

**SUPPLEMENTARY CALENDAR  
&  
STUDENT HANDBOOK  
2010 – 2011**

(revised August 2010)

**Vancouver School of Theology 6000 Iona Drive Vancouver BC V6T 1L4**

## Table of Contents

<b>New Course Descriptions</b>	1
<b>New Policies</b>	3
<b>Dates Calendar</b>	8
<b>Timetables</b>	
Fall 2010	10
Spring 2011	11
<b>A. VST Policies</b>	12
Inclusively	12
Student Responsibilities	12
Anti-Harassment Policy	12
Privacy Policy	12
Language about the People of God	13
Language about God	13
Disability Resources	13
Exemption from language requirement	13
Scent-Free Community Policy	13
<b>B. Signposts for our Life Together</b>	15
<b>C. Registration and Financial Obligations</b>	17
Student Records	17
Student Categories	17
Program Status	18
Failure to Register	18
Long Term Absence from Program	18
Deferral of Acceptance	18
Admissions Appeals Process	18
Auditing Students	19
Students Transferring from other Institutions	19
Advanced Standing	20
How to Register for a Course	21
Registration and Fee Payment Schedule	22
Directed Study Policies and Guidelines	23
Procedure for Requesting Change of Program/Concentration	23
Concurrent or Sequential Degrees	24
Transcripts	24
<b>D. Tuition and Fee Structure</b>	25
Tuition fees	25
Student Fees	25
Assessment of Student Fees	25
Fee Refunds and Withdrawals	26
<b>E. Course Assignments, Evaluations, Due Dates and Remedial Work</b>	28
Writing Papers: VST Citation Styles	28
List of Biblical Abbreviations	28
Plagiarism	28
Official Language for Papers	29

Editorial Help	29
VST Student Editors	29
Information Literacy Workshops	30
Assignment and Course Evaluation	30
Narrative Comments	30
Grading Policy	30
Letter Grade Scale	32
Attendance	33
Guidelines for Course work	33
Policy on Pre-requisites	33
Assignment and Grade Due Dates by Term	34
Exam Schedule	34
Grading and Return of Work	35
Remedial Work	35
Not Approved (NAPP) Paper Appeals Process	35
Not Approved (NAPP) Final Grade Appeals Process	36
Missing Evaluations	36
Guidelines for VST Intensives	36
Teaching Evaluations	37
Protocol for NMP Students in Residency	37
<b>F. Academic Performance and Student Conduct</b>	39
Students' Progress Review; Faculty Student Review Committee (FSRC)	39
Academic Probation	39
Required Withdrawal	39
Student Code of Conduct Guidelines	40
Guidelines for MDiv students	40
Guidelines for Readiness for Ministry Assessment	40
<b>G. Readiness for Ministry Policy Statement</b>	42
<b>H. MATS Program Guidelines</b>	44
MATS Comprehensive Exam Guidelines	44
MATS Thesis Guidelines	44
<b>I. ThM Program Guidelines</b>	47
Coursework	47
Thesis and Project	47
<b>J. Student Support</b>	50
Employment at VST	50
VST Research Resources	50
Library Hours	51
The Role of the Registrar	51
Chaplaincy at VST	52
Spiritual Direction	52
Emergency Fund	52
<b>K. Finding Things at VST</b>	53
Administrative Services Centre and Inquiries	53
Office Locations	53

Mail, Phones, and Communication Tools	53
Student Directory	53
Room Bookings and Study Space	53
Photocopying	54
Computers	54
Visitors and Other Short Term Residents	54
Parking	54
Out of Province Student Vehicles	54
<b>L. VST Structure</b>	<b>55</b>
Board of Governors	55
Faculty Council	55
Public and Pastoral Leadership Committee (PPL)	55
Research Studies Committee (RSC)	55
Administrative Staff Group (ASG)	55
Dean's Advisory Council (DAC)	55
Awards and Bursaries Committee (ABC)	55
Faculty Association	56
Denominational Communities	56
Staff Association	56
VST Alumni Association	56
Worship Committee	56
VST Students' Association (VSTSA)	56
Friends of VST	56
<b>M. Student Financial Aid</b>	<b>57</b>
Student Financial Aid Policy	57
H.R. MacMillan Policy	59
VST Scholarships	60
<b>N. Worship at VST</b>	<b>61</b>
Guidelines for VST Community Worship	61
Guidelines for Use of the Epiphany Chapel	62
Piano Use Policy	63
<b>O. Community Events</b>	<b>64</b>
Orientation Week	64
Light Lunches	64
Principal's Lunches	64
Wednesday Lectures	64
Workshops	64
Parties and Socials	64
The G. Peter Kaye Lecture	64
Convocation	64
<b>P. UBC Campus and Beyond</b>	<b>65</b>
Public Worship	65
Public Transit	65
UBC Resources and Information	65

## New Course Descriptions

### VST Course Numbering System

**100's:** Non-degree courses/workshops/lectures

**500's:** Degree program courses *without* prerequisites

**600's:** Degree program courses *with* prerequisites

**700's:** Advanced courses cross-referenced with basic degree courses

**800's:** Advanced degree seminars only

### Iona Pacific Course Numbering System

**IPC:** Sacred Texts and Culture

**IPH:** History

**IPI:** Integrated Studies

**IPS:** Spirituality, Practice and Ritual

**IPT:** Thought, Philosophy and Theology

### New Fall Term Courses:

#### **IPT/S5/710 Opening “the Hurt Locker”: Religious and Spiritual Pedagogies for Pain**

*Rev. Dr. Sharon Betcher*

Phenomenologically speaking, pain shuts us inside ourselves, inside “hurt lockers,” if you will. But listening to pain, some today argue, may provide necessary moral, ethical direction, especially for creative justice making. Yet others have found pain a creative doorway, holding hints of enlightenment, if also resources for remaking the world. At the least, might we say that to be passionately alive involves suffering, ...maybe even for God? Whether wishing to extend compassion, wanting to make a difference in the world, or simply wanting to be free of the collected pathologies with which modernity has marked us, we all need to learn to navigate the tides, aversions and tectonics of pain. This elective course considers religio-cultural constructions of and responses to pain and suffering, as well as possible religio-spiritual pedagogies (primarily those of Judaism, Buddhism and Christianity) for moving through the passages of suffering.

#### **PT651: Pastoral and Public Leadership Studio I**

*Rev. Dr. Keith Howard*

Theologically trained professionals serving congregational or social ministries, agencies, organizations, and other institutions are continually presented with a changing context and the need for their organizations to respond. One of the critical leadership challenges is to identify opportunities which are truly strategic and then to assist the organization to embrace the occasion. This complex skill set requires an ability to read, interpret and move in the direction of the *missio Dei* in very concrete ways in widely diverse settings. This course provides an opportunity for those preparing for pastoral and public leadership to combine instruction in leadership theory and theology with on-the-ground experience of discerning and developing leadership challenges and ministry opportunities. Within a collaborative, creative, experiential and educational environment, students (and mentors) will work to discern and develop strategic leadership capabilities within a particular community and/or congregation. A broad range of partners in church and society may become involved in the project, thus presenting learning opportunities for inter-disciplinary collaboration. In all cases, we will understand the leadership opportunity to be one of serving the community in its desire to experience the *missio Dei*, or flourishing of life, in a specific context. The studio mentors and instructors will assist the students to research, prepare, exercise and evaluate their leadership in the context in which they are situated. In conversation with the Studio Instructor, students select their learning sites and mentors on the basis of the criteria related to promise of learning opportunity for leadership. Professionals bring a leadership challenge/opportunity from their own context (identified in application to register for course credit/audit).

#### **IPT/C5/710: Wrestling with sacred texts in Judaism, Christianity, and Islam**

*Rabbi Dr. Robert Daum*

Wresting meaning from texts understood to embody revelation in different senses is a practice common to Jewish, Christian, and Islamic traditions, with differences and

similarities in approach and content. This course will provide an introduction to some critical issues in the interpretation of sacred canonical traditions in Judaism, Christianity, and Islam. Students will be introduced to selections from the core textual collections and to aspects of the study and religious performance of these texts in the past and in the present. The course will explore principally medieval commentarial traditions pertaining to select themes in consideration of social and cultural contexts. As well it will consider the phenomenon of text-based or text-centered religiosity from various perspectives, including historical, political, aesthetic, ethical, legal, literary, mystical, spiritual, social, and experiential, to provide a framework and resources for present day reflection on the place of sacred texts and textual interpretation in contemporary religious cultures.

### **TH/SP5/712: The Theology and Practice of Prayer**

***Dr. Richard R. Topping***

TH/SP 5/712 will introduce students to historic and contemporary expositions of the Lord's Prayer in their liturgical, homiletic, catechetical, devotional, musical, artistic and historical settings. The course is an exercise in the "communion of the saints" as students learn (critically) to pray from and with the saints to God following the model of prayer taught to disciples of Jesus Christ. Particular attention will be paid to how the Lord's Prayer is both interpreted in light of a context and is light by which a context is interpreted.

### **New Spring Term Courses:**

#### **PT652: Pastoral and Public Leadership Studio II**

***Rev. Dr. Keith Howard***

Theologically trained professionals serving congregational or social ministries, agencies, organizations, and other institutions are continually presented with a changing context and the need for their organizations to respond. One of the critical leadership challenges is to identify opportunities which are truly strategic and then to assist the organization to embrace the occasion. This complex skill set requires an ability to read, interpret and move in the direction of the *missio Dei* in very concrete ways in widely diverse settings. This course provides an opportunity for those preparing for pastoral and public leadership to combine instruction in leadership theory and theology with on-the-ground experience of discerning and developing leadership challenges and ministry opportunities. Within a collaborative, creative, experiential and educational environment, students (and mentors) will work to discern and develop strategic leadership capabilities within a particular community and/or congregation. A broad range of partners in church and society may become involved in the project, thus presenting learning opportunities for inter-disciplinary collaboration. In all cases, we will understand the leadership opportunity to be one of serving the community in its desire to experience the *missio Dei*, or flourishing of life, in a specific context. The studio mentors and instructors will assist the students to research, prepare, exercise and evaluate their leadership in the context in which they are situated. In conversation with the Studio Instructor, students select their learning sites and mentors on the basis of the criteria related to promise of learning opportunity for leadership. Professionals bring a leadership challenge/opportunity from their own context (identified in application to register for course credit/audit).

#### **SP/TH 5/722: Spirit and/as Mindfulness Practice**

***Rev. Dr. Sharon Betcher***

The course works by comparative theological conversation between the Buddhist and Vedic religious philosophies and Christian theologies of Spirit, historical and contemporary, so as to loose Spirit as a locus of non-reactive presence, of breathe for living in the wide open of freedom. As examples from Christian histories will show, Spirit might in this way yet again offer itself as a strange attractor and/or nondual locus, encouraging practices of nonjudgment and the kenosis of mastery, ego and/or control, if also the broader looms of open resting, e.g., Sabbath and hospitality. Breathing or conspiring with Spirit, we may become more adept at navigating anxiety, fear, pain, and desire. Insomuch as Spirit may refuse a theist/nontheist divide, this course welcomes those who might identify as secular and/or as secular Christians.

#### **ED513: Education and Spirituality**

***Dr. Roberta Clare***

Course Description not available at time of publication.

**IPH/C810: Resistors and Accommodators**

*Dr. Harry Maier and Rabbi Dr. Robert Daum*

This course explores how early "Jews"\* and "Christians" (ca100 CE -- 325 CE) developed a civic imagination in the context of the visual and material culture of the Roman Empire. A key component of that cultural situation was the way that civic ideals were promoted through visual media (imperial monuments, coins, organization of civic space, architecture, statuary, mosaics, etc). This helped to make Rome's ideals persuasive to their audiences, the majority of whom were either illiterate or otherwise disenfranchised. Jews and Christians, as inhabitants, formulated their own civic ideals by way of a range of responses, including association, resistance, rejection, accommodation, etc. The course explores how from diverse social locations "Jews" and "Christians" developed a civic imagination that reflected their socio-cultural and religious identities as colonized subjects. This course will explore early Jewish and Christian civic ideals in the imperial context of the Hellenized Roman city to furnish resources for present day Jewish and Christian reflection on civic identity in our contemporary urban context.

**SP/TH5/712: Wisdom/Kenotic**

*Dr. Sallie McFague*

Course description not available at time of publication

**PT551: Pastoral Identity**

**Dale Johnson**

The purpose of this course is to: facilitate the development of pastoral identity, including what it means to begin to function as a pastoral professional; begin to develop competence and confidence in initiating and developing pastoral relationships; increase knowledge about and understanding of pastoral care; and develop the skills necessary to provide effective pastoral care.

## New Policies

**Grading Policy at VST**

Course evaluations at VST combine a letter grade system with a competence model of assessment.

Individual assignments within a course are given narrative evaluations, that is, APP (Approved) or INC (Incomplete) or NAPP (Not Approved) with narrative comments, based on the competencies and expectations set for that assignment. No number or letter grades or weights of assignments are calculated for assignments. One re-write is allowed on any assignment which is INC or NAPP within a course. The final evaluation for an assignment can be APP or NAPP after a re-write. The policy on appeals of a NAPP on a course assignment remains as stated in the Supplementary Calendar.

The final grade for a course is reported both as a letter grade and as a narrative evaluation on the basis of a student's overall fulfillment of the competencies and expectations of the course, which are stated in the course syllabus. No number grades are assigned. On a student's transcript, no points are assigned to letter grades and no grade point average is calculated. Both the final letter grade and narrative evaluation will be given to the student by the professor, as well as reported to the Registrar, and kept in the student's permanent academic record.

Final grade designations are: A+, A, A-, B+, B, B-; NAPP and APP [as specified for particular program elements (see below)]. Competency for VST graduate courses is defined as B- or better.

No re-writes are allowed to improve a letter grade given as a final grade for a course.

For a course for which the student has not fulfilled the competencies and expectations of the course a grade of NAPP will be assigned. Students who receive NAPP in a course will be required to re-take the course if it is a required course, or substitute another elective course if it is an elective. Students have the right to

appeal a final grade received in a course if there are discrepancies between the evaluations on assignments and the final grade.

The following will receive only APP or NAPP final grades, with a narrative evaluation: Theological Field Education units, Clinical Pastoral Education units, internships, the Native Ministries Program (although an individual student can request a letter grade), and particular courses by agreement of Faculty Council.

**Policies for Transition to new Grading Policy**

All students currently enrolled will be given a choice as to whether they will move to the new grading policy or remain within the Approved/Not Approved system. If a student does not give instructions otherwise, the new grading system will be used.

Any current student may request to have APP's in previous courses in their current program translated into the new grading designations.

The policy allowing previous students to request receiving letter grades on transcripts remains in effect.

## VST Letter Grade Scale

Letter Grade	Description of fulfillment of expectations and competencies
A+	Exhibits exceptional clarity, complexity, perceptiveness and depth; responds critically and perceptively to the task, indicating an superlative or highly advanced analysis; displays a highly imaginative, creative and original approach; engages material or task at an advanced level; demonstrates faultless structure, organization and style; displays abilities to synthesize, integrate, and extend knowledge and skills
A	Exhibits clarity, complexity, perceptiveness and depth; responds precisely and critically to the task, indicating an excellent analysis; displays an imaginative, creative and original approach; engages wide range of material or task at an advanced level; demonstrates excellent structure, organization and style; displays abilities to synthesize and integrate knowledge and skills
A-	Exhibits clarity and perceptiveness, shows depth of thought; responds precisely and critically to the task, indicating strong analysis; displays evidence of an original approach or thinking beyond that taught in class engages a range of material with clarity and precision; demonstrates clear structure, organization and style; displays abilities to integrate knowledge and skills beyond those taught in class
B+	Exhibits a good ability to evaluate main issues and produce well-reasoned arguments responds appropriately to the task with some critical capacity, indicating a competent analysis; displays evidence of adequately reproducing approaches and ideas taught in class with occasional originality engages a good range of relevant issues, resources, and materials, in some cases beyond those covered or assigned material is presented with reasonable care and has a discernable structure displays ability to understand and reproduce integration of knowledge and skills as presented in class
B	Exhibits ability to evaluate main issues and produce arguments relative to a discussion responds appropriately to the task with some critical capacity, indicating a basic analysis following that modeled in class displays evidence of adequately reproducing approaches and ideas taught in class and can recognize originality or new approaches in material engages materials and resources as assigned and can find new sources material is presented with adequate structure, organization and clarity displays ability to understand and describe integration of knowledge and skills presented in class
B-	Exhibits ability to summarize arguments and reproduce thinking from class or readings, with basic grasp of main issues responds appropriately to task most of the time, indicating an adequate analysis but limited critical capacity displays evidence of adequately reproducing approaches and ideas taught in class but work lacks originality engages only materials and resources as assigned material is presented with adequate structure, organization and clarity but contains noticeable lapses in structure or clarity displays ability to understand integration of knowledge and skills presented in class
NAPP	Exhibits inaccurate or incomplete or superficial grasp of main issues and limited ability to summarize and present arguments Responds inappropriately to the task, with superficial analysis and limited critical capacity Displays limited ability to grasp approaches and ideas presented in class Fails to engage materials and resources presented in class or avoids some approaches Material is presented with significant mistakes in structure, organization and clarity Does not display ability to understand integration of knowledge and skills

### **New Tuition Support Plan**

VST has adopted a new plan to support students needing financial aid through a combination of bursaries, on-campus work-study jobs, and tuition waivers based on amount of financial need shown.

### **Criteria for Awarding Student Aid**

- a) All full-time and part-time students are eligible to apply for a tuition bursary (applied directly to their tuition account) of either 25% or 50% (based on credit hours taken in a given term), up to the maximum number of required course credit hours to complete the program in which they are registered. Full-time and part-time D.Min and Ph.D students will qualify for a 50% tuition credit based on the flat rate tuition and maintenance fees, up to the maximum tuition paid and maintenance fees paid to complete their program. *Student Aid will be given only for VST programs.*
- b) For students requesting and needing more than 50% tuition support during Fall and Spring terms, the next 25% of support will come from working at an on-campus work-study job
  - Jobs will be paid at the standard rate of \$12 per hour, for 5-10 hours per week. Any earnings over the 25% of tuition would be understood as regular income for the student
  - Students will be paid through the regular bi-monthly pay cheque system and would be expected to use the pay toward their tuition payments
  - Students will work under contract with a VST staff supervisor in an approved on-campus job—doing a variety of clerical, hospitality, and facilities related work
  - The School will designate certain jobs or job categories as part of the work-study pool and students for whom work-study is granted as part of their tuition support would apply and interview with the supervisor using standard procedures; some student jobs needing particular skills remain separate from the work-study pool
- c) For students requesting and needing 100% tuition support, the final 25% of support will come in the form of a tuition waiver. A student would only receive a tuition waiver if they have agreed to and taken an on-campus work-study job.
- d) Any adjustments to tuition support (a student dropping a course) would first affect the tuition waiver if it had been granted, then the work-study portion if granted, and finally the tuition bursary portion.
- e) In all cases, tuition support will not exceed actual tuition charged in any academic year.

### **International Study Levy Eliminated**

Beginning in Summer 2010, International Students will no longer be charged a 60% tuition levy.

### **Increase in allowable transfer credit**

Vancouver School of Theology requires that at least 1/2 of any degree program be completed at VST. This means that up to 50% of a previous theological degree can potentially transfer into a VST degree. Decisions about the specific requirements for transfer students to complete a degree program at VST will be made in consultation with the student, the Registrar, and appropriate faculty and Program Coordinators.

### **Bursaries for Continuing Education Courses and Workshops – Lay Applicants**

Lay people wishing to audit a VST Continuing Education course or workshop can apply for a tuition bursary covering either 25% or 50% of the tuition fees, depending on their level of need. Bursaries must be applied for at the time of registration. For any Continuing Education registrant, up to \$ 200 in tuition bursaries are available over the course of the fiscal year (May to April).

### **Academic Credit for Co-Sponsored Conferences and Events**

When a co-sponsored event or conference at VST offers possibility of a coordinated academic course, the following will apply:

- The student will set up a Directed Study course with an appropriate faculty member, under the normal procedures for such setting up and registering such courses. The course will be registered as a 3.0 credit hour course.
- The student will register for the conference and pay the conference rate using the stated conference procedure.
- The student will be charged tuition for 1.5 credit hours through the normal VST registration and tuition charge procedures.

Any event/conference that does not offer at least 15 hours of content will be evaluated by the Faculty/Registrar as not appropriate for a course offering. Any event/conference for which there is not an appropriate VST faculty member, or available sessional/occasional adjunct, will not be appropriate for a course offering.

**STUDENT HIGHLIGHTS**  
**Dates Calendar 2010-2011 Academic Year (revised June 2010)**

**Fall Term 2010**

**September:**

Wed Sept 1	\$700 Tuition and Fees Deposit Due to Accounting for Fall Term registration
Mon Sept 6	<b>Labour Day – School Closed</b>
Sept 8-10	Orientation Week
Thurs Sept 9	HB500 Class Orientation (6 – 9 pm)
Mon Sept 13	Fall Term Begins
Wed Sept 15	Bursary Applications and Fall Updates Due: Fall Term
Wed Sept 15	Mexico Trip Applications Due
Wed Sept 22	SCHOOL EVENT: Multicultural Workshop with Eric Law (1:00 – 5:00)
Fri Sept 24	Last day of Add/Drop period for Fall term courses (without penalty)
Fri/Sat Sept 24-25	Weekend Class #1 (Fri. 6-9; Sat. 9-5)
Mon Sept 27	Speaker Series: VST Student presentation: 1:00 – 2:00
Wed Sept 29	Information Literacy: Module 5 (2:00 – 5:00)
Thurs Sept 30	Summer Term Medical Extension & Advanced Degree papers due

**October:**

Fri Oct 1	Information Literacy: Modules 1 & 2 (9 am – 4 pm)
Fri Oct 8	<b>Tuition Due:</b> Last day to pay Fall Term Tuition
Mon. Oct 11	<b>Thanksgiving Holiday – School Closed</b>
Wed Oct 13	Information Literacy: Module 3 (6 – 9)
Fri/Sat Oct 15/16	Weekend Class #2 (Fri. 6-9; Sat. 9-5)
Mon Oct 18	Summer Term NAPP re-writes due (Basic Degrees)
Mon Oct 18	Speaker Series: VST Student presentation: 1:00 – 2:00
Oct 25-29	<b>Reading Week</b>

**November:**

Thur Nov 11	<b>Remembrance Day holiday – school closed</b>
Fri/Sat Nov 12-13	Weekend Class #3 (Fri. 6-9; Sat. 9-5)
Mon-Fri Nov 15-19	MATS comprehensive exam week (Dec completion)
Fri Nov 19	MATS/ThM theses/projects due (December completion)
Fri Nov 19	MATS/ThM theses/project proposals due (May completion)
Mon Nov 29	Speaker Series: VST Student presentation: 1:00 – 2:00

**December:**

Mon Dec 6	Summer Term NAPP rewrites due for Med. Ext and Advanced Degree papers
Mon Dec 6	Last Day of Classes
Dec 13 - 15	Exam Week
Mon Dec 20	Last Day of Fall Term
Mon Dec 20	<b>School Closes for Christmas Holidays at 12:30pm</b>

**Spring Term 2011**

**January:**

Tues Jan 4	<b>School Re-opens and January Interterm Classes Begin:</b> <b>Intro to Christian Worship: Jan 4 – 14 (9:30 – 12:30 am)</b> <b>Mexico Trip: Jan 4 – 15</b>
Fri Jan 14	<b>EQ and Human Resources Workshop: Jan 10 – 14 (full days)</b> Bursary Applications or Updates Due (for Spring Term)

Mon Jan 17	<b>Spring Term Classes Begin</b>
Mon Jan 17	
	Fall Term Medical Extension Papers, Advanced Degree papers and Major Ex. Due
Fri Jan 21	Information Literacy: Modules 1 & 2 (9am – 4pm)
Fri/Sat Jan 21/22	Weekend #1: HB600 (Fri 6-9; Sat. 9-5)
Mon Jan 24	Speaker Series: VST Student presentation (1:00 – 2:00)
Wed Jan 26	Information Literacy: Module 5 (6 – 9pm)
Fri Jan 28	Last day to Drop/Add Spring term courses (without penalty)
Fri/Sat Jan 28/29	UCC Denom. Course (Fri 6-9; Sat 9-5)
	PCC Denom. Course (Fri 9-5; Sat 9-12)

**February:**

Wed Feb 2	Information Literacy: Module 3 (2 – 5pm)
Mon Feb 7	NAPP re-writes due from Fall Term
Fri Feb 11	<b>Tuition Due:</b> Last day to pay Spring Term tuition
Fri/Sat Feb 11/12	Weekend #2: HB600 (Fri. 6-9; Sat. 9-5)
Fri/Sat Feb 18/19	UCC Denom. Course (Fri 6-9; Sat 9-5)
	PCC Denom. Course (Fri 9-5; Sat 9-12)
Mon Feb 21	Speaker Series: VST Student Presentation (1:00 – 2:00)
Wed Feb 25	Information Literacy Module 5 – Writing a thesis at VST (2-5:00)
Mon Feb 28	<b>VST School Wellness Day – School Closed</b>
Feb 28 – Mar 4	<b>Reading Week</b>

**March:**

Tues Mar 1	Summer Term Registration Begins (for Degree students)
Fri/Sat Mar 11-12	Weekend #3: HB600 (Fri. 6-9; Sat. 9-5)
Fri/Sat Mar 18/19	UCC Denom. Course (Fri 6-9; Sat 9-5)
	PCC Denom. Course (Fri 9-5; Sat 9-12)
Mon-Fri Mar 21-25	MATS Comprehensive Exam Week (May grad)
Fri Mar 25	MATS/ThM theses/projects due (May grad)
Mon Mar 28	Speaker Series: VST Student Presentation (1:00 – 2:00)
Mon Mar 28	Fall Term NAPP rewrites due for Med. Ext, Advanced Degree and Major Exegetical papers

**April:**

Wed Apr 4	2011/2012 Timetables posted: Registration begins
Wed Apr 4	Bursary Applications due for Summer Term and 2011/2012 Work/Study applicants
	Last Day of Classes
Wed Apr 6	<b>ALL WORK FOR GRADUATING STUDENTS DUE!!</b>
Fri Apr 8	Exam Week
April 11-13	Graduating Student Retreat Day
Thu Apr 14	Spring Term papers due (Basic Degrees)
Mon Apr 18	<b>Last Day of Spring Term</b>
Mon Apr 18	<b>Good Friday – School Closed</b>
Fri Apr 22	<b>Easter Monday – School Closed</b>
Mon Apr 25	NAPP re-writes due for Graduating Students
Tues Apr 26	

**May:**

Mon May 2	Summer Term Begins
May 2-6	Spring Intensive: Process Theologies
Wed May 4	Papers Due for Spring Term Medical Extension, GDTS/ThM, Major Ex.
Mon May 9	<b>CONVOCAATION</b>
Mon. May 23	<b>Victoria Day – School Closed</b>
Fri May 27	<b>Tuition Due:</b> Summer Term
Tue May 31	NAPP re-writes from Spring Term due

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY			
8:00-9:00	Anglican/Lutheran Worship: MP		Anglican/Lutheran Worship: MP		Anglican/Lutheran Worship: MP			
9:00-12:00	<b>PT500</b> <b>PPL</b> (Gear)	<b>BIBL500</b> <b>Bib Lang</b> (Sessional)	<b>HIS6/740</b> <b>Ref Hist</b> (Topping)	<b>NT6/742</b> <b>Luke</b> (Farris)	<b>NT500</b> <b>Synoptics</b> (Maier)	<b>TH5/750</b> <b>Mod/PMod</b> (Betcher)	<b>TH652</b> <b>C&amp;M</b> <b>Angl</b> (Fletcher)	<b>Info Lit</b> Mod 1&2 Oct 1 9-4
LUNCH	Choir Practice Angl/Luth Worship: Eucharist		UCC Worship/PCC Worship/ Angl/Luth Worship: Eucharist		Community Worship/ Principal's Lunch			
2:00-5:00		<b>PT651</b> <b>PPL</b> <b>Studio I</b> (Howard)	<b>HOM500</b> <b>Homiletics</b> (Farris)		<b>Info Lit</b> Mod 5 Sep 29			
5:00-6:00	Anglican/Lutheran Worship: EP		Anglican/Lutheran Worship: EP		Anglican/Lutheran Worship: EP			
6:00-9:00	<b>IPT/S5/710 Ped/Pain</b> (Betcher)		<b>HIS500 Intro Hist</b> (Maier)		<b>IPT/C5/710</b> <b>Sacred Texts</b> (Daum)	<b>Info Lit</b> Mod 3 Oct 13	<b>TH/SP5/712</b> <b>Prayer</b> (Topping)	

**Weekends** (Friday 6-9; Saturday 9-5)

Sept 24-25 **HB500 Intro HB I** (Dutcher Walls)  
 Oct 15-16 **HB500 Intro HB I** (Dutcher Walls)  
 Nov 12-13 **HB500 Intro HB I** (Dutcher Walls)

**DS521 UCC Den St: CE& Worship** (Kim-Craig)  
**DS523 UCC Den St: Hist/Ethos** (Thorpe)

(Friday 9-5; Saturday 9-12)

**DS610 PCC Den St** (Davis)  
**DS610 PCC Den St** (Davis)  
**DS610 PCC Den St** (Davis)

**January Intensives:**

**LS500 Intro Xn Worship** (Sampson) Jan 4-14  
**INT5/751 Mexico trip** Jan 4-15 (revised dates)  
**PT612 Emot. Intel** Jan 10-14

VANCOUVER SCHOOL OF THEOLOGY TIMETABLE SPRING 2011

publication date: 27 April 2010

TIME	MONDAY		TUESDAY			WEDNESDAY			THURSDAY	FRIDAY
8:00-9:00	Anglican/Lutheran Worship: MP		Anglican/Lutheran Worship: MP			Anglican/Lutheran Worship: MP				
9:00-12:00			<b>TH600</b> <b>Cons</b> <b>Theo II</b> (Betcher)	<b>ED513</b> <b>Ed/Spir</b> (Clare)		<b>NT501</b> <b>Paul</b> (Maier)	<b>LS600</b> <b>Fnd</b> <b>Lit/Sac</b> (Sampson)	<b>PT/HIS</b> <b>6/710</b> <b>Soc Xnty</b> (Fletcher)		<b>Info Lit</b> Mod 1&2 Jan21 9-4
LUNCH	Choir Practice Angl/Luth Worship: Eucharist		UCC Worship/PCC Worship/ Angl/Luth Worship: Eucharist			Community Worship/ Principal's Lunch				
2:00-5:00	<b>PT652</b> <b>PPL</b> <b>Studio II</b> (Howard)	<b>IPH/C810</b> <b>Resist/Accom</b> (Maier/ Daum)	<b>TH500</b> <b>Cons</b> <b>Theo I</b> (Topping)	<b>PT/HB612</b> <b>Social Justice</b> (Dutcher- Walls)	<b>SP/TH</b> <b>5/721</b> <b>Wisdom/</b> <b>Kenotic</b> (McFague)	<b>Info Lit</b> Mod 3 Feb 2 Mod 4 Feb 23				
5:00-6:00	Anglican/Lutheran Worship: EP		Anglican/Lutheran Worship: EP			Anglican/Lutheran Worship: EP				
6:00-9:00	<b>NT640 John</b> (Maier)		<b>PT551 Past. Ident.</b> (Johnson)			<b>HOM6/711</b> <b>Model to Sermon</b> (Farris)		<b>Info Lit</b> Mod 5 Jan 25	<b>SP/TH5/722</b> <b>Mindfulness</b> (Betcher)	

**Weekends** (Friday 6-9; Saturday 9-5)

Jan 21-22 **HB600 Intro HB II** (Dutcher Walls)  
 Feb 11-12 **HB600 Intro HB II** (Dutcher Walls)  
 Mar 11-12 **HB600 Intro HB II** (Dutcher Walls)

Jan 28-29 **DS522 UCC Den St: Worsh/Mus** (Harding)  
 Feb 18-19 **DS525 UCC Den St: Pol/Gov** (Gear)  
 Mar 18-19 **DS624 UCC Den St: Theol/Doct** (Gear)

(Friday 9-5; Saturday 9-12)

**DS510 PCC Den St** (Davis)  
**DS510 PCC Den St** (Davis)  
**DS510 PCC Den St** (Davis)

**January Intensives:**

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## **A. VST Policies**

### **Inclusivity**

VST is a multi-denominational school that encourages respect for the capabilities and contributions of all people. Students are expected to treat each other with respect in order that all may learn from each other in a nurturing environment.

VST admits qualified students to its programs of study regardless of age, colour, gender, sexual orientation or preference, national or ethnic origin, or disability. VST does not discriminate on the basis of any of these in the administration of its educational policies, admissions policies, bursaries, or other programs administered by the School.

### **Student Responsibilities**

Responsibility for course selection to fulfill program and degree requirements rests with the student. The Registrar, Program Coordinators and all faculty members are available to give advice and guidance. It is the student's responsibility, however, to read and understand the academic policies and procedures as set out in this Supplementary Calendar/Student Handbook, the Academic Calendar, and in the course descriptions and syllabi. Additional information about regulations and deadlines will be posted outside the Registrar's office during the term.

### **VST Anti-Harassment Policy**

Vancouver School of Theology (VST) is a community that operates on Christian values including caring and integrity in relationships. We endeavor at all times to provide a working and learning environment that is free from discrimination, supportive of spiritual and academic life, and that promotes the dignity, self-esteem and fair treatment of all members of the community. The basis of interaction at the School is one of mutual respect, cooperation and understanding, and we will not tolerate any behavior that is likely to undermine this.

### **Harassment is against the law**

The Canadian Human Rights Act and the Canada Labour Code protect us from harassment. The Criminal Code protects us from physical and sexual assault. You have a right to live and work without being harassed, and if you are harassed, you can do something about it. This policy tells you what to do if you experience harassment at work, or if you, as a manager or an employee, become aware of a harassing situation.

VST promises to treat all complaints of harassment seriously, whether they are made informally or formally. We undertake to act on all complaints to ensure that they are resolved quickly, confidentially, and fairly. We will discipline anyone who has harassed a person or group of people. We will discipline managers who do not act properly to end harassment.

For more information, see the VST Anti-Harassment Policy on the VST website, or contact the Anti-Harassment Officer, Corinne Rogers.

### **Privacy Policy**

Vancouver School of Theology (VST) respects the privacy of the personal information of its students, alumni, faculty, staff, volunteers (including Board of Governors), donors, Library patrons and other stakeholders and is committed to the protection of that information.

Vancouver School of Theology collects through its website, by phone and facsimile and departmental office forms personal information in the course of business in accordance with the general authority of the Vancouver School of Theology Act (Bill Pr 402 – 1992) and other applicable administrative policies approved by VST's Board of Governors; and relevant provincial and federal legislation.

All personal information provided for VST's administrative and operational purposes and any other information placed into a student, alumnus, employee or donor record will be collected, protected, used,

disclosed and retained in compliance with the Personal Information Protection Act of British Columbia (SBC 2003 Chapter 63.)

### **Language about the People of God**

Language in liturgy, prayer, hymns or other music and in sermons should include all the people of God. VST discourages the use of language that excludes on the basis of gender, race, age, mental or physical ability and socio-economic status. When referring to God's people, the leader should use words and phrases such as God's people, humanity, humankind, people, friends, women and men, sisters and brothers, daughters and sons, fathers and mothers, ancestors, descendants, etc., to reflect the diversity of the VST community. The members of the community are encouraged to be sensitive to the use of words, phrases and metaphors that denigrate or are insensitive to the diversity of God's people. Where the worship leader's, or speaker's knowledge of biblical language is appropriate, when the intent of the Greek or Hebrew is inclusive of all God's people, it is appropriate for the translation of Scripture to reflect this.

### **Language about God**

Many metaphors are used to draw closer to God: father, mother, king, wind, water, rock, mountain and many more. The exclusive or excessive use of masculine terms and pronouns for God in liturgy, hymns or other music and sermons is discouraged. Leaders are encouraged to use alternative metaphors and to avoid the use of gender-specific pronouns.

### **Disability Resources**

Students who have documented disabilities will be accommodated as a matter of policy to the extent possible within VST. The UBC Disability Resource Centre (DRC) is available to VST students to review documentation and determine eligibility for academic accommodation. The DRC will also provide initial screening for learning disabilities, offers seminars or professional development activities, and provides adapted equipment and Alternate Format materials.

Contact the DRC Student Assistant Coordinator at:  
604.822.2010

[janice.mcgill@ubc.ca](mailto:janice.mcgill@ubc.ca)

Or see the DRC webpage: <http://students.ubc.ca/facultystaff/disability.cfm>

You should contact a Disability Resource Centre Advisor if:

- **You have any questions about accommodations.** The DRC has several advisors who have professional training and expertise related to promoting post-secondary access and providing accommodations for students with disabilities. Advisors take a case management approach to service delivery. Each client is assigned a primary advisor; however, if that person is not available, another advisor may handle queries. A computerized database facilitates this process.

### ***Need additional help assessing a learning disability?***

**The Eaton Learning Centre** provides assessment and consulting services designed to provide students with a clear understanding of their learning profile and begin to feel confident in their ability to self-advocate.

**Location:** Suite 205, 6190 Agronomy Road at UBC

**Telephone:** (604) 734-5588

**E-mail:** [info@eatonlearning.com](mailto:info@eatonlearning.com)

### **Exemption from Language Requirement**

Exemption from the language requirement in any degree program of the School may be granted if the student has a documented disability that affects language learning.

### **Scent-Free Community Policy**

VST cannot guarantee that sensitive individuals will be able to avoid all reactions to environmental, chemical, and scented products while at the School, but states the following policy to minimize possible occurrences:

**The following areas are designated as scent-free areas:**

- **Fire and emergency escape routes**
- **Common areas, including elevators, hallways, stairways, rotunda, copier rooms, lounges and rest rooms**
- **Classrooms, Chapel, and Library**

All staff, faculty, students and visitors should avoid the use of scented personal products when attending any activity at the School that involves the designated scent-free areas.

VST will purchase and use cleaning products that are environmentally friendly and contain no or minimal scents.

This policy does not interfere with the use of incense or sweetgrass in worship at VST; the VST Worship Policy contains guidelines that should be consulted.

## B. Signposts of our Life Together

*“We will mark our way to God with signposts – and not be lost.”  
@anonymous 5<sup>th</sup> century*

VST is an educational community in the historic tradition of the Anglican and United Churches of Canada, in affiliation with the Presbyterian Church in Canada. As a Christian institution, we honour the traditions from which we come.

As an institution committed to an affirmation of the value of diversity and inclusivity, we also recognize that the faith journeys which animate us are particular and diverse. We honour this diversity in our intellectual, communal, and worship lives.

Sitting beside the historic work of VST is the new work of Iona Pacific: inter-religious centre for social action, research and contemplative practice. With this work, we welcome partners from a wide variety of religious traditions, as we face into the challenges of life in today’s world.

The signposts which follow hold our intention to live together as well as we can, knowing that we struggle as fragile creatures held in our brokenness by grace which is beyond all understanding. As a community nurtured, illumined, and set free by God’s Spirit, we respond in gratitude and commit ourselves to our Signposts as a means of expressing the abundance of God’s love.

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### Guidelines for Communal Engagement

- *We will live with integrity;*
- *We will model and embrace direct and intentional communication; we will speak to the issue without personalizing; we will not demonize the other; “love is the recognition that something beside yourself really exists”;*
- *We will embody political realism along with forgiveness; we will check things out; we will be charitable; we will assume the best of each others’ motives and actions;*
- *We will hold each other accountable and give respectful feedback;*
- *We will recognize the contribution of each and be intentional in our expression of gratitude and appreciation;*
- *We will put conflict on the table and address it as an opportunity for creative transformation;*
- *We will own our own feelings about something;*
- *We will set boundaries and respect those of others; we will avoid the quicksand of over-involvement;*
- *We will bring a sense of humour and a spirit of playfulness to our life together;*
- *We will engage the world and feed faith communities – let our passion from here work in and for the transformation of local & global communities;*
- *We will be clear about the call to die – honest about what has to die; we affirm that dying and living are painful but necessary parts of each other;*

- *We will practise communal and personal discernment in our speaking, listening & keeping silent;*
- *When it is time for closure we will call it and move on to the next important work;*



*VST's Faith Commitments as a Teaching Learning Community*

**\*VST holds Christ as central; our passionate commitment to the living Christ sustains us in all that we do.**

**\*We will entrust ourselves to God who calls us to common mission for the world, though the way is often unclear;**

**\*Worship will lie at the heart of our community; we honour and respect diversity in our prayer and ritual.**

**\*VST affirms that God reveals Godself in the diversity of religious traditions recognized in and by the global human community. We honour the wisdom and practices of those of other traditions, as welcome companions to our movement more deeply into God's intention for this world.**

## C. Registration and Financial Obligation

All students admitted to VST programs and all those taking courses at VST under another status (see below) will complete registration for every course taken at VST.

All students enrolled in VST courses will pay appropriate tuition and fees as assessed.

Students admitted to Vancouver School of Theology carry responsibility for the full payment of tuition, student and residence fees. The registration process is not complete until all outstanding fees are paid. All financial obligations to the School must be paid before a degree can be conferred on a graduating student or before a student can register for a subsequent term.

In exceptional cases when a student is unable to pay tuition and fees by the date on which they are due (typically the end of the 4<sup>th</sup> week of each term) the student will:

- Discuss their inability to meet the payment deadline with the Dean of Studies or Director of NMP
- Receive permission from the Dean of Studies or Director of NMP to delay full payment, and agree upon a payment schedule;
- Provide the Accounting office with a credit-card number or, in cases where the student does not have a credit card, with post-dated cheques.

### Student Records

A permanent record of all student registrations and academic work is kept by the Academic Records office. This information is confidential and is handled according to relevant privacy legislation and VST's Privacy Policy. For more information about how VST handles personal information, please refer to our Privacy Policy or contact VST's Privacy Officer at 604-822-9813.

### Student Categories

**Degree/Diploma Student:** a student who is enrolled as a candidate for a degree or diploma, full time or part time.

**Occasional Student:** a student who is given permission to enroll in specific courses without the intention of pursuing a diploma or degree program but who would be eligible to do so. A student may maintain Occasional Student status for a total of four academic years, or 21 credit hours of course work, whichever comes first. After four years of study, the student may apply for transfer into one of VST's degree programs. The degree must then be completed within an additional three years of study.

**Special Student:** a student for whom a custom-designed program is offered to meet specific needs or who is registered in a degree program in another institution.

**Permission to Register:** in certain cases, a student may be granted permission to register for degree credit prior to being admitted into a degree program at VST. A student who is granted permission to register may take up to 9 credit hours per term, the exact number of credit hours being determined by the Registrar in consultation with the Admissions Committee and/or the Dean's Advisory Council. Permission to register will be reviewed at least annually to determine whether the student may (a) continue in this category, (b) be required to complete the admission requirements for a diploma or degree program or (c) be denied further enrollment.

**Certificate Student:** a student who is enrolled in the Certificate in Theological Studies, full time or part time.

**Auditing Student:** a student who participates in a course at VST but does not complete assignments nor receive degree credit for the course. No academic record will be kept for an auditing student. Permission to audit a class must be obtained through the Registrar's office, and at times, permission must be granted from the instructor of the class.

## **Program Status**

If a student is not registered in any courses, the following options for program status are available.

### **1. Maintenance status and Fees**

A VST student who is involved in research and writing related to their program but not enrolled in any courses will be charged a maintenance fee as well as all applicable student fees. The Maintenance Fee permits the student access to all VST student resources and faculty/administrative services.

The fee will be charged each term a student wishes to maintain student status up to a maximum of 4 terms in their program, at which point the student must either enroll in a course, graduate or withdraw from their program at VST. If a student is not registered for any coursework in the term in which they intend to graduate, they will automatically be assessed the Maintenance Fee.

### **2. Maintenance Fee and Graduation**

If a student is not registered for any coursework in the term in which they graduate from their VST program, the Maintenance Fee will be assessed. The Maintenance Fee permits the student access to all VST student resources and faculty/administrative services, including preparation for Convocation.

### **3. Leave of Absence**

A student may request, in writing, a leave of absence for up to one year, renewable upon written request for another year, up to a total of two years. These are usually granted in six month segments. Requests shall be submitted to the Dean of Studies.

Approved Leave's of Absence are not considered part of a student's study time in determining their statute of limitations (i.e. the 'clock' stops). Approved leaves will be recorded as such on the student's cumulative record.

## **Failure to Register**

If a student active in a program of study does not register in any term of study (excluding Summer term) and has not formally requested a Leave of absence, they will receive a letter from the Registrar indicating their need to either request a formal Leave of Absence from the Dean of Studies, or to go on Maintenance Status.

## **Long term Absence from Program**

If a student does not register or fails to communicate with the office of the Registrar for 2 consecutive terms, the status of their program file will become inactive. In order to reactivate a file, a student must apply to the Dean's Advisory Council (DAC) and may be allowed to continue with their program if still within the statute of limitations for their program of study. The period of absence will be deducted from the maximum 2 year Leave of Absence allowed in a program of study.

If a student does not register or fails to communicate with the office of the Registrar for a period of 2 or more years, the student will be considered to have dropped out of their program of study and will need to reapply to the Admissions Committee in order to continue with study at VST.

## **Deferral of Acceptance**

Once accepted into a program of study, a student may choose to defer enrollment for up to one full year from the originally indicated term of registration. Students are responsible for communicating in writing their decision to the Registrar as well as to meet with the Registrar once they are ready to enroll in their program of study.

## **Admissions Appeal process**

In the case where an applicant chooses to appeal the decision of the Admissions committee, the applicant will proceed as follows:

1. Contact the Dean of Studies and request elaboration of the reasons for the rejection of the application

2. After reviewing that data, if an applicant wishes to continue he/she shall contact the Dean of Studies and request that the application be re-considered by the Admissions committee in light of the addition of new information;
3. If the decision of the committee is still negative and the applicant wishes to proceed, she/he shall send a letter of appeal to the Dean's Advisory Council (DAC). The Dean's Advisory Council is a sub-committee of the Faculty Council and is the usual body to which all academic matters can be appealed.
4. When a member of DAC has also been a part of the original admission committee decision-making process, that person shall be excused from DAC and a replacement for him/her named by Faculty Council.
5. DAC shall review all written material and shall hear the appellant in person if that person so desires. Members of the Admissions committee who wish to be heard may also make a submission to DAC's deliberations.
6. Decisions of DAC are final with no further appeal possible in the VST system. However, this does not preclude the submission of a new application at some point in the future.

#### **Auditing Students (Excluding Summer School courses)**

The following regulations apply to students auditing courses:

- A Registration Form must be filled out and signed by the Registrar.
- At times, faculty permission must be obtained to audit a course. In all cases the instructor determines the degree of participation expected or allowed.
- No academic record will be kept for an auditing student who is not registered as a full-time, part-time or occasional student.
- Normally, an audited course may not be 'upgraded' to degree credit status after the course has been completed.
- The auditing fee is 50% of the fee for credit.
- VST alumni, local clergy and paid lay ministers may audit for 50% of the auditing fee.
- Full-time VST students (those registered in 15 credit hours) may audit free of charge.
- VST students who have completed the credit requirements of their degree program may audit additional courses free of charge.
- Faculty members and staff, their spouses/partners and the spouses/partners of full-time VST students may audit free of charge.

#### **Students transferring from another Institution**

Students who have studied at the graduate level in another theological college or seminary may qualify to transfer credit hours into their VST program. As part of their application procedure, these students must:

- Fulfill all requirements for admission;
- Complete their usual procedures for admission;
- Present transcripts of marks from institutions previously attended, together with a letter of reference from the Dean or Registrar of the Institution last attended;
- Present course outlines and syllabi, and any pertinent evaluations for the courses under question;
- Be prepared to demonstrate skill and knowledge competencies (most usually through providing course descriptions, syllabi, course assignments and having a personal interview with the appropriate faculty member and/or the Registrar.

Decisions about the specific requirements for transfer students to complete a degree program at VST will be made in consultation with the student, the Registrar, and the appropriate faculty and Program Coordinators. **\*\*Official transcripts; course outlines and syllabi; and any pertinent evaluations must be made available for all locating decisions.**

Vancouver School of Theology requires that at least 1/2 of the degree be completed at VST. As such, no more than 1/2 of the total credit hours can be transferred into a VST degree program (i.e. 45 credits total for the 90 credit hour M.Div degree; 24 credits total for the M.A. degrees).

If a student has completed a Masters Degree before entering VST, up to half of the credit hours earned towards that first degree may be shared with the Masters degree being pursued at VST as long as this does not exceed 1/2 of VST's degree requirements, and does not undermine the integrity and standards of the VST degree.

**Students applying transfer credit through work completed elsewhere must have completed that work no more than seven years prior to admission to VST.**

### **Advanced Standing**

In a number of cases, a student may have completed course work at an undergraduate level OR through non-degree status experience or programs. This work may not need to be duplicated at Vancouver School of Theology.

In these cases, VST may grant advanced standing through exemptions from certain courses. This advanced standing may be granted in two ways:

1. **Without credit:** rather than be required to duplicate material, students may be **exempted** from particular course work and be required to take **alternative courses** to make up the required credit hours.
2. **With credit:** students may be given degree credit for non-graduate level course work and/or experience if it can be determined by appropriate written and/or oral assessment that students have the knowledge, competence, or skills that would normally be provided by the specific courses for which they have been admitted with advanced standing. **Advanced standing with credit is limited to 1/6 of the total credits required for a VST degree.**

### **Criminal Record Check**

Certain degree programs at VST require one or more units of theological field education as part of the learning process. Because these placements involve the student working directly with potentially vulnerable populations, VST requires that all Canadian and American students who undertake a field placement under the auspices of a VST program get a criminal record check, at their own expense, prior to beginning their first field placement. A copy of the results must be given to the Registrar, and will be kept in the student's file for the duration of the student's program at VST.

### **Certificate of Study**

For students completing a program of study required by their judicatory that is 12 or more credit hours, a Certificate of Study will be granted by the School at Convocation as per the usual process

### **Program Recognition**

For students completing a program of study required by their judicatory that is less than 12 credit hours, recognition of their program will be given by letter from the Registrar, and mailed to the student. No formal certificate will be granted nor conferred at Convocation for a program less than 12 credit hours.

**Specific Programs:** The following information provides locating guidelines for specific programs related to the Vancouver School of Theology.

**1. Pacific Jubilee Program:** The completion of Year I of PJP **does not qualify** a student for advanced standing in a VST degree program. If a VST student has completed Year II of the PJP they may apply to receive up to 12 credits of advanced standing with credit for Spirituality courses or elective credit hours. The usual Locating Guidelines will be followed, on a case by case basis and criteria for receiving such credit include: the status of the teachers/facilitators; methods of evaluation; contact hours; course syllabi; and the evaluation given to the student. This policy applied only to advanced standing with credit within a VST program; no transcripts will be produced for a student for other uses.

**2. Pilgrimage: Claiming our Spiritual Heritage:** Student's who participate in the Pilgrimage Program with *Peregrinatio* may receive 3 credits of advanced History or Spirituality elective credit through participation in the Pilgrimage program, and the writing of a major paper. Approval to take the Pilgrimage for degree credit must be obtained ahead of time from the Pilgrimage leaders and the VST Registrar.

**3. Approved Eight-month Internship:** Students who have successfully completed an approved eight-month internship will be granted the equivalent of one 3-hour course credit and exemption from two units of Theological Field Education (TFE 300 & 305).

Students who do an alternative internship that combines a unit of CPE with an eight month pastoral placement are eligible for two 3-hour course credits and exemption from from two units of Theological Field Education (TFE 300 & 305).

**3. Clinical Pastoral Education:** Students who have completed a basic unit of CPE are eligible to receive one 3-hour course credit and exemption from one unit of Theological Field Education.

Students who have completed a second unit of CPE training OR have also had an approved eight-month internship may count the CPE unit as a 3-credit hour elective course.

**Students who wish to transfer CPE experience into their VST program must provide evaluations from their CPE supervisor.**

**CPE completed prior to VST admissions**

A student may transfer up to 6 credits (2 units x 3 credits) for CPE units undertaken prior to the student's VST program. If a student has more than two units, he or she may petition the appropriate decision making body of the School for additional credit following one year of VST's program. There is no guarantee that additional credit will be given and the decision-making body will make its decision based upon the student's current degree program, the number of credits previously transferred and the student's performance in her or his present degree program.

#### **How to Register for Courses**

When you know which courses you want to take, use the following forms to begin the registration process:

**VST Students:** Program Planning Form (signed by the student and Registrar)

Plus: Registration Form 2010-11

**Non-VST Students seeking degree credit:** Registration Form 2010-11

**Auditing Student:** Auditing Registration Form 2010-11

Forms can be obtained from the Registrar's Office or downloaded from VST's website. Once the form is completed, an appointment should be made with the Registrar at (604)822-9563 or registrar@vst.edu. In certain cases this appointment can take place over the phone or via email.

Once you have been registered, you will be sent an invoice which will include your course confirmation. Students should check with the Accounting Office at 604-822-3550 with questions regarding any outstanding amount still owed to VST.

You will greatly assist us by advising us promptly should you wish to change or drop courses. Since all courses have a limited capacity, and courses with low enrolment may be cancelled, we strongly encourage you to register early to avoid disappointment and the last minute rush. Note that all students must be registered before attending any class.

## **Registration Dates and Fee Payment Schedule**

### **Fall Term: September 13 – December 20, 2010**

*Tuition and Fees Deposit of \$700.00:* Due by September 1<sup>st</sup>

*Registration Deadline:* Wednesday September 8<sup>th</sup>

*Bursary Application Deadline:* Wednesday September 15<sup>th</sup>

*Fall Tuition payment deadline:* End of the 4<sup>th</sup> week of Classes: **Friday, October 8<sup>th</sup>**

### **Spring Term: January 4 – April 18<sup>th</sup>, 2011**

*Tuition and Fees Deposit of \$400.00:* Due by December 15<sup>th</sup> (for those only registered in Spring)

*Registration Deadline:* December 10<sup>th</sup>

*Bursary Application Deadline:* January 14<sup>th</sup>

*Spring Tuition payment deadline:* End of the 4<sup>th</sup> week of Classes: **Friday, February 11<sup>th</sup>**

### **Summer Term: May 2 – August 31<sup>st</sup>, 2010**

*Bursary Application Deadline:* April 4<sup>th</sup> (must register by this date if applying for bursary)

*Registration Deadline:* June 1<sup>st</sup>

*Summer Tuition payment deadline:* End of the 4<sup>th</sup> week of Term: **Friday, May 27<sup>th</sup>**

## **Full-Load and Full-time-status**

### **Diploma/M.Div/M.A**

*Full Load:* 12 - 15 credit hours/term (enrolment exceeding 18 credit hours/term not permitted)

*Full-time-status (60% full-load):* 9 credit hours

### **Master of Theology (Th.M)**

*Full Load:* 9 credit hours (enrolment exceeding 12 credit hours/term not permitted)

*Full-time-status (60% full-load):* 6 credit hours

## **Writing a Thesis and full-time equivalency**

A student writing a thesis will be considered full-time if:

1. A student registers for and writes the thesis in one term only
2. A student registers for and writes the thesis over two terms and takes one additional course/term

## **Clinical Pastoral Education (CPE)**

Summer CPE is considered a Full-time load through the summer months.

## **Summer Term**

July Summer School intensives do not qualify as a full-time course load for Student Loan or Student VISA purposes if they are fewer than 5 consecutive weeks.

## **Directed Studies Policy:**

Students may elect to do Directed Studies in selected topics and readings with individual instructors. Directed studies are intended to take a student outside of the area of material typically covered through a timetabled course, to focus and enhance their learning in a particular area of interest. They are not replacements for regularly scheduled courses.

Where a course covering the material in which the student wishes to study is timetabled in either the current or a subsequent term of study, a student shall take the regularly scheduled course.

VST is responsible to timetable courses such that students attending full-time can graduate in the designated timeframe of the degree program as follows:

- Diploma in Theological Studies: 1 year full-time
- Master of Arts in Theological Studies: 2 years full-time
- Master of Divinity: 3 years full-time
- Master of Theology: 2 years full-time

A **maximum of 6 credit hours** per degree may be done as directed studies throughout a student's degree program.

In all cases it is the responsibility of the student to discuss the possibility of doing a directed study with the VST professor and to arrange the details of the directed study.

In certain cases, workshops and other guided learning experiences taken outside of the School can be integrated into a directed study. Arrangements must be made prior to the beginning of the workshop or guided learning experience, and a VST faculty member must agree to oversee the student's engagement with the material and to help determine and evaluate learning goals through appropriate evaluative methods.

VST is not responsible to provide Directed Studies for students studying part-time if the course they need to graduate is not being taught that year, or there is a timetabling conflict. However, all efforts will be made to assist students in program planning so that timetabling conflicts are less likely to occur late in a student's program.

### **Directed Study Guidelines**

To arrange for a directed study the student shall:

1. Discuss with the Registrar whether their proposal for a directed study conforms to the Directed Study policy at VST;
2. Discuss their proposal with the VST faculty member they wish to serve as the instructor for the directed study;
3. Fill out a *Course Agreement Form* with the instructor, outlining the following:
  - ✓ Title for the course – a course number will be designated by the Assistant to the Registrar
  - ✓ Number of credit hours to be earned
  - ✓ Duration of the agreement (i.e. the length of the course)
  - ✓ Readings and assignments to be completed by the student
  - ✓ Schedule of meetings between student and instructor
  - ✓ Method of evaluation
  - ✓ 3 signatures: student, instructor and Dean of Studies
4. Two copies of the *Course Agreement Form* are to be made, one to be kept by the student and one to be given to the Instructor as their final grading report form. The original copy is to be returned to the Registrar along with either the student's *Registration Form* or a *Course Change Form* (drop/add).

### **M.Div (Honours) program**

Application into the Honours M.Div is normally submitted after the completion of 30 credit hours, and is made to the Public and Pastoral Leadership Committee through the committee Chair. Approvals are reported to Faculty Council. Applications will not be considered in a student's graduating year, and normally not after a student has completed more than 60 credit hours.

### **Procedure for requesting change to Program/Concentration**

Once a student has been admitted into a degree program at VST, she/he may wish to pursue a program other than the degree or concentration into which she/he was originally admitted.

The procedure for requesting such a change is as follows:

- The student shall make a written request for the change to the Admissions Committee;
- Requests for a change in academic program shall be processed through the Admissions Committee at their following meeting;
- Certain requests may require additional material to supplement the student's original admissions file. These additions are as follows:
  - ✓ To move into the **M.Div program**, a letter of support from the appropriate Director of Denominational Formation or Church Leader is required
  - ✓ To move into the **MATS program**, at least 1/3 of the coursework for the MATS must be completed as an MATS student. If a student has already completed more than 33 credit

hours in the MDiv program, then which courses will qualify as part of the student's MATS requirements will be determined through a locating interview with Research Studies Committee Chair in consultation with appropriate faculty members (i.e. potential study advisor; someone teaching in the student's concentration of interest, professors who have taught the student)

- ✓ To move from the **Diploma in Theological Studies into a Masters degree program**, the student shall provide evidence of support from at least two faculty members, as well as additional application material not included in the student's first application to the School but required for the program as listed in the Academic Calendar
- ✓ **Admission to the M.Div (Honours)** Students will ordinarily apply to enter this program once they have completed all Foundational Courses. Application will be made to the Registrar for approval by the Dean's Advisory Council and will include the student's previous record and VST transcript to date. A Statement of Intent indicating the student's proposed area of study, and one Reference Letter from a faculty member is also required for application to the M.Div (Honours)

In the case that the student wishes to appeal the Admissions Committee's decision regarding the request for a degree program change, the student shall follow the Admissions appeal process.

### **Concurrent or Sequential Degrees at VST**

Students may be either simultaneously or sequentially enrolled in two Masters' programs at Vancouver School of Theology. The programs may, in some instances, use the same resources and be overlapping. In these cases, not more than half of the credits required for either degree may be 'shared' between the two degrees. Where the design of the programs have more than a 50% overlap, alternative courses will be required.

Alternately, graduates of VST who wish to build on their first degree towards a second may choose to relinquish their first degree and complete only the additional requirements of the second degree program of choice. The overall time required to complete two degrees either simultaneously or sequentially will be determined by the demands of the two degrees combined, but will not exceed 10 years.

In all cases, students must submit an application to their program(s) of choice to be reviewed by the Admissions Committee.

### **Transcripts**

Permanent records for students are kept in the Academic Records Office. A copy of the permanent record, signed by the Registrar with the School seal imprinted, will serve as a transcript of marks for other institutions. Each student is entitled to three free transcripts within one year of graduation. Additional requests for transcripts should be accompanied by a cheque or money order for \$10. No transcript will be issued for audited courses. To request a transcript, contact the Assistant to the Registrar at 604-822-0824 or at [mtrim@vst.edu](mailto:mtrim@vst.edu)

## D. Tuition and Fee Structure

### **Diplomas; M.Div; MATS:**

Basic degrees: \$245/credit hour (\$735 per 3-credit course)

### **Th.M; GDTS:**

Advanced degrees: \$360/credit hour (\$1080 per 3-credit course)

**Auditing Fee:** 50% tuition fee

**Late Registration Fee:** \$75.00

**Maintenance Fee:** \$350.00

**Thesis and Comp. Exam administration:** \$200

### **Student Fees**

VST Student Association Fees: \$20.00/term

Technology Fee: \$25.00/term

UBC AMS (Alma Mater Society) Full-Time Student fee: \$109.00; Part-time: \$91.50

Health & Dental Plan: \$223.45 (full year); \$148.97 (Jan-Aug)

U-Pass bus pass: \$214.00 (Sept. – April); \$107/term

(Fees are the expected amounts for the coming year; they are subject to change)

**Please note: A \$700 tuition and fees deposit is due to be paid (Accounting Office) by September 1<sup>st</sup>. This deposit covers all VST and UBC AMS student fees and the first part of tuition due. *The remainder of tuition is due no later than the end of the fourth week of classes.***

### **Assessment of student fees**

All students, regardless of credit load, will be assessed VST fees. All students taking four or more credits on the VST campus for degree credit during the Fall and/or Spring terms will be assessed all AMS (Alma Mater Society of UBC) student fees. The UBC AMS fees allow students to access a variety of services available on the UBC campus, including UBC libraries and recreation and sports facilities, as well as participation in the health and dental plan and the UPASS program.

Students who are not taking any courses on campus during VST's Fall or Spring terms are considered 'Distance' students. These students will NOT be assessed UBC student fees. The following students are considered Distance students:

- Those enrolled only in on-line, distributed, or intensive modules
- Those enrolled only in Clinical Pastoral Education (CPE)
- Those on Internships
- Those on Maintenance status (i.e., those engaged only in research and writing not involving coursework or on-campus meetings with faculty, typically Th.M/M.Div/M.A. students)
- Ph.D /D.Min students

Any 'Distance' student who lives in the lower mainland **MAY REQUEST TO BE ASSESSED UBC STUDENT FEES** in order to obtain the Health/Dental plan and UPASS privileges. In these cases, all AMS fees will be assessed (the student cannot pick and choose!) This must be indicated on the student's registration form. ***If a student does not request to be assessed fees, the default for all Ph.D/D.Min, CPE, Internship, maintenance students and students enrolled in three credits or less is not to assess fees.***

Students covered by an equivalent health and dental plan (such as spouse's employee benefit plan, or a plan provided by your band council or through Health Canada), can opt out, in which case the fees will be reversed from the student's VST account. The British Columbia Medical Services Plan (MSP) does not provide coverage equivalent to the AMS/GSS Health & Dental Plan. Students may not opt out if they are covered only by MSP.

VST students may opt out or enroll their spouse and/or dependent children at the Health & Dental Plan Office during the Change-of-Coverage Period.

**UBC Change of Coverage Period:** Fall 2010: September 7-28; Spring 2011: January 4-25

The Health & Dental Plan office is in the UBC student union building (SUB) room 6138.

All students who are assessed student fees will be assessed a U-Pass fee and are entitled to obtain a U-Pass. See [www.upass.ubc.ca](http://www.upass.ubc.ca) for details on exemptions. Students who wish to request an exemption should fill out a request form at time of registration.

### **Internship Fee**

During their internship, students can opt to pay a 3.0 credit course fee to receive credit for their Internship upon its successful completion. These students will also be charged the Maintenance Fee in the second term of their Internship.

### **Comprehensive Exam Fee**

An Administration Fee of \$200 will be charged to students in the term in which they register to take their comprehensive exams (MATS program).

### **Thesis Fee**

Students will pay a Thesis Administration fee of \$200 in the term in which their thesis is to be submitted.

### **Fee Refunds and Withdrawals**

Withdrawal from some portion of the program may result in the reassessment of charges and a partial tuition refund. Any refund is calculated for the day the Registrar's Office receives in writing from the student notification of his or her desire to withdraw from their course or program.

Course change forms (add/drop) are available from the Registrar's Office. *Please note that if students do not give appropriate notification of withdrawal in writing, they will be held responsible for the full tuition cost.*

The following withdrawals qualify for refund of some portion of tuition:

- Withdrawal from all study for the term in question
- Withdrawal from one or more courses.

The following fees (or portions thereof) are non-refundable:

Student fees for VSTSA and UBC Alma Mater Society, AMS Healthcare Plan, technology fee, late registration fees and the first \$100 of the tuition assessed.

Of the remaining charges, refunds will be made on the following basis when notification is received:

- During the first two weeks of classes - 100% refunded\*
- During the third and fourth weeks of classes 60% refunded
- During the fifth and sixth weeks of classes 40% refunded
- During the seventh and eighth weeks of classes 20% refunded
- After the eighth week of classes, no refund can be given.

### **January Interterm and Summer Term withdrawal policy:**

January Interterm and Summer Term at VST offer one and two-week Intensive courses. The withdrawal policy for Intensive courses is as follows:

Of the tuition owed, \$50 is non-refundable. Of the remaining fees, refunds will be made on the following basis:

- 100% will be refunded if the withdrawal form was submitted one full week prior to the first day of the Intensive.
- Students who fail to submit the requisite form by the withdrawal deadline will be charged for the course.

\*Any withdrawals after the first two weeks of classes will result in a "Withdrawal" notification on your transcript. After the last day of term, any withdrawal will be recorded as NAPP.

**Withdrawal and Refund of Fees policy for Ph.D/D.Min students:**

Ph.D and D.Min tuition fees are paid on a yearly basis as follows:

**DMin** (Continuation only): \$1000

**PhD** Lampeter rates for 2010-11 are not available yet. The following are the 2009-10 rates, subject to change:

Full time (2 years): \$16,740/year; \$1,500 continuance

Part time (4 years): \$8,370 /year; \$750 continuance

Final year/thesis: \$1,500

**PH.D AND D.MIN STUDENTS MAY ARRANGE TO PAY TUITION ON A YEARLY, BI-ANNUAL, OR QUARTERLY BASIS. THE ACADEMIC YEAR FOR D.MIN STUDENTS RUNS FROM JULY 1 – JUNE 30. THE ACADEMIC YEAR FOR PH.D STUDENTS RUNS FROM SEPTEMBER 1 – AUGUST 31.**

**Program Fee Refunds:**

Withdrawal from the program may result in the reassessment of fees and a partial refund. Refund of fees is calculated from the day the Registrar's office receives in writing from the student notification of his or her desire to withdraw from their degree program.

If students do not give appropriate notification of withdrawal in writing, they will be held responsible for the full tuition cost.

In all cases, the first \$100 of tuition assessed is non-refundable. Of the remaining tuition, refunds will be made on the following basis:

**Notification Received:**

By the end of the first month of studies (D.Min: July 31; Ph.D: Sept.30)

*100% refunded*

Between first and fourth month (D.Min: Oct.31; Ph.D: Dec.31)

*50% refunded*

Between fourth and eighth month (D.Min: Feb.28; Ph.D: April 30)

*25% refunded*

After the eighth month of the program year, no refund will be given

## **E. Written Work, Course Assignments, Evaluations, Due Dates and Remedial Work**

### **Writing Papers: VST Approved Citation Styles**

The Kate L. Turabian Manual for Writers (Turabian) and the Modern Languages Association (MLA) in their most recent edition are considered the official VST citation styles. Faculty may direct students to other styles as needed for specialized subject areas. For assistance, see the VST Librarian.

### **List of Biblical Abbreviations**

The Society of Biblical Literature has complete guides to using biblical references. You can find the appropriate guidelines at: <http://www.sbl-site.org/>

The SBL handbook of style is in the Library's Reference section.

### **Plagiarism**

Plagiarism - the use of someone else's work without appropriate acknowledgment - is not tolerated at VST. It is seen as grounds for terminating a student's program.

#### **A. Definition**

Intentional plagiarism – copying work of others without due acknowledge – is a moral issue that is taken seriously at VST and most academic institutions. Students who plagiarize may lose credit for the paper, be required to repeat a course, or be suspended.

Plagiarism is a serious issue. If more than five words of someone else's work is quoted, then the passage should be placed in quotation marks and referenced. In any case if more than a very small number of distinctive words are used, quotation marks and references are required.

#### **B. Varieties of Improper Use of Sources**

There are several varieties of inadequate citation and improper use of written sources, not all of which constitutes true plagiarism, though none of them really belong in written work submitted for academic credit. They differ from one another not only mechanically, but also ethnically, representative, not exhaustive.

- 1. The Cloner (Type A).** The most serious kind of plagiarism consists in submitting a paper written entirely or largely by someone else. This may be an old paper written by another VST student, a student at another institution, or a paper purchased from a paper mill, either locally, or as is becoming more and more common, from a source on the Web. The student who is found to have done this can expect as a minimum consequence to be suspended from the school.
- 2. The Cloner (Type B).** Only slightly different is the practice of copying an entire published work (such as an encyclopedia article), or compiling a paper by joining excerpts of published works. In both of these first two cases, the student is clearly motivated by an intent to deceive. The student who is found to have done this can expect as a minimum consequence to be suspended from the school.
- 3. The Self-Cloner.** It is not unheard-of for a student to submit a paper he or she has previously written on a similar topic, or to submit parts of the same paper to two faculty members simultaneously.
- 4. The Pastiche Artists.** A more common practice is the writing of a paper by lightly paraphrasing published works, taking phrases and sentences from the published work (or from another student's paper), changing a word here and there, and joining them together with a few editorial words written by the student, producing sentences and paragraphs in which most of the words are copied from the original source, but with a few alterations.

This is still technically plagiarism, provided it meets the 5-word criterion, but in many cases it appears to be the result of carelessness in note-taking or uncertainty about the proper way to use and cite sources, rather than an intent to deceive.

5. **The Hyper-Quoter.** There are also students who submit papers consisting almost entirely of quotations, more or less adequately referenced. This is not plagiarism; it is just bad writing style that won't get you an "Approved" mark on a paper.
6. **The Beneficiary of Too Much Help.** The school supports student who need assistance in writing research and reflection papers. This may be for reasons of insufficient command of written English, or for medical reason. But too heavy a reliance on editorial help can shade over into plagiarism, i.e. the "helper" can help so much that the work is no longer the student's own.

### C. Policies for Dealing with Cases of Plagiarism

For minor plagiarism or for plagiarism judged by the instructor to be unintentional, the consequence of the first instance will be re-writing the paper. This can be done on the authority of the instructor, but shall be reported to the Dean. If there are subsequent cases, #2 will apply.

For serious and intentional plagiarism, the minimum consequence will be failure of the course (if the plagiarized work is a course assignment), and suspension of the student. In particularly serious cases, the student may be required to withdraw from the school. This is the responsibility of the Dean, who may consult with the Dean's Advisory Committee, but who retains the authority to act.

These two categories are not always clearly distinct. In doubtful cases, the instructor should consult with the Dean of Studies.

### Official Language for Papers

Papers may be submitted for evaluation in either of Canada's two official languages, English or French.

### Editorial Help

At Vancouver School of Theology, the normal expectation is that every written submission will be entirely the work of the student turning it in. But in some cases a student may be advised to seek help in improving the style, organization and grammar of his or her papers. This may be done for a variety of reasons: students for whom English is not their first language; students with learning disabilities; and in a few cases, students who simply have not acquired the skills to write a research or reflection paper.

Vancouver School of Theology can offer limited editorial help for students enrolled in a degree program at VST. A student may also choose to work with someone outside the School. If a VST student requires assistance, he or she should:

**Step 1:** Ask the instructor for permission to work with a helper to assist in editing a given paper or papers, indicating who the helper will be.

**Step 2A:** If the student chooses not to use the VST editing service, the name and telephone number (or email address) of the person giving editorial help must be submitted to the instructor.

**Step 2B:** If the VST editing service is to be used, the student's next-to-final draft of the assignment is to be given to the Registrar, who will record receiving the paper and arrange for it to be passed along to a student editor\*. The paper will be returned within five working days, with editorial comments. *A paper will not be accepted if the due date is within a week of its submission for editing assistance.*

In all cases, the original draft of the paper, as prepared by the student before receiving any editorial help, ***must be kept***, and if requested, submitted to the faculty member marking the paper.

### VST Student Editors

The list of VST Student editors is held confidentially by the Registrar. If a student knows who the editors are, he or she should not approach them directly for assistance, but always submit their paper through the Registrar's office.

The following editorial dimensions will guide the work of the VST student editors:

- **Proofreading:** correction of spelling, capitalization, and punctuation;
- **Typographic Errors:** Typographic errors, such as extra letters and spaces;
- **Logic & Grammar:** lack of transition phrases between paragraphs; subject-verb agreement, pronoun referents, run-on and fragmented sentences, weak verb usage, and other grammatical mistakes;
- **Citation Style:** attention will be paid to correct use of citations based on the VST Style Guide.

\*The same assignment cannot be submitted twice for editorial assistance.

### **Information Literacy Workshops**

All degree and diploma students are required to complete 12 hours of non-credit, no-fee workshops in Information Literacy. Full-time students complete these workshops in their first term of study, and part-time students no later than their second term of study. These workshops are taught by the Library Director.

The workshops will engage students in hands-on as well as theoretical work intended to develop knowledgeable, disciplined and critically astute researchers. For those writing a thesis, one session will focus specifically on developing a thesis proposal and thesis writing skills. Students may be able to test out of all or part of these workshops if they already have sufficient background in the areas covered. The Library Director is the only person who can waive the requirement to attend these workshops.

### **Information Literacy Workshops for Fall 2009/Spring 2010** (Register with Library Director)

#### ***Fall Term (by date):***

Mod 5:	Writing a Thesis at VST	Sep 29	2pm – 5pm
Mod 1-2:	Intro to Research and Web-based Research Products	Oct 1	9am – 4pm
Mod 3:	Tools for Paper-writing	Oct 13	6pm – 9pm

#### ***Spring Term (by date):***

Mod 1-2:	Intro to Research and Web-based Research Products	Jan 21	9am – 4pm
Mod 5:	Writing a Thesis at VST	Jan 25	6pm – 9pm
Mod 3:	Tools for Paper-writing	Feb 2	2pm – 5pm
Mod 4:	Using the Web in Ministry	Feb 23	2pm – 5pm

### **Assignment and Course Evaluations**

It is a School policy that opportunities are provided for students to demonstrate sufficient competency in a given area during the course in which that competency is evaluated.

Competency is evaluated through:

- ✓ Attendance (at least 80% attendance is required to receive an APP for the course)
- ✓ Class participation and small-group work
- ✓ Papers
- ✓ Oral and written examinations
- ✓ Class presentations

All course work must be completed during the term in which it is taken, and all methods of evaluating competency will be considered in designating the student's final grade for the course. Competency as evaluated through attendance and class participation is as important as written assignments; therefore, receiving 'Approved' on a paper or exam does not guarantee final approval of the course.

### **Narrative Comments**

The historical commitment of VST to narrative evaluation as the primary means of communicating meaningful evaluation is affirmed. All narrative evaluations will be given both to the student, and kept in the student's evaluation dossier – maintained by the office of Academic Records. No evaluative comments that the student has not also received in writing will be kept in the student's dossier, and the student may request to see the dossier at any time.

### **Grading Policy at VST**

Course evaluations at VST combine a letter grade system with a competence model of assessment.

Individual assignments within a course are given narrative evaluations, that is, APP (Approved) or INC (Incomplete) or NAPP (Not Approved) with narrative comments, based on the competencies and expectations set for that assignment. No number or letter grades or weights of assignments are calculated for assignments. One re-write is allowed on any assignment which is INC or NAPP within a course. The final evaluation for an assignment can be APP or NAPP after a re-write. The policy on appeals of a NAPP on a course assignment remains as stated in the Supplementary Calendar.

The final grade for a course is reported both as a letter grade and as a narrative evaluation on the basis of a student's overall fulfillment of the competencies and expectations of the course, which are stated in the course syllabus. No number grades are assigned. On a student's transcript, no points are assigned to letter grades and no grade point average is calculated. Both the final letter grade and narrative evaluation will be given to the student by the professor, as well as reported to the Registrar, and kept in the student's permanent academic record.

Final grade designations are: A+, A, A-, B+, B, B-; NAPP and APP [as specified for particular program elements (see below)]. Competency for VST graduate courses is defined as B- or better.

No re-writes are allowed to improve a letter grade given as a final grade for a course.

For a course for which the student has not fulfilled the competencies and expectations of the course a grade of NAPP will be assigned. Students who receive NAPP in a course will be required to re-take the course if it is a required course, or substitute another elective course if it is an elective. Students have the right to appeal a final grade received in a course if there are discrepancies between the evaluations on assignments and the final grade.

The following will receive only APP or NAPP final grades, with a narrative evaluation: Theological Field Education units, Clinical Pastoral Education units, internships, the Native Ministries Program (although an individual student can request a letter grade), and particular courses by agreement of Faculty Council.

#### **Policies for Transition to new Grading Policy**

All students currently enrolled will be given a choice as to whether they will move to the new grading policy or remain within the Approved/Not Approved system. If a student does not give instructions otherwise, the new grading system will be used.

Any current student may request to have APP's in previous courses in their current program translated into the new grading designations.

The policy allowing previous students to request receiving letter grades on transcripts remains in effect.

## VST Letter Grade Scale

Letter Grade	Description of fulfillment of expectations and competencies
A+	Exhibits exceptional clarity, complexity, perceptiveness and depth; responds critically and perceptively to the task, indicating an superlative or highly advanced analysis; displays a highly imaginative, creative and original approach; engages material or task at an advanced level; demonstrates faultless structure, organization and style; displays abilities to synthesize, integrate, and extend knowledge and skills
A	Exhibits clarity, complexity, perceptiveness and depth; responds precisely and critically to the task, indicating an excellent analysis; displays an imaginative, creative and original approach; engages wide range of material or task at an advanced level; demonstrates excellent structure, organization and style; displays abilities to synthesize and integrate knowledge and skills
A-	Exhibits clarity and perceptiveness, shows depth of thought; responds precisely and critically to the task, indicating strong analysis; displays evidence of an original approach or thinking beyond that taught in class engages a range of material with clarity and precision; demonstrates clear structure, organization and style; displays abilities to integrate knowledge and skills beyond those taught in class
B+	Exhibits a good ability to evaluate main issues and produce well-reasoned arguments responds appropriately to the task with some critical capacity, indicating a competent analysis; displays evidence of adequately reproducing approaches and ideas taught in class with occasional originality engages a good range of relevant issues, resources, and materials, in some cases beyond those covered or assigned material is presented with reasonable care and has a discernable structure displays ability to understand and reproduce integration of knowledge and skills as presented in class
B	Exhibits ability to evaluate main issues and produce arguments relative to a discussion responds appropriately to the task with some critical capacity, indicating a basic analysis following that modeled in class displays evidence of adequately reproducing approaches and ideas taught in class and can recognize originality or new approaches in material engages materials and resources as assigned and can find new sources material is presented with adequate structure, organization and clarity displays ability to understand and describe integration of knowledge and skills presented in class
B-	Exhibits ability to summarize arguments and reproduce thinking from class or readings, with basic grasp of main issues responds appropriately to task most of the time, indicating an adequate analysis but limited critical capacity displays evidence of adequately reproducing approaches and ideas taught in class but work lacks originality engages only materials and resources as assigned material is presented with adequate structure, organization and clarity but contains noticeable lapses in structure or clarity displays ability to understand integration of knowledge and skills presented in class
NAPP	Exhibits inaccurate or incomplete or superficial grasp of main issues and limited ability to summarize and present arguments Responds inappropriately to the task, with superficial analysis and limited critical capacity Displays limited ability to grasp approaches and ideas presented in class Fails to engage materials and resources presented in class or avoids some approaches Material is presented with significant mistakes in structure, organization and clarity Does not display ability to understand integration of knowledge and skills

## Attendance

In order for students to achieve adequate competencies in the areas studied in any course, VST has strict attendance standards. For full term courses, VST requires that students be present for at least 80% of class time in order to receive an APP for the course. For Intensive courses, the attendance requirement for classes is 100%.

## Guidelines for VST Coursework

### A. Certificate in Theological Studies course work expectations:

- All reading as assigned by instructor
- Class participation and group work
- 3-4 pages of writing per Unit (i.e. a 1 Unit workshop requires 3-4 pages of writing; a 1.5 Unit intensive requires 5-7 pages; a 3 Unit course requires 9-12 pages)

Written assignments should:

- Demonstrate the ability to thoughtfully engage the material and reading for the class
- Give a personal reflection on the reading and material covered

### B. Degree program Guidelines for course work (assumes a 3-credit hour course)

#### 1. Core foundations (most 500-level courses)

##### **All programs:**

**Assigned reading:** 50 - 75 pages/week [In particular instances shorter but closer reading will be appropriate]

**Total writing assigned:** 3000-3750 words/12-15 pages

**Research depth:** 5-8 entries beyond course texts for final paper as applicable

*\*in certain cases, increased writing may be compensated by less reading and/or research depth*

#### 2. Courses beyond core foundations, and elective options (both 500 and 600 level)

##### **MDiv and Diploma in Theological Studies programs**

**Assigned reading:** 75-100 pages/week [In particular instances shorter but closer reading will be appropriate]

**Total writing assigned:** 3750-5000 words/15-20 pages

**Research depth:** 10 entries beyond course texts for final paper as applicable

##### **MATS program**

**Assigned reading:** 110-125 pages/week [In particular instances shorter but closer reading will be appropriate]

**Total writing assigned:** 5000-6250 words/20-25 pages

**Research depth:** 15-20 entries beyond course texts for final paper as applicable

#### 3. ThM and Graduate Diploma in Theological Studies courses (700 and 800 level)

**Additional contact hours** [with research scholar supplemental to faculty as appropriate]:  
7-9 hours above semester contact hours

**Assigned reading:** 150-200 pages/week [In particular instances shorter but closer reading will be appropriate]

**Total writing assigned:** 7500-8750 words/30-35 pages

**Research depth:** appropriate for Advanced Degree work [with suggestion of annotated bibliography]

## Policy on Course Pre-requisites

Any course numbered in the 500's does not have a pre-requisite. Many 500-numbered courses function as pre-requisites for other courses in any subject area.

Any course numbered 600 or above has a prerequisite, the specifics of which should be noted in the academic calendar or supplementary calendar. The professor teaching a course can grant a waiver from

specified pre-requisites for any upper-level course at his or her discretion after an interview with the student requesting the waiver.

**Assignment Due Dates by Term:** (These are general guidelines. Specific due dates are set each year by the Registrar and noted in the Calendar of Events)

All assignments must be completed within the term the course is being taken, unless negotiated with the Dean of Studies.

**Fall Term:**

- The latest possible due date for submission of course material is by the last day of term. For papers with due dates before the end of term, professors can extend to the end of term without consulting the Dean of Studies.
- All course work submitted prior to the last day of classes must be marked and returned to students by the last day of Fall Term.
- Course work submitted on the last day of Fall Term must be marked and returned by the first day of the January Interterm.
- Extension of work is possible through the Dean of Studies for medical or exceptional personal reasons. If granted, the extension deadline will be 30 days after the end of term.
- ThM papers are due on the medical extension deadline for the term in which the course is taken.

**January Interterm:**

January Interterm assignment due dates are set by the instructor, and no later than the end of Spring Term.

For those students participating in a January Interterm course of 3.0 credit hours, a 1-week extension is granted for the submission of the Major Exegetical paper or for Medical extension papers from Fall Term classes. These papers are due the second Monday of Spring Term.

It is the responsibility of the student to communicate to the professor for whom the work is due that this 1-week extension applies.

**Spring Term:**

- The latest possible due date for submission of course material is by the last day of term. For papers with due dates before the end of term, professors can extend to the end of Spring Term without consulting the Dean of Studies.
- All course work submitted prior to the last day of classes must be marked and returned to students by the last day of Spring Term.
- Course work submitted on the last day of Spring Term must be marked and returned 2 weeks after the last day of Spring Term.
- Extension of work is possible through the Dean of Studies for medical or exceptional personal reasons. If granted, the extension deadline will be 30 days after the end of term.
- ThM papers are due on the medical extension deadline for the term in which the course is taken.

**\*\*Graduating Students must submit all work by the date specified by the Registrar in the VST Schedule of Events.**

**Summer Term:**

- The due date for submission of summer course assignments is the last day of Summer Term each year. (Medical extension due date for all Th.M/D.Min/Ph.D)
- Papers must be marked and returned by the second Monday of Fall Term, with marks submitted to Academic Records.
- Extension of work is possible through the Dean of Studies for medical or exceptional personal reasons. If granted, the extension deadline will be 30 days after the end of term.
- ThM papers are due on the medical extension deadline for the term in which the course is taken.

### **Exam Schedule**

Exams at VST will be scheduled as follows:

- The evaluation period for any given term will be the week following the end of classes;
- The written exam for any given course will be held at the same time, in the same place, as the course schedule for the term;
- The intention to schedule a written exam in this period will be included in the course description and the published course timetable;
- Any oral evaluations will be scheduled in the copious spaces left during exam week

### **Return of Work**

Faculty are responsible to mark and return papers within 30 days OR by the first day of the following term, whichever comes first. Faculty are responsible to note the dates of FSRC when scheduling due dates for class assignments.

**In the event that a professor returns a student's paper after the stated return date, the student has 30 days from return of the paper to re-submit any revisions of NAPP work.**

Course work not submitted by the due dates will constitute a "Not Approved" for the course and the course will have to be retaken.

Re-writes for "not approved" (NAPP) work are possible (maximum of once within the deadline framework) as long as the work was submitted by deadlines negotiated with the instructor or the Dean of Studies (in the case of medical extensions). **Only NAPP work can be re-written.**

VST is committed to treat students fairly. Academic accommodations may be negotiated with the Dean of Studies.

### **Remedial Work**

#### **Fall Term NAPP re-writes (maximum of once per assignment):**

- Re-submissions of Not Approved work from Fall Term are due Monday of the 3<sup>rd</sup> week of Spring Term and must be marked and returned by Monday of Spring Reading Week with marks to Academic Records.
- Medical extension re-writes for NAPP work are due 30 days after the extension due date and must be marked and returned within 30 days with marks to Academic Records.

#### **Spring Term NAPP re-writes (maximum of once per assignment):**

- Re-submissions of Not Approved work from Spring Term for returning students are due by May 31 and must be marked and returned June 30<sup>th</sup> with marks submitted to Academic Records.
- Re-submissions of Not Approved work from Spring Term for graduating students is due the 2<sup>nd</sup> Monday after the end of Spring Term and must be marked and returned by the 2<sup>nd</sup> Wednesday after the end of Spring Term with marks submitted to Academic Records.
- Medical extension re-writes for NAPP work are due 30 days after the extension due date and must be marked and returned within 30 days with marks submitted to Academic Records.

#### **Summer Term NAPP re-writes (once per assignment):**

- Re-submissions of NAPP work from Summer Term are due Monday of the 6<sup>th</sup> week of classes in Fall Term.
- Medical extension re-writes for NAPP work is 30 days after the extension due date and must be marked and returned within 30 days with marks submitted to Academic Records.

### **Not Approved (NAPP) Paper Appeals Process**

When a student wishes to appeal a professor's formal evaluation of his or her work, the following steps should be taken:

1. The student should raise his or her concerns with the professor who evaluated the work and should attempt to resolve the issue directly.
2. If that is not possible, the student or the professor should contact the Dean of Studies, who will request an evaluation of the student's work by another professor competent in the discipline. If the Dean of Studies is the professor in question, a member of the Dean's Advisory Council will act in that capacity.

3. If either the student or the professor is dissatisfied with the results of the second evaluation, either may register their dissent with the Dean of Studies. The Dean of Studies will bring it to the Dean's Advisory Council, and the decision of that body will be final and binding. If the Dean of Studies is the professor in question, a member of the Dean's Advisory Council will act in that role. If the professor in question is a member of the Dean's Advisory Committee, the professor will recuse him or herself.

### **Not Approved (NAPP) and Final Grade Appeals Process**

Students who do not satisfactorily meet attendance, participation or competency requirements will receive a Not Approved for the course. Students have the right to appeal final grades received in courses, if there are discrepancies between evaluations on assignments and the final grade. An appeal must be filed with the Dean's Advisory Council by the end of the Term following the Term in which the NAPP grade or disputed letter grade was received. The Dean's Advisory Council will make decisions regarding remediation of all appeals.

In the event of an unsuccessful appeal, options that are possible include:

- Re-taking the course (this is the normal option),
- Taking an alternative course or course of action which will allow the student to achieve the competency in a different way; this includes the possibility of tutorial work or independent study in some cases,
- In exceptional cases, designating an aegrotat grade for documented medical or extenuating personal circumstances upon the advice of the Dean's Advisory Committee and at the discretion of the Dean of Studies.

### **Missing Evaluations**

If course work is graded but missing from a student's record, the student should report this situation to the Registrar's Office. The student should also check with the faculty member to whom the work was submitted and then, if necessary, speak to the Dean of Studies, giving pertinent information such as the student's name, the title of the paper, details regarding the assignment, the faculty member to whom it was submitted and the date on which it was submitted. The Dean of Studies will then notify the faculty member concerned that he or she has one week to evaluate the paper and return it to the Dean of Studies.

### **Guidelines for VST Intensives**

- Students must plan for a full-time schedule (morning, afternoon and evening expectations) during the Intensive period. It will not be possible for students to work part-time during the Intensive weeks.
- Intensive expectations include: substantial pre-reading assignments; reading and full participation in classes during the intensive week(s); research and course assignments before, during and/or after the intensive class period.
- Students should consider the requirements for the Intensive course to span the full period of the Term in which the Intensive falls.
- 100% attendance and completion of the final evaluation (paper or project) is required to receive credit for an Intensive module.
- No required course will be offered *only* in Intensive modular format.

### **January Inter-term:**

- Interterm courses will entail pre-reading and follow-up assignments. As the bulk of the work falls in the Spring term, Interterm courses are registered as part of a student's Spring term workload. Due dates for final work for January Intensives all fall within Spring term and are clearly stated in the syllabus for each course.

### **Summer Term modules:**

- Students register for Summer Term Intensives by June 1<sup>st</sup> each year.
- Some courses in Chalmers Summer School may not be taken concurrently with other courses. The Dean of Studies and/or Faculty Council will determine the limits to concurrent registration.
- The latest due date for Summer assignments will be the end of Summer Term. Medical extensions, granted by the Dean of Studies prior to the regular due date, may extend this deadline for one month.
- 12 credit hours is considered full-time for Summer Term. For Student Visa and loan purposes, 7.5 credit hours is 60% full-time equivalency.

- VST students wanting to audit a Chalmers Summer School course may register at a reduced student's rate as long as the course has reached its minimum enrolment of regular registrations.

### **Teaching Evaluations**

At VST, instructors value student feedback. The following process has been created to allow students and faculty to give and receive helpful feedback.

- Students will receive a Course Evaluation Form from their instructor in the final weeks of class. Instructors will leave the room while students complete the form during class time.
- A designated student from the class will be responsible for collecting all evaluation forms and delivering them to the Principal's office.
- The ASC office will collate the responses and provide a summary of the comments and feedback to the instructor.
- The Principal's office will keep the original forms.
- Students should be aware that these evaluations are used in the faculty review process and that unsigned forms will not be read. When faculty members are reviewed, a major component of the review is feedback from students.

### **Protocols for NMP Students in Residency**

**Tuition:** at the beginning of a student's program in residency, the student must choose to opt into either the credit-hour model of payment (if part or all of their program will be done in Vancouver) or into the NMP 20 credit hour per annum payment schedule for extension students; if a student changes from residency to extension modes of payment, the balance owing for the degree cost will be adjusted and spread over the remaining number of years, up to five years. Maintenance fees (set annually) will be charged for year six and above.

**Students may choose one of the three ways** to complete their M.Div. degree after admission to VST through the Native Ministries Programs:

1. Complete ***all work in the extension model*** with summers at the Native Ministries Consortium Summer School.
2. Complete ***part of a program in extension and part through the Vancouver*** campus (fall, spring, summer terms).
3. Complete ***all of a program through the Vancouver*** campus (fall, spring, and summer terms).

**NOTE:** Those students who choose option #2 or 3 may choose to achieve their competencies as outlined in the Native Ministries Programs' guidelines through the completion of credit-hour courses, or through the Native Ministries Programs' competency evaluations schedule.

Students may audit courses while completing evaluations for the competency list; as with all VST auditors, students will be required to attend 80% of all classes and readings (and other expectations as named by faculty for auditors). Although auditing the course, the student is completing work for credit and must pay the on-campus student fees: AMS, VSTSA, U-Pass, Health and Dental. First Nations students may opt out of the Health and Dental plan if they are covered through their band.

Students completing their work entirely through the Vancouver campus should normally take a ***minimum of one quarter of their courses (equivalent of 25 credit hours) through the Native Ministries Consortium Summer School.***

All in-residence/on-campus students shall have a First Nations mentor; the mentors will be named by the Native Ministries Consortium.

If a student enters the program without supervised pastoral/practical experience, the Director of Native Ministries Programs will discern which courses (including ministry placements) the student must complete to fulfill this competency requirement.

**Paper deadlines:**

For students who opt for the course evaluation model, all residential degree program paper submission deadlines and rules apply. For students who opt to complete the competence evaluations, the Native Ministries Programs submission deadlines apply.

*NMP language guidelines* are in effect for all Native Ministries students regardless of the form in which they choose to complete their program.

If students opt for the course model and are not succeeding, other ways of achieving competencies rather than re-taking courses may be pursued in consultation with the Director of Native Ministries Programs.

**Fees**

The registration process is not complete until all outstanding fees are paid. All financial obligations to the School must be paid before a degree can be conferred on a graduating student or before a student can register for a subsequent term.

## F. Academic Performance and Student Conduct

Satisfactory academic performance and appropriate conduct are necessary prerequisites for all students at VST to continue their studies.

### Students' Progress Review

#### Faculty Student Review Committee (FSRC)

The progress of students is normally reviewed at the end of each term by the Faculty/Student Review Committee (FSRC), which is chaired by the Dean of Studies and consists of all members of the faculty and the Registrar. Time is allotted to consider each student, to celebrate gifts and to identify areas where support and challenge may be needed. The Review Committee keeps all members of faculty informed about the progress of students and gives an overview of the needs of the student body.

The Faculty Student Review Committee will use *the Student Conduct Guidelines* when discussing all students and the *Guidelines for Readiness for Ministry* when discussing M.Div and Graduate Diploma in Spiritual Direction students. If the FSRC identifies any concerns the student may be referred to the Dean's Advisory Council (DAC), and the student will be informed, in writing, of the concerns of the FSRC and any remediation or other action deemed necessary. These may include any concerns that might affect the granting of the Recommendation of Readiness for Ministry at the time of graduation.

#### Purpose of FSRC:

- To flag and corporately track progress of students;
- To offer *accountable* feedback to assist the school to fulfill its obligations to denominational judicatories regarding readiness for ministry.

FSRC or the DAC may recommend one of several alternatives, including remedial work, personal counseling, academic probation, a unit of Clinical Pastoral Education, temporary withdrawal, required withdrawal, or extension of time in which the student hopes to complete the program.

#### Guidelines for FSRC:

- Discussions regarding suitability for ministry shall be undertaken; faculty shall offer feedback on students' progress and development; specific illustrations of concerns or affirmations should be provided where possible.
- The directors of denominational formation are obliged to share a copy of any written report that represents the views of the FSRC with the Dean of Studies to ensure group accountability for effective and accurate representations of group perspective – e.g. as such reports speak in the name of the faculty they should be accountable to the faculty.
- Students see a draft of their denominational reports for discussion before they are sent.
- Direct communication is encouraged – where possible, faculty should raise concerns regarding academic issues directly with students about whom they are concerned prior to FSRC.
- Students who require further follow-up out of FSRC shall be referred to the DAC for academic issues and to their director of denominational formation or M.Div. program coordinator for other issues.
- Follow-up out of FSRC should be done by the Registrar and/or the Dean of Studies in matters of program details.
- Cumulative record issues will be dealt with by the Registrar.
- Minutes will be taken of the meeting and maintained by the office of the Dean of Studies.

#### Academic Probation

If a student has received a NAPP grade in 25% or more of their courses in any given term of study or academic year, the Dean's Advisory Council shall place the student on **Academic Probation** for the duration of one term. If, after the completion of a term on academic probation the student fails to meet the conditions set by the Dean's Advisory Council for removal from academic probation, the FSRC may recommend that the Principal require the student to withdraw from the School.

#### Required Withdrawal

If a student's suitability to remain at the School is questioned for academic reasons or other reasons such as plagiarism or inappropriate conduct, the FSRC or DAC reserves the right to require a student to undertake

further evaluations. FSRC may, as a result of these evaluations, require the student to withdraw from the School.

In reporting a decision to require withdrawal, a full disclosure of the rationale upon which the decision is based shall be given to the student in question. Students have the right to appeal the decision of FSRC through the Principal's Appeal Committee. The decision of the Appeal Committee is final.

### **Student Code of Conduct Guidelines**

All VST Students are expected to engage in appropriate behaviour. The "Disqualifying Patterns of Behaviour" section of the *Readiness for Ministry Guidelines* (following) is used by the FSRC to assess any patterns of inappropriate behaviour. Upon registration, VST students also agree to follow the UBC Code of Student Conduct and Discipline (available on the UBC website, under Student Conduct and Discipline) particularly section 3, "Academic Misconduct", and Section 11, "Non-Academic Misconduct". If there is a conflict or perceived conflict between the UBC Code of Student Conduct and Discipline and any VST policy, the VST policy shall take precedence. See the website for policy details.  
<http://www.students.ubc.ca/calendar/index.cfm?tree=3,54,0,0>

### **Guidelines for M.Div students**

VST has the expectation that students will undertake personal and spiritual formation through which the student may grow in "personal faith, emotional maturity, moral integrity and public witness". The standards of the Association of Theological Schools also state that "ministerial preparation includes concern with the development of capacities—intellectual and affective, individual and corporate, ecclesial and public—that are requisite to a life of pastoral leadership".

### **Guidelines for Recommendation of Readiness for Ministry Assessment**

#### **A) Personal Characteristics**

- 1) Faithfulness to Persons and Tasks: Respects and cares for others. Values ideas and needs of others. Practices adequate self-care. Communicates honestly. Demonstrates leadership abilities.
- 2) Personal Integrity: Demonstrates authenticity, sincerity and congruity in word and deed.
- 3) Personal Responsibility: Maintains commitments, schedules, promises, inner convictions. Manages personal finances in a responsible way. Accepts responsibility for mistakes. Shows consistency in responses to persons and circumstances.
- 4) Flexibility: Adaptive to new situations and contexts. Copes well with the unexpected. Able to relate to a wide variety of people, e.g., age, gender, cultures, economic status, etc.
- 5) Gifts of Caring: Sensitive to needs and feelings of other people. Encourages others to share their problems and to seek appropriate help/support. Helps others evaluate options and make their own decisions. Speaks the truth in love.
- 6) Self Awareness: Aware of how others perceive her or him. Able to solicit honest feedback. Able to be self-critical.

#### **B) Understanding and Practice of Ministry**

- 1) Vocational Clarity: Has a clear vocational identity and direction. Gives evidence of spiritual growth and development. Has a disciplined life of prayer. Able to articulate a well-grounded personal faith.
- 2) Mission of the Church: Demonstrates support for the mission of the church. Committed to public ministry. Concerned about justice issues. Cares for the marginalized, the alienated and the needy.
- 3) Denominational Collegiality: Feels at home in her or his denomination and is familiar with the denomination's ethos and history. Can work within denominational structures. Is respectful of other traditions within her or his denomination and of other denominational and faith traditions.

- 4) Coping with Stress/Conflict/Life Crises: Understands conflict as an inevitable part of community life. Seeks fairness, openness and good communication in a conflict situation. Deals with stress in a balanced, healthy way. Is constructively supportive when others ask for help.

**C) Disqualifying Patterns of Behaviour**

- 1) Pursuit of Personal Advantage: Inappropriately manipulates institutional structures to meet personal needs. Tries to control situations to an inappropriate degree. Rejects others' needs or desires and aggressively pursues their own.
- 2) Inappropriate Self-Protective Behaviour: Under stress becomes guarded and secretive or, alternatively, aggressive and bullying. Excessively self-interested. Inflexible about schedules, appointments, etc. Tends to shift blame to others or to circumstances.
- 3) Aggressive/Abusive Behaviour: Attacks persons not issues. In intense situations consistently bursts with anger or withdraws in hostility.

\* Recommendation for Readiness for Ministry Policy Statement adopted by Board of Governors May 2003

## **G. Recommendation for Readiness for Ministry Policy Statement**

### **Recommendation for Readiness for Ministry Policy Statement (M.Div., MATS Spiritual Direction, and Graduate Diploma in Spiritual Direction)**

The granting of a Recommendation, i.e., the certification that in the opinion of the members of the Faculty Council a graduate of the School is suitable for the exercise of the ministry to which they are preparing, is the end of a process that begins early in a student's program of studies. This process is done automatically for all M.Div. and Spiritual Direction students. However, other students may request the process if desired.

The criteria stated above should guide the Faculty and the Directors of Denominational Formation as they discuss a student's readiness for ministry throughout that student's entire program. The primary criteria on which the decision to grant or to withhold the Recommendation are as follows: (A) Personal Characteristics, (B) Potentially Negative Patterns of Behaviour, and (C) Understanding and Practice of Ministry. The numbered items under each heading are descriptive rather than prescriptive.

The criteria should be shared with field educators and pastoral care supervisors to guide their assessment of students engaged in these dimensions of the School's program. Students should also receive a copy of the criteria as part of their orientation to the School's program of studies.

Students who are entering these programs shall submit an application for the Recommendation as part of their registration process. The application shall include the student's written authorization for the gathering of the required information for the Recommendation.

Programmatically, the criteria should be explicitly used in the discussion of a student's progress during the spring session of the Faculty Student Review Committee (FSRC) occurring during a student's second year of studies. The key is the identification of patterns of behaviour rather than isolated incidents which of themselves are not necessarily indicative of a student's fundamental character and readiness for ministry. In the event that the Faculty Student Review Committee identifies any concerns that might affect the granting of a Recommendation at the time of a student's graduation, the student shall be referred to the Dean's Advisory Council, in consultation with the student's Director of Denominational Formation or degree program coordinator, for consideration of appropriate remediation or other action.

The granting of the Recommendation itself can only be made after certain evaluations are before the Faculty and Directors of Denominational formation, e.g., the assessments of field educators, pastoral care supervisors, and the report of the team assessing the student's ministry position paper. Consequently, the granting of the Recommendation will normally be considered in the January of the student's final term.

Students have the right to appeal the decision of the Faculty Council through the Principal's Appeal Committee. The decision of the Appeal Committee is final.

Any information obtained for the purposes of the Recommendation is confidential and is subject to the School's normal procedures regarding access to and discussion of confidential student information.

## H. MATS Program Guidelines

The Master of Arts in Theological Studies is a 48 credit hour program. While a general degree rooted in biblical, historical, spiritual and theological studies, the MATS program will typically concentrate in 1 of 4 distinct program areas:

- 1) Biblical Studies
- 2) Theology and History
- 3) Public and Pastoral Leadership
- 4) Christian Spirituality

[See the Academic Calendar for descriptions of these areas.] For students who prefer the broadest cross-disciplinary approach towards their studies, a fifth “Integrated Studies” (IS) option is also available.

The MATS degree is typically an analytic, research-based intellectual model. The concentration in Public and Pastoral Leadership proves some exception as that course of study includes field-based, action-reflection epistemology.

Normally, the MATS is a two year, full-time course of study. Full-time students will take 3 to 4 courses (or 9 to 12 credit hours of study) per semester.

### **Coursework:**

The MATS is a first, general theological degree which requires that students complete 21 credit hours of study in foundational courses—including introductions to biblical studies, historical and contemporary theologies, with options for ethics, spirituality, liturgy, public and pastoral leadership, and world religions. In addition to all the foundational courses, all MATS students are required to take INT500 Research Methods, a course which orients students to diverse biblical hermeneutical approaches, historical and theological methodologies as well as research and writing skills within an environment of critical enquiry and mutual accountability. Students are advised to take this early in their academic career—preferably within the first two semesters.

Students may declare their area of concentration--Bible, Theology, Public & Pastoral Leadership, Christian Spirituality or Integrated Studies—at time of enrollment and must do so prior to the completion of 18 credit hours of study.” A studies advisor appropriate to the student’s concentration will also be assigned by the Research studies Committee.

A concentration assumes completion of 12 credit hours above and beyond the required foundational core course/s within a particular discipline.

\*An Integrated Studies Approach, the broadest and most multi-disciplinary approach to the completion of the MATS degree, designates the completion of a second, advanced elective in each of the designated areas of study;

\*A Biblical Studies concentration requires an additional 6 credit-hours of either biblical Hebrew or biblical Greek as part of the coursework; students in this concentration will also write a Major Exegetical Paper, using the language studied;

\*A History and Theology concentration requires students to take at least 3 credit hours of advanced coursework in both historical and theological studies;

\*A Public and Pastoral Leadership concentration requires students to take at least one unit of theological field education as part of their program.

All students in the MATS Program must complete 12 hours of Information Literacy workshops, coordinated by the Director of the Library (Information Literacy workshops do not accrue academic credit). A student may petition for exemption from this requirement which may be granted after an interview with the Director of the Library.

To ensure a cohort of learners while also encouraging the particularity of a student's studied enquiry, students may undertake no more than 3 credit hours of directed readings within their MATS program.

To insure maturation of analytic thought while allowing exposure to a breadth of ideas, a MATS student may take no more than four 1.5 credit units of study (or 6 credit hours).

**Comprehensive Examinations:**

Students typically complete their MATS program by sitting a six hour comprehensive examination in their last semester of studies—no later than the tenth week of semester. The student will approach his/her studies advisor prior to his/her last semester of study to arrange for the examination. The student and faculty studies advisor will draw up a list of texts (typically approximately 25 titles, totaling 5,000 to 6,000 pages)—representative of both the general foundational course of study as well as the student's area of concentration—upon which the examination will be based. A comprehensive examination normally takes the form of writing 6 essays in response to a set of questions—at least one of the questions to be outside the student's area of concentration.

The library attempts to be as supportive of students in the preparation for comprehensive exams as is possible. The library will make all reasonable attempts to secure titles to be read—including recalling titles, purchasing two copies of selected foundational titles, extending some loan periods and working with professors' schedules for reserve titles that may be necessary for comprehensive exam preparation. Students, however, must be prepared for the fact that there may be increased challenges when the same foundational texts are required by multiple students at the same time. The library will not purchase more than two copies of titles nor allow students to keep all their readings out on extended loans at the same time.

The faculty studies advisor will submit the set of questions to the Research Studies Committee Coordinator no later than one week prior to the examination. The Research Studies Committee Coordinator vets the set of questions for clarity and format, consistency with standards in the MATS program, and appropriateness to the student's area of exam. The Research Studies Committee Coordinator works with the registrar to set up the exam room, requisition the VST computer, and schedule an exam room monitor.

The examination will be read by the studies advisor as well as by a second reader appointed by the Research Studies Committee. After reading the examination, the examiners will confer one of the following evaluations: Approved, Not Approved.

1. When both examiners agree upon an approved evaluation, the second reader will submit narrative comments to the studies advisor (first reader), who will submit the grade and the final narrative evaluation to the student, and the Registrar's office; and notify the Research Studies Coordinator.
2. When the written exam receives a Not Approved, the student will have one opportunity to re-sit the examination or the portion that was not approved.

While the student must receive an approved in her/his comprehensive exams in order to complete the degree, no credit is given for the completion of exams.

**MATS THESIS OPTION:** A MATS student may petition to the Research Studies Committee to be allowed to complete her/his course of study by researching and writing a thesis. The thesis would be an advisable path for those, for example, who will be applying for further academic study at other universities. If the thesis option is chosen and approved by the Research Studies Committee, the thesis counts as an additional 6 credit hours within the concentration.

**Writing a MATS thesis:**

A MATS student may petition to the Research Studies Committee to be allowed to complete her/his course of study by researching and writing a thesis. The thesis would be an advisable path for those who will be applying for further academic study at other universities. An initial petition shall be presented to the Research Studies Committee after the completion of no less than 18 credit hours of study and no more than 24 credit hours of study. This petition should include:

- a rationale of no more than 500 words as to why this route of program completion should be granted.
- the proposed thesis topic (no more than 750 words).
- the student's academic record to date. The student is responsible for acquiring a copy of her/his academic record from the registrar's office and including this with the petition; this should include narrative evaluations from the student's file.
- A note from a proposed faculty thesis advisor indicating her/his willingness and availability to undertake the supervision of the thesis student.

The Committee will act both on the letter of petition and, if appropriate, on the appointment of a thesis advisor. When the petition for the writing of a thesis has been granted, the thesis adds 6 elective hours of study in the student's area of concentration. The Committee will relay its approval of the thesis option in writing both to the student and to the registrar, thereby alerting the registrar that the student may now enroll in thesis preparation units. The student will then complete a thesis agreement form to be submitted to the Registrar.

**MATS Thesis Description:** The thesis itself is an extended essay, a critically reasoned, academic engagement, setting forth a proposition—sometimes called “the problem” or “the argument” or “the thesis statement.” The substance of the thesis project 1) situates the scholarly proposition within a particular field and within a selected method of study; 2) gathers primary and secondary literature and data relevant to the argument, and 3) poses a conclusion. A MATS thesis is expected to be approximately 18,750-22,500 words in length (exclusive of footnotes and bibliography).

**MATS Thesis Competencies:** A MATS thesis will show an engagement with a theological issue and theological resources at a level commensurate with a first degree in theological studies:

- 1) The thesis will clearly identify and articulate a theological problem;
- 2) The thesis will identify and summarize a range of primary and secondary sources, bearing on that problem;
- 3) The thesis will identify and articulate a method appropriate to framing the theological problem;
- 4) The thesis will, employing that method, provide a critical assessment of the sources reviewed;
- 5) The thesis will formulate a preliminary response to the problem based on the sources reviewed.

**Content and Development of the Thesis Proposal:** The student will work with the thesis advisor appointed by the Research Studies Committee to bring forth a thesis proposal. A thesis proposal is itself an academic document, and shall be, apart from the working bibliography, 2500 to 3000 words in length. The thesis proposal will use the outline of the competencies above to structure the proposal itself, identifying and describing:

- 1) a theological problem, culminating in a thesis statement which may be framed as a statement or question and must state in succinct form the hypothesis or argument the thesis will support;
- 2) the primary and secondary sources relevant to the thesis argument, fitting the thesis thereby into a critical review of scholarship in the relevant field;
- 3) a method appropriate to the theological problem;
- 4) a procedure or outline of the thesis, setting out in brief form how the argument of the thesis will develop chapter by chapter, including proposed outcomes or conclusions. An outline of chapters may conclude this section.
- 5) A calendar of proposed chapter submissions and editorial revisions, which should be carefully reviewed by the faculty thesis advisor so as to coordinate with his/her workload, shall accompany the thesis proposal.

The thesis proposal must be submitted by the end of the 10<sup>th</sup> week of the term prior to the term in which the student expects to complete the thesis—the date to be specified by the registrar in the school calendar.

Research Studies Committee vets the thesis proposal and, if approved, appoints the second reader.

**Thesis Evaluation:** The thesis in its entirety must be submitted no later than the Friday of the 10<sup>th</sup> week of the semester in which the student intends to graduate—the date to be set by the Registrar and listed on the annual school calendar. At that point, the student submits four copies of the thesis. The examiners will consult and jointly confer one of the following evaluations on the thesis: Approved, Approved with

Corrections, Not Approved. The faculty thesis advisor will ensure that comments for any required corrections are communicated to the student clearly in writing.

In the case of an evaluation of Approved with Corrections, the student will work with the Faculty Advisor to make necessary corrections. When this has been done, normally no later than the last day to submit work in the semester the student expects to graduate, the faculty advisor will communicate to the Research Studies Coordinator that the thesis has been completed and will submit the grade and a narrative evaluation to the Registrar.

In the case of a Not Approved, the student will have one opportunity, working with the faculty advisor, to re-write the thesis. The student will need to register and pay the maintenance fee for another semester in order to finish the thesis. The re-written thesis will be re-submitted for examination by both the faculty advisor and second reader.

The style for a thesis is defined by the field of study, and the student should work with the Library Director as soon as possible to make sure that they are using the correct style manual. Once the thesis has been evaluated and approved by the advisor and second reader, the student will meet with the Library Director for approval of formatting and citations. When the Library Director is satisfied with the document, the student will submit three hard copies of the thesis for library binding.

## I. ThM Program Guidelines

### Coursework

All students in the ThM Program must complete 12 hours of Information Literacy workshops, coordinated by the Director of the Library. A student may petition for exemption from this requirement which may be granted after an interview with the Director of the Library.

Courses for the ThM must be taken at the 700 or 800 level. This includes regular ThM courses, augmented Basic Degree 600 level courses that are offered with a ThM component at the 700 level, and reading courses set up with the permission of the instructor. No more than half of a student's full course load can be 600/700 courses.

All work undertaken for any course as a part of the ThM program must be completed by the stated ThM due date for the term in which the student registered for the course. Medical extensions may be granted under the same terms for other students and will be due on a date set by the Registrar.

Normally, language courses are not counted as part of the elective courses required for the ThM.

All course work (and any required languages) must be completed and approved before a ThM thesis proposal can be approved by the Research Studies Committee.

### Thesis and Project

**Dates:** See the "Major Paper and Thesis Due Date Chart" for precise due dates for both the thesis proposal, and the completed work (available from Registrar or Research Studies Coordinator).

**ThM Thesis Description:** If the thesis option for the ThM program is chosen by the student, this requires that the student successfully complete a thesis demonstrating scholarly competence, including the formulation of a research topic or question relevant to the field of study, critical understanding of primary and secondary sources in the field, demonstration of appropriate research methods, and the ability to make a sustained and critical scholarly contribution to the field. The ThM thesis should be 22,500 – 30,000 words. The ThM project option will likewise show scholarly competence in a more delimited area of study in a paper of 11250 – 12500 words. If the project includes alternate media (performance, video, etc) the paper will be 7500 – 8750 words. The student must make a satisfactory oral defense of the thesis/project before a committee of examiners appointed by the Research Studies Committee.

**Thesis Competencies:** The ThM thesis will show an engagement with a theological issue and theological resources commensurate with a second degree in theological studies.

- Identify and articulate a theological problem
- Identify and read primary sources relevant to the problem in the original language where applicable
- Place the theological problem within the context of relevant secondary literature, fitting the problem into a critical review of scholarship in the relevant field
- Identify and demonstrate competency in applying a method appropriate to the theological problem
- Formulate a cogent and sustained argument in response to the problem in light of the critical review of the literature

**Project Competencies:** The ThM project will demonstrate similar competencies and use a qualitative research based, media based, or other project as the core of the work. The accompanying paper will address the competencies articulated above in setting the project into the field of research and a theological problem.

**Content and Development of the Thesis/Project Proposal:** In the semester before the ThM thesis or the ThM project is to be undertaken, the student shall work with the Research Studies Coordinator and appropriate Faculty member(s) to select a Faculty Advisor for the thesis or project, who shall be appointed by the Research Studies Committee. In specific cases where other expertise is needed at the proposal stage, a Second Advisor may be appointed by the Research Studies Committee.

The ThM thesis reading course [first of two course thesis], or the ThM project course, must be authorized by the Research Studies Coordinator and the appointed Faculty Thesis/Project Advisor no later than the registration deadline of the term in which the thesis/project is undertaken. A Thesis Agreement Form should be submitted to the Registrar, signed by the Research Studies Coordinator and the appointed Faculty Thesis/Project Advisor. The student is advised to work with the Director of the Library in the preparation of the thesis/project proposal for help in locating relevant research and in formatting the proposal.

The thesis/project proposal will use the outline of the competencies above to structure the proposal itself, identifying and describing:

- a theological problem, and articulating a **thesis statement** which may be framed as a statement or question and must state in succinct form the hypothesis or argument the thesis will support
- the **primary sources** relevant to the problem
- the context of relevant **secondary literature**, fitting the problem into a critical review of scholarship in the relevant field
- a **method** appropriate to the theological problem
- a **procedure or outline** of the thesis setting out in brief form how the argument of the thesis will develop chapter by chapter. An **outline of chapters** can conclude this section
- Formulate a cogent and sustained argument in response to the problem in light of the critical review of the literature
- The **length of the thesis proposal** will vary according to the practices of the field of study; a general guideline is 3000 to 4200 words/10-14 pages, *exclusive* of bibliography.

The style for a ThM thesis/project is defined by the field of study, and the student should work with the Library Director to make sure that they are using the correct style manual.

When the Faculty Advisor and the student judge that the proposal is ready for evaluation, the Faculