or she may register for no more than two courses in the fall semester. If a second extension should be granted, a student may register in no more than one new course for the fall semester. A student who registers at the beginning of the academic year for courses in the spring trimester will be required to drop courses which are excess according to this regulation, if SDFs have not been completed in the fall trimester. Compliance with this regulation does not necessarily affect the student's full-time status.

7.9.4 Absolute deadline.

7.9.4.1 Absolute deadline for TST courses. There is an absolute deadline beyond which extensions cannot be granted, except by petition to the AD Council. The absolute deadline for the submission of work for courses taught in the fall trimester is November 1 of the following year; for courses taught in the spring and summer trimesters it is March 1 of the following year. It is expected that the absolute deadline will be rarely utilized.

7.9.4.2 Absolute deadline for courses taken outside the TST. A student taking a course offered by the School Graduate Studies or another entity outside the TST having an earlier absolute deadline than that defined in 7.9.4.1 is bound to that earlier deadline. For SGS courses SDFs are not routinely assigned and extensions cannot be granted beyond the end of the trimester following the end of the course (except, on rare occasions, with the approval of the Admissions and Programs Committee of SGS).

7.9.4.3 Permanent incomplete. Where the student fails to complete the work of a course by the applicable absolute deadline (7.9.4.1 or 7.9.4.2) and a final grade has not been submitted by the professor, the college Registrar will without further notice to the student change the course report from SDF (7.9.2) to INC ("permanent incomplete").

7.9.5 Registration procedures for extended completion of coursework. A student who has taken all courses required for his or her program but has not yet completed all coursework or language requirements is not permitted to proceed to the thesis stage. Such a student, during the time she or he is continuing work on the requirements of the course stage, will be registered at the beginning of each academic session with the course placeholder code TSZ7777 "Research". The student cannot enter this placeholder code directly in the ROSI registration system; registration must be done by the registrar of his or her college of registration.

7.10 Minimum grade average

All courses must be completed with a grade of at least B- (70) to be credited to the required courses of a Th.M. program. Further, a student in Option I must obtain an overall average of at least B+ (77) on all courses required in the Th.M. program, with no grade below B- (70) in any course, in order to proceed to the thesis stage. If a student receives a failing grade (FZ or less than 70) in any course, the student's college and department will review the student's performance in the program and make recommendations to the ADC. The recommendation will normally be that the student's candidacy be terminated. If there are extenuating circumstances or

other legitimate considerations, however, the college or department may recommend that the student be allowed to continue under certain specified conditions. (The conditions should include an indication of whether and how the failing grade will factor into the decision to allow the student to proceed to the comprehensive stage of the program.) The ADC will make a final determination about the student's status in the program. If the student is allowed to continue, he or she must repeat the relevant course or replace it with another course, and obtain a satisfactory grade. The failing grade will continue to appear on the student's record.

8 The thesis (Th.M. Option I)

Following the satisfactory completion of required coursework and language study, Th.M. students in Option I research and write a thesis. Students are advised to meet with the AD Director at their college of registration to ensure that they have completed all requirements and to consult about the thesis stage of the program.

8.1 The thesis director

The initial association of the student and the prospective thesis director is a process of mutual selection, though the initiative usually lies with the student to seek out a faculty member willing to serve in this capacity. The formal appointment of the thesis director is made by the department, in conjunction with the preparation and approval of the thesis proposal. The thesis director must be a professor with advanced degree status.

8.2 The thesis proposal.

The student prepares a thesis proposal in consultation with the thesis director.

8.2.1 Registration. Students can submit a proposal for approval in the semester in which they complete their coursework and other requirements for the degree. Students whose other degree requirements have been completed but whose thesis topic has not yet been approved register for TSZ8888YY (Thesis Proposal).

8.2.2 Refinement of a thesis topic.

8.2.2.1 Criteria for an acceptable thesis topic. An acceptable thesis topic will meet the following criteria. (a) The topic relates to an area recognized by the department. (b) There is a sufficient body of material concerning the topic to warrant a thesis. (c) The disciplinary method to be employed is appropriate and comes within the scope of the department. (d) If the topic relates to a living author or recent event or issue, the topic is recognized as significant and secondary literature exists in regard to it. (e) The topic is sufficiently focused and manageable to allow the student to develop a thesis statement which can be persuasively argued on the basis of primary evidence within the scope of between 12,500 and 30,000 words. (f) The student has sufficient skills in the requisite languages and auxiliary disciplines. (g) In the case of an interdisciplinary topic, the student has sufficient skill in the cognate discipline.

8.2.2.2 Research involving human subjects. Research involving human subjects is subject to the standards and policies established by the Office of Research Ethics at the University of Toronto. All such research requires approval from either the TST or the University's Research Ethics Board.

8.2.3 Form and contents of the thesis proposal.

8.2.3.1 Constituent parts. The thesis proposal must contain the following elements.

8.2.3.1.1 Title page. This includes the thesis title, the student's name, the name of the thesis director, the student's program, the student's department, the

student's college of registration, and the date of submission.

8.2.3.1.2 Introduction. The most important part of the Introduction is the thesis statement, setting out in the briefest possible form the exact proposition or hypothesis which the thesis will demonstrate. The Introduction also provides the context necessary to show why the thesis statement is important. To this end it identifies the research question and describes its broader setting in academic research. It gives attention to previous enquiry and available secondary literature (the *status quaestionis*). The Introduction should also include a description of the project as a whole.

8.2.3.1.3 Methodology. This section describes the relevant primary literature and the methods to be used for interpreting it. It gives a rationale for the method and indicates how it will be used to generate dependable conclusions and verify the thesis statement.

8.2.3.1.4 Procedure. This section describes how the exposition will be developed, including how it will be organized by chapters or areas, with a brief topical description of what is to be covered in each chapter or area. The interrelation of these chapters or areas ought to be described briefly as well.

8.2.3.1.5 Implications. Depending upon the student's department, the theological, biblical, historical or pastoral implications of the study must be clearly and concisely set forth in the proposal.

8.2.3.1.6 Bibliography. A working bibliography must be presented. It should be appropriately categorized; in all cases the primary and secondary literature should be distinguished, and other divisions may be appropriate as well.

8.2.4 Length. The thesis proposal should be no more than 4000 words in length, not including bibliography.

8.2.5 Evaluation. The thesis director requests that the department name two proposal readers. Once these readers have been named, the thesis director will forward the proposal to them. The readers will report their findings to the thesis director as soon as possible. In the Biblical Department, once the proposal has been approved by the thesis proposal committee, it is sent to all members in Old Testament, if the thesis is in Old Testament, and to all members in New Testament, if the thesis is in the New Testament, and considered at the next meeting of the department. If revisions are advised by the readers (or the department, in the case of students in the Biblical Department), the student must submit a revised version of that proposal on the same subject area within three months from the date that the original proposal was declined. Failure of the revised proposal to meet the approval of the committee (or department) will result in the student's withdrawal from the program. The chair of the department will report the acceptance or non-acceptance of the thesis proposal, using the *Thesis Proposal Approval Form*, to the TST AD Office, the department, and the student's school of registration, and will forward a copy of the final version of the thesis proposal to the TST AD Office. The thesis director is responsible for informing the student of the decision on the proposal within the week following the meeting which has considered it.

8.3 Thesis writing and examination

8.3.1 Registration. A student beginning work on a thesis completes the *Course Enrolment Form and Worksheet* in the Registrar's office of his or her college of registration during the registration period of the first trimester following the approval of the thesis proposal.

8.3.2 Form.

      8.3.2.1 Conformity with proposal. The structure of the thesis should accord as closely as possible with that contained in the thesis proposal.

      8.3.2.2 Length. The text of the thesis, excluding bibliography and appendices, shall be at least 12,500 and no more than 30,000 words (not including the bibliography). Should a thesis exceed 30,000 words, no professor is under obligation to read or examine it, nor is the TST obliged to find a professor who is willing to do so.

      8.3.2.3 Style. The thesis must conform to the AD style regulation (see section 10), and spelling must be consistent with a recognized Canadian standard.

      8.3.2.4 Title page. The title page of the thesis shall include the following elements: (a) the title and subtitle (on the upper third of the page); (b) specification of the degree program, according to the sample form following, as appropriate; c) the student's full legal name (no nicknames, diminutives, or aliases); (d) the place and date of submission (at the bottom of the page); (e) notice of copyright.

      8.3.2.3.1 Sample form of degree specification for Th.M. thesis. A Thesis submitted to the Faculty of ... College and the ... Department of the Toronto School of Theology. In partial fulfilment of the requirements for the degree of Master of Theology awarded by ... [the formal name of the college of registration] and the University of Toronto.

      8.3.2.4 Abstract. The thesis must include a brief abstract of the thesis on the page following the title page.

      8.3.2.5 Table of contents. The thesis must include a table of contents on the page following the abstract.

      8.3.2.6 Bibliography. The thesis must include a bibliography at the end. The bibliography must distinguish primary from secondary sources in separate categories. It may include sub-categories as appropriate.

      8.3.3 Technical requirements. For information on the weight of paper, the margins, the size and readability of the font, the spacing of lines, the incorporation of tables and illustrations, and other technical matters, students should contact the registrar's office at their college of registration.

      8.3.4   Approval of the thesis director. When the thesis director is satisfied that the thesis is ready for defence, he or she sends a letter to the AD office certifying that this is the case. Before submitting the thesis, the student should be assured that the thesis director is satisfied that it is ready to go forward. Nevertheless, if the director is not so satisfied, the student may, after advising the director of his or her intention to do so, seek the permission of the TST AD Director to send the thesis to examination without the approval of the director.

      8.3.5 Submission of copies. After the thesis is approved by the thesis director, the student submits to the TST AD Office three unbound copies of the manuscript, individually contained in letter-size expandable envelopes. The expandable envelopes should be of a high enough quality for the thesis to be shipped to the examiners and for the examiner to carry it around for at least two months. The envelope should have a flap. The AD Office will distribute the copies of the thesis to the readers. Only the TST AD Office has the authority to distribute copies of theses to readers; evaluations of theses otherwise distributed will not be recorded.

      8.3.6 Deadline. While theses may be submitted at any time, the following deadlines have been established for those wanting to graduate at the next convocation. The deadline for the submission of a thesis for examination is June 1 for fall convocation and February 6 for spring convocation. Even if the student meets the deadline, no guarantee can be

given that unforeseen circumstances will not prevent the student from graduating at the next convocation. If possible, therefore, the student should submit the thesis well in advance of the deadline.

8.3.7 Examination. A Th.M. thesis is examined by a committee of three professors recommended by the student's department and appointed by the ADC. One of the committee is the thesis director. The examiners shall report within one month of their receiving the thesis. Each examiner will submit a written report and, on a separate page, a number and letter grade for the thesis to the TST AD Director, who will average the grades reported and assign that grade to the thesis. In order for the thesis to merit a pass, the three assigned grades each need to be at least B- (70) and the average of the three grades needs to be at least B (73). The examiner should also provide a list of any minor corrections (e.g., typographical errors, stylistic changes) that should be made before a student submits the bound copies. If an examiner feels that there are revisions that need to be made before a grade can be assigned, he or she should provide the AD office with a written description. If there are problems with the reports (e.g., a disparity in the assigned grades), the TST AD Director may call the examiners together for consultation. The consultation may include the student, if the TST AD Director feels that this is appropriate. The examiners may pass the thesis, fail it, or ask that it be revised as a result of the consultation. If revisions are to be made before a grade can be assigned, the student should submit a written indication of the changes that have been made (normally a general description plus a list of pages, though a highlighted version might also be acceptable).

8.3.8 Emendations. After the examination of the thesis, the student must prepare a final version of the thesis with the typographical corrections directed by the examiners of the thesis.

8.3.9 Clearance for graduation.

8.3.9.1 Signifying intention. A candidate for graduation must contact the office of the registrar of the college which will grant the degree to signify his or her intention to graduate, and must then follow the regulations in effect at that college regarding convocation.

8.3.9.2 Deposit of library copies of thesis. When the student has made such revisions as have been required by the thesis examination committee, he or she must submit one hardbound copy of the thesis to each of (i) the college of registration and (ii) the AD Office. Some TST Colleges will not confer the degree before appropriately bound copies of theses in sufficient number have been deposited. The student must also authorize the National Library and University Microfilms International to microfilm an unbound copy of the thesis and must arrange, at his or her own expense, for the unbound copy to be sent for microfilming. Further instructions should be obtained from the school's librarian.

9 The extended essay (Th.M. Option II)

9.1 Description

The extended essay is an academic paper on a topic related to the student's work in one of the eight courses which she or he has taken in the Th.M. program. It is to be at least 8000 words and no more than 12,000 words in length. It may be submitted post-course; in this case the course is marked independently of the extended essay. Alternatively, by arrangement with the instructor in advance, it may be submitted in-course; in this case it is also used to meet a requirement for the course.

9.2 Evaluation.

The extended essay is evaluated by two readers. The principal reader is the instructor of

the course from which the extended essay has been developed (or, in the case of an in-course extended essay, the course in which the extended essay is written). The second reader is chosen by the principal reader in consultation with the TST AD Director. Each reader evaluates and assigns a grade to the extended essay, and communicates the grade to the TST AD Director, who records the average of the two grades as the final grade. In the case of an in-course extended essay, the second reader's evaluation is immaterial to the mark assigned to the course.

9.3 The extended essay in Pastoral Counselling

A student in the Th.M. program in Pastoral Counselling must choose a topic relating to her or his area of specialization and indicative of her or his knowledge of the field of pastoral counselling and its integration with other fields in the theological disciplines. It is examined by a TST professor and a TIPE- appointed supervisor.

9.4 Deadline

The deadline for the submission of the extended essay is September 1 for fall convocation and March 1 for spring convocation.

10   Papers and theses

10.1 Paper and printing

Essays for courses and seminars and thesis proposals must be printed from a word-processing file or typewritten in double-spaced format on good quality white paper. Theses are to be printed from a word-processing file with a laser or laser-quality printer.

10.2 Style regulation

Essays, thesis proposals, and theses are to be prepared according to the rules of style in the latest edition of Kate L. Turabian et al., *A Manual for Writers of Term Papers, Theses and Dissertations* (7th ed.; Chicago: University of Chicago Press, 2007). This may be supplemented by *The Canadian Style: Guide to Writing and Editing* (Toronto: Dundurn Press, 2008). Chapter 14 of the latter work, "Elimination of Stereotyping in Written Communication," is a helpful guide to the avoidance of stereotyping on sexual, racial or ethnic grounds and to the "fair and representative depiction of people with disabilities." See also the guidelines for unbiased language on the University website (go to http://www.writing.utoronto.ca/advice and follow the links).TST supports the policy of inclusive language and urges the use of inclusive language in all academic assignments.

10.3 Proofreading

The student is responsible for accuracy in typography, spelling, punctuation, word divisions, and grammar, and for proper style. An instructor may deduct marks from an essay for defects in any of these respects. An examiner of a thesis may require that the thesis be returned to the student for revisions of defects in any of these respects, resulting in the postponement of the examination of the thesis. Thesis proposals and theses must be entirely free of error in all of these respects.

11   Tuition fees and other charges

A schedule of fees is published annually by the Committee of Representing Members of TST (CORM), which comprises the heads of the TST theological colleges.

12   Academic appeals

12.1 General considerations

12.1.1 Right of appeal. A Th.M. student registered in one of the participating colleges of the TST may appeal a grade or an academic decision which affects him or her adversely and which he or she considers to be unjust or inappropriate. Appeals may be made concerning grades for courses or papers; decisions of a supervisor; results of language examinations; evaluation of theses; decisions about a student's continuation in a program; or any other decision involving academic requirements and regulations as they pertain to a student. An appeal may also be made by a person not currently registered who was registered at the time the adverse grade was submitted or the adverse decision was taken. Decisions made by the Admissions Committee concerning admission and related matters are not subject to appeal.

12.1.2 Timely resolution. All parties involved in an appeal have the right to expect timely progress of an appeal through its several stages and a timely resolution. Accordingly, students, faculty members, administrative bodies and any others involved in an appeal have a responsibility to be aware of the pertinent timelines and to respond appropriately. Where warranted by particular circumstances, however, the Advanced Degree Council (ADC) has the authority to waive or extend deadlines.

12.1.3 Fairness and confidentiality. Students are assured that throughout the process they can raise matters of proper concern to them without fear of disadvantage and in the knowledge that privacy and confidentiality will be appropriately respected.

12.1.4 Informal and formal resolution. Every attempt should be made to resolve the matter informally (Step 1 in the table below). . Students are encouraged to meet with an appropriate adviser (TST AD Director, College AD Director, faculty supervisor, dean of students, etc.) in order to acquire information and to receive advice about the process. If that attempt is unsuccessful, then the matter may proceed to a formal appeal at Step 2

12.1.5 Right of appeal to the U of T Academic Appeals Committee. All Th.M. students have the right to appeal the final result of a TST appeals process (Step 3) to the Academic Appeals Committee of Governing Council of the University of Toronto. Further information is available on the University website (go to http://www.governingcouncil.utoronto.ca and follow the links).

12.2 Channel of recourse

12.2.1 Disputed grade. A student who questions a grade received in a course, on a TST language examination or on a Biblical department language examination must first address himself or herself to the instructor or examiner submitting the grade in question. If the student is not satisfied with the explanation given or the steps taken to remedy the situation, he or she can appeal the matter further—in the case of TST language examinations, to the TST AD Director; in other cases, to the department concerned, addressing the appeal to the department Chair. If the disputed grade is based on written work, the department (or, in the case of TST language exams, the TST AD Director) will appoint a second examiner to provide an opinion. If the disputed grade is not based on written work, the department will normally appoint a committee of two to investigate and report to the department. If the student is not satisfied with action taken at the level of the department, he or she has the right to appeal the matter to the ADC (following the procedure outlined in 12.4.3.1), which will deal with the appeal according to the provisions of 12.4.

12.2.2 Disputed decision of the supervisor or thesis supervisory committee; and dispute regarding language regulations except for decisions made by the ADC Admissions Committee. In respect of the matters named, the student has recourse first to the department of registration, and initiates the appeal by letter to the chair of the department at Step 2. If the student is not satisfied with the explanation given or the steps taken to remedy the situation, he or she has the right to appeal the matter to the ADC (following the procedure outlined in 12.4.3.1), which will deal with the appeal according to the provisions of 12.4.

12.2.3 Disputed evaluation of the thesis. The student may appeal the evaluation of a thesis to the ADC at Step 3 (following the procedure outlined in 12.4.3.1), which will deal with the appeal according to the provisions of 12.4.

Paragraph 12.2 and sub-paragraphs are summarized in the following table.

DISPUTE CONCERNING	Step 1: Informal Resolution	Step 2: Department-Level Appeal	Step 3: TST-Level Appeal
Grades	Professor of course	Department	Appeals Committee of the ADC
Thesis examination	Not applicable	Not applicable	Appeals Committee of the ADC
TST Language Examinations	Professor of course	TST AD Director	Appeals Committee of the ADC
Biblical Department Language Examinations	Professor	Department	Appeals Committee of the ADC
Termination of Candidacy	Not applicable	Not applicable	Appeals Committee of the ADC
Other	TST AD Director	Department, if appropriate	Appeals Committee of the ADC

12.3 Timelines

The student must begin the process of appeal within three months of receiving the ruling, evaluation, or grade in question. If the appeal is to an individual (professor, TST AD Director), a written response should be provided within thirty calendar days. If the appeal is to an academic body (department, ADC Appeals Committee), the appeal should first be considered at its next regular meeting following seven calendar days following the receipt of the appeal, and a written response should be provided within sixty calendar days.

12.4 The ADC Appeals Committee

12.4.1 Jurisdiction. When receiving an appeal from a student under paragraph 12, the TST AD Director informs the ADC, which in turn instructs the Appeals Committee to hear the appeal and to reach an informed and impartial decision on it. The Appeals Committee has power to issue the final decision (though the decision can be appealed to the Academic Appeals Committee of Governing Council of the University of Toronto; see 12.1.5).

12.4.2 Membership. At the start of each academic year, the ADC shall appoint an Appeals Committee consisting of four persons: one faculty member of the ADC, one other member of the AD faculty, a U of T faculty member, and an AD student. One of the TST faculty members will be appointed by the ADC as chair of the Appeals Committee. In addition, the ADC should identify at least one alternate member for each individual on the committee. Alternate members may be called on by the ADC in situations where a conflict of interest has been identified or where a regular member is unable to serve. Student members and alternates are identified in consultation with the Advanced Degree Students Association.

12.4.3 Procedures.

12.4.3.1 Initiation of Appeals at Step 3. The student (or former student qualified under paragraph 12.1.1) initiates the appeal by letter to the TST AD Director. A complete statement of appeal and a copy or set of copies of supporting documentation must accompany the letter. The statement of appeal should include the following: identification of the decision being appealed; name or names of the person or persons who made the decision, if known; the resolution being sought; reasons that the original reason is thought to be incorrect and that the proposed resolution is more appropriate; list of supporting documentation, if any. The appellant is advised to consult the student legal assistance centre on campus or other qualified counsel when preparing the statement of appeal (see www.students.utoronto.ca/The_Basics/Rights_and_Rules.htm#legal). In the case of a matter under paragraph 12.2.3 the appeal must be received by the AD Office within three months of the date of notification about the final grade. In the case of a matter under paragraphs 12.2.1 and 12.2.2, the appeal must be received by the AD Office within three months of the appellant's receipt of notification of the decision made by the department at Step 2.

12.4.3.2 Acknowledgement of receipt. Within fifteen calendar days of the receipt of the appeal by the AD Office (or, in the period between June 1 and August 31, within sixty calendar days), the TST AD Director or his or her delegate sends a letter to the appellant acknowledging receipt of the appeal. The letter should also indicate that the appeal will be conducted according to the regulations set out in this Handbook.

12.4.3.3 Response of interested parties. Within fifteen days of the receipt of the appeal by the AD Office (or, in the period between June 1 and August 31, within sixty days), the TST AD Director or his or her delegate sends the appellant's statement to those named in the appeal or otherwise directly concerned in the appeal, and invites a response in writing.   Such parties have thirty days in which to file their response. Copies of all such responses are copied to the appellant.

12.4.3.4 Arrangement of hearing. The TST AD Director requests the ADC that at its next meeting following seven calendar days following the receipt of the appeal by the AD Office, it instruct the Appeals Committee to consider the appeal. When the AD Office has received responses from all interested parties under paragraph 12.4.3.2 (or when the deadline for responses has passed), the TST AD Director arranges a reasonable and convenient date, time, and place for the Appeals Committee to hear the appeal. Normally the appeal should be heard within sixty days of the receipt of the appeal.

12.4.3.5 Representation of parties. Any person or representative of a body challenged or adversely commented on in the appellant's written material (referred to as an "entitled person") may submit a written statement to the Appeals Committee, and may attend any hearing of the Committee, and may be represented by counsel.

12.4.3.6 Procedure of the hearing.

12.4.3.6.1 Purpose. The purpose of the hearing is to assist the

Appeals Committee in forming an understanding of the circumstances relevant to the application. The hearing is intended for the resolution of a dispute and is not intended to be adversarial.

12.4.3.6.2 Opening statements. Normally the appellant, or his or her representative or counsel, makes an opening oral statement of the appeal with reference to the supporting documentation. The person (or persons) and the representative of the body (or bodies) challenged in the appeal normally makes a statement in reply.

12.4.3.6.3 Evidence. The appellant may be questioned by any member of the Committee or by or on behalf of an entitled person. The appellant may call and examine witnesses in support of the appeal, and any such witness may be questioned by any member of the Committee and by or on behalf of an entitled person.

12.4.3.6.4 Statement by entitled person. An entitled person (or his or her counsel) may make an oral statement elaborating the written material which the entitled person has submitted or in respect of which he or she appears. Such entitled person may be questioned by any member of the Committee or by or on behalf of the appellant. An entitled person may call and examine witnesses and any such witness may be questioned by any member of the Committee and by or on behalf of the appellant.

12.4.3.6.5 Final statements. A final statement will be allowed by or on behalf of the appellant. A final statement may be made by the person (or persons) or representative of the body (or bodies) challenged in the appeal.

12.4.3.6.6 In camera review. The hearing will then terminate and the Appeals Committee enters closed session to discuss the disposition of the appeal.

12.4.3.7 Adjudication. The decision of the Appeals Committee is final (except for appeal to the Academic Appeals Committee of Governing Council of the University of Toronto; see 12.1.5), and the Appeals Committee has power to issue the decision. The chair of the Appeals Committee will communicate the decision in writing within thirty days to the appellant, the entitled persons, and the TST AD Director. The report of the Appeals Committee should contain a statement of the decision, together with a summary of the appeal, an indication of the evidence accepted at the hearing and the grounds for the decision. It should also remind the appellant of the right of further appeal as outlined in 12.1.5.

12.4.3.8 Further reporting. The TST AD Director will communicate the decision to the ADC.

13   Discipline and complaints

13.1 Academic discipline

Every Th.M. student registered in the TST or in one of the participating colleges is subject to the disciplinary jurisdiction of the University of Toronto in respect of academic matters including plagiarism, forging of academic documents, and cheating on examinations or papers. The offences and sanctions are prescribed in the University of Toronto *Code of Behaviour on Academic Matters*. In the application of the *Code of Behaviour*, the roles, rights and duties therein appointed to the Dean and the department chair are to be exercised by the head (dean, principal, or president) of the college in which the student is registered. Copies of the full *Code of Behaviour on Academic Matters* are available through the AD Office and on the website of the University of Toronto (go to http://www.governingcouncil.utoronto.ca and follow the links).

13.2 Harassment

Complaints about harassment based on gender or sexual orientation are governed by the *Policies and Procedures: Sexual Harassment* of the University of Toronto, and should be directed

to the Sexual Harassment Officer at (416) 978-3908.

13.3 Matters under college jurisdiction

Each of the six participating colleges administers codes concerning non-academic discipline. Complaints should be made to the head of the college in which the student is registered.

13.4 Grievances

13.4.1 Matters for grievance. Any member of the TST faculty, TST staff or TST student body may lodge an informal or formal complaint when that member has reason to believe that TST or anyone acting on behalf of TST has acted in a way that is inconsistent with any of the established policies of TST for faculty, staff, or students and that has hindered the member's ability to perform his or her duties effectively. Grievances include, but are not limited to:

(a) non-academic grievances against TST faculty members;
(b) grievances against TST staff members;
(c) non-academic grievances against TST students that do not fall under any discipline codes;
(d) dissatisfaction with non-academic TST administrative decisions or policies;
(e) grievances regarding TST facilities, offices, services;
(f) a policy or procedure of TST contravened.

13.4.2 Eligibility for grievance. A formal grievance complaint under paragraph 13.4.1 may be lodged by any faculty member, staff member, student, or voluntary member of a committee or board of the TST, or by a person who has been so within the previous eight months.

13.4.3 Informal complaint. Before a formal grievance procedure is initiated, every effort should be made to resolve the dispute through an informal discussion with the person immediately involved or that person's supervisor. The complaint should be discussed within fifteen working days of the incident or circumstances giving rise to the complaint. The person to whom complaint is made shall make an appropriate response to the complainant, either orally or in writing, within one week of the discussions; and if the person to whom complaint is made is the supervisor, then the supervisor shall respond also to the person against whom the complaint is made.

13.4.4 Responsible person for formal grievance. A formal grievance complaint is made in the first instance to the TST Director. If the grievance complaint is against the TST Director, it is made to the chair of the TST Grievance Committee.

13.4.5 Determination of jurisdiction. If the responsible official determines that the complaint is not within the jurisdiction of the TST, she or he declines to accept the complaint, and may suggest to the griever an alternate means of redress.

13.4.6 Grievance Committee. The TST Grievance Committee comprises four members, of whom one is designated the chair. The Committee includes representatives from faculty, administration and staff. Members are appointed to three-year overlapping terms by the TST Director, with at least one new member being appointed each academic year; the Director shall inform the Board of Trustees of the appointment at the Board's first meeting in the fall trimester. A quorum of three of the four members including the Chair is necessary to hear a case. Should one of the committee members or the Chair be either the griever or the one being grieved against, an alternate will be appointed. Decisions of the Grievance Committee shall be by simple majority. The Chair shall have a second vote in case of a tied decision.

13.4.7 Formal grievance stage. The first stage in any formal grievance procedure is to complete a *TST Grievance Form* in which the complainant states the matters in dispute, the provision or interpretation of the policy that has been violated, the efforts which have been made to

resolve and redress the grievance, and the remedy sought. The form must be signed by the griever and presented to the Chair of the Grievance Committee (or his or her alternate if the chair is the one being grieved against).

The person grieved against must within two working days receive notice of the grievance and a copy of the grievance form. The person grieved against has the right to be represented by an agent or advocate.

The parties should be allowed to attempt to resolve the grievance before the Grievance Committee meets. The chair of the Grievance Committee may recommend a means of resolution.

In any event the Grievance Committee must convene a hearing within fourteen calendar days of the receipt by the chair of the formal grievance. Copies of all documents and the grievance form are to be submitted to all members of the Committee and to all interested parties before the hearing. The hearing is conducted by the chair of the Grievance Committee, unless the chair is the person against whom the grievance has been lodged, in which case the meeting is chaired by an alternate. At the hearing the grievance form will be presented to the Committee after which any affidavits of the circumstances of the grievance will be considered, and any witnesses heard and cross-examined. Parties to the grievance may be accompanied by a colleague or advocate. Parties to the grievance and their advocates must be present throughout the proceedings. Witnesses appear only while giving evidence.

Within two weeks of hearing the formal grievance, the Committee shall make a report on the facts with recommendations as to any remedy, penalty or action to be taken. These recommendations will then be forwarded to the Director of TST for her or his decision. If the Director of TST is the one being grieved against, the recommendations shall be forwarded to the chair of the Board of Trustees. All agreements settled at the formal complaint stage shall be in writing and signed by the parties concerned.

If an employee chooses not to grieve a particular situation or withdraws a grievance at any stage, such action or lack of action shall not prejudice other grievances. No decision of the Grievance Committee shall set a precedent for settling future or pending grievances.

Confidentiality shall be maintained at all stages of the grievance process.

13.4.8 Appeals. Should either party to the grievance wish to appeal the decision of the Director of TST, a written appeal must be presented to the Chair of the Grievance Committee, who will invite responses from the other parties, and submit the appeal, the replies, and other documentation to the Executive Committee of the Board of Trustees for their final adjudication of the matter. If a member of the Executive Committee is either the one who instituted the grievance or the one being grieved against, he or she is replaced by another member of the Board.

13.4.9 Records of grievances. Records of formal grievances and their disposition will be kept in the office of the TST Director and will be made available, subject to privacy provisions, for review by the Association of Theological Schools of the United States and Canada, and other appropriate persons.

APPENDIX 1 - Master of Theology I (Th.M. I): Statement of Intended Outcomes

NOTES:
1. In keeping with the ongoing nature of the outcomes assessment process, this document is a work in progress, subject to ongoing change.
2. In what follows "ability" is used as a general term, without regard to specific levels. More specific levels of ability are indicated by the terms "awareness," "familiarity," "competence" and "proficiency," representing a scale of increasing levels.
3. In the section "Knowledge of the area of concentration," different levels of the proportion of the area of concentration with which a student is expected to be familiar are indicated by the terms "moderate," "significant," "major" and "whole," representing a scale of increasing levels. More precise descriptions of what these terms represent is left to the determination of each department. These terms are also used in section 4 to indicate different proportions of the graduates of the program.

Basic Statement

Graduates of the Th.M. I program will have acquired a solid grounding in the fields of theological study and sufficient level of **knowledge in their area of concentration**, together with a sufficient level of **ability with the requisite scholarly tools and skills**, that they will have been able to undertake and complete a project of **specialized research**; a significant proportion of graduates will be equipped to undertake **further studies at the doctoral level**, those who were already involved in some form of ministry (ordained or lay) will be equipped with a more solid theological foundation for their ministry, and all of them will be equipped to enter or to prepare for other vocations for which a solid grounding in a specific area of theological study is necessary or beneficial.

Elaboration

1. Knowledge of the area of concentration

Graduates of the Th.M. I program will have attained	so that they will be able	MEANS OF DEMONSTRATION
1.1 basic familiarity with a significant number of subjects within their area of concentration, as outlined in the departmental description of the field,	to provide, for the professor of a 5000-level seminar in any of these subjects, a description of their purposes in taking the seminar that would demonstrate their readiness to participate in a seminar designed in the first instance for doctoral students;	*• Transcripts from prerequisite degree* *• Courses at the 6000 level*
1.2 competence in several of the subjects within their area of concentration,	to provide for those with knowledge of the area a description of how their proposed thesis topic relates to current scholarly discussion of these subjects (such as might be appropriate, for example, for a Th.M. thesis proposal);	*• Courses* *• Thesis proposal* *• Thesis*
1.3 proficiency in one subject	to undertake and complete a project of specialized research.	*• Thesis*

2. Ability with scholarly tools and skills

Graduates of the Th.M. I program will have attained	so that they will be able	
2.1 competence in one ancient language and one modern language (in addition to English) pertinent to theological scholarship	to read theological texts of moderate difficulty in that language with the aid a lexicon, accurately and at a moderate rate of speed;	*• Transcript evidence of previous study* *• Language course taken during the program* *• TST language exam*
2.2 in addition, for students in the Biblical Department, proficiency in the language of the major testament and competence in the language of the other	to carry out thesis research and meet requirements for entrance to a doctoral program;	*• Transcript evidence of previous study* *• TST language exam*
2.3 in addition, for students in the Jewish Studies option, familiarity with modern Hebrew (spoken and written)	to understand spoken and written Hebrew at a beginner's level;	*• Four-month Hebrew immersion course in Jerusalem*

2.4 competence in the use of a library and the construction of a bibliography	to produce bibliographies appropriate to each of the three levels of knowledge described above;	• *Work in prerequisite degree* • *Research papers* • *Thesis proposal* • *Thesis*
2.5 familiarity with pertinent electronic and web-based resources and skills	to make appropriate use of such resources at a level of competence in their own area of research;	• *Blackboard / U of T portal component of courses* • *Library resources and training sessions*
2.6 proficiency in the following skills: • clear and effective communication in both oral and written forms; • the construction of a logical argument; • the making of informed judgments on complex issues; • the use of standard conventions of style for scholarly writing.	to produce standard forms of graduate-level scholarly engagement, both written (e.g., seminar research paper) and oral (e.g., seminar presentation, response to an oral presentation), of a quality consistent with the requirements of a 5000-level course.	• *Work in prerequisite degree* • *Class presentations* • *Research papers*

3. Ability to carry out specialized research

Graduates of the Th.M. I program	so that they will have	
3.1 will have • attained proficiency in one subject, together with competence in a cognate area or method, where appropriate; • gained an understanding of the nature and process of research (identification of a research question or problem; construction of an appropriate method of investigation; collection of primary evidence and secondary sources; formulation of a thesis or claim; constructing a reasoned argument on the basis of evidence in support of the claim); • developed a critical awareness of and competence in the methodologies appropriate to their field; • learned how to apply the requisite scholarly tools and skills (see the previous section)	conceived, designed, carried out and completed a research project (thesis) that demonstrates an ability to understand and engage pertinent aspects of current scholarly discussion in the area of concentration.	• *Thesis proposal* • *Thesis*

4. Preparation for further study or vocational occupation

4.1 *Doctoral study*

A significant proportion of the graduates of the Th.M. I program will have acquired sufficient skill, ability and experience	that they will be equipped to undertake further studies in their area of concentration at the doctoral level.	• *Th.M. transcript, demonstrating that they meet the entrance requirements for the TST Th.D./Ph.D. program* • *Evidence of acceptance (TST records, graduate survey) into a doctoral program, either at TST or elsewhere*

4.2 *Other vocational occupation*

Graduates of the Th.M. I program who were already involved in some form of ministry (ordained or lay) will have acquired sufficient skill, ability and experience,	that they will be equipped with a more solid theological foundation for their ministry;	• *Survey of graduates.*
All graduates of the Th.M. I program will have acquired sufficient skill, ability and experience	that they will be equipped to enter or to prepare for other vocations for which a solid grounding in a specific area of theological study is necessary or beneficial (The following is a representative, but by no means exhaustive, list of such vocations: positions in church ministry for which ordination is not a prerequisite; para-church agencies; teaching at a secondary school level; library work, especially in theological libraries; journalism; social work; health care).	• *Survey of graduates.*

APPENDIX 2 - Master of Theology II (Th.M. II): Statement of Intended Outcomes

NOTES:
1. In keeping with the ongoing nature of the outcomes assessment process, this document is a work in progress, subject to ongoing change.
2. In what follows "ability" is used as a general term, without regard to specific levels. More specific levels of ability are indicated by the terms "awareness," "familiarity," "competence" and "proficiency," representing a scale of increasing levels.
3. In the section "Knowledge of the area of concentration," different levels of the proportion of the area of concentration with which a student is expected to be familiar are indicated by the terms "moderate," "significant," "major" and "whole," representing a scale of increasing levels. More precise descriptions of what these terms represent is left to the determination of each department. These terms are also used in section 4 to indicate different proportions of the graduates of the program.

Basic Statement

Graduates of the Th.M. II program will have acquired a solid grounding in the fields of theological study and sufficient level of **knowledge in their area of concentration**, together with a sufficient level of **ability with the requisite scholarly tools and skills**, so that that those who were already involved in some form of ministry (ordained or lay) will be equipped with an enhanced scholarly foundation for their ministry, and that all of them will be equipped to enter or to prepare for other vocations for which a solid grounding in a specific area of theological study is necessary or beneficial.

Elaboration

1. Knowledge of the area of concentration

Graduates of the Th.M. II program will have attained	so that they will be able	MEANS OF DEMONSTRATION
1.1 basic familiarity with a significant number of subjects within their area of concentration, as outlined in the departmental description of the field,	to provide, for the professor of a 6000-level course in any of these subjects, a description of their purposes in taking the course that would demonstrate their readiness to participate in an advanced degree course;	• *Transcripts from prerequisite degree* • *Courses at the 3000 level*
1.2 competence in several of the subjects within their area of concentration,	to provide, for the professor of a 5000-level seminar in any of these subjects, a description of their purposes in taking the seminar that would demonstrate their readiness to participate in a seminar designed in the first instance for doctoral students;	• *Courses* • *Extended essay*

2. Ability with scholarly tools and skills

Graduates of the Th.M. II program will have attained	so that they will be able	
2.1 competence in a language (or perhaps two; ancient or modern; in addition to English) that is pertinent to theological scholarship and is deemed essential for the student's program of study;	to read theological texts of moderate difficulty in that language with the aid a lexicon, accurately and at a moderate rate of speed;	• *Transcript evidence of previous study* • *Language course taken during the program* • *TST language exam*
2.2 for students in the Biblical Department, proficiency in the language of the major Testament and competence in the language of the other;	to fulfil requirements for AD courses in Biblical studies;	• *Transcript evidence of previous study* • *TST language exam*
2.3 competence in the use of a library and the construction of a bibliography	to produce bibliographies appropriate to each of the two levels of knowledge described above;	• *Work in prerequisite degree* • *Research papers* • *Extended essay*

2.4 familiarity with pertinent electronic and web-based resources and skills	to make appropriate use of such resources at a level of competence in their own area of concentration [*research*];	• *Blackboard / U of T portal component of courses* • *Library resources and training sessions*
2.5 proficiency in the following skills: • clear and effective communication in both oral and written forms; • the construction of a logical argument; • the making of informed judgments on complex issues; • the use of standard conventions of style for scholarly writing.	to produce standard forms of graduate-level scholarly engagement, both written (e.g., seminar research paper) and oral (e.g., seminar presentation, response to an oral presentation), of a quality consistent with the requirements of a 6000-level course.	• *Work in prerequisite degree* • *Class presentations* • *Research papers* • *Extended essay*

3. Preparation for further study or vocational occupation

Graduates of the Th.M. II program who were already involved in some form of ministry (ordained or lay) will have acquired sufficient skill, ability and experience,	that they will be equipped with an enhanced scholarly foundation for their ministry.	• *Survey of graduates.*
All graduates of the Th.M. II program will have acquired sufficient skill, ability and experience	that they will be equipped to enter or to prepare for other vocations for which a solid grounding in a specific area of theological study is necessary or beneficial (The following is a representative, but by no means exhaustive, list of such vocations: positions in church ministry for which ordination is not a prerequisite; para-church agencies; teaching at a secondary school level; library work, especially in theological libraries; journalism; social work; health care).	• *Survey of graduates.*

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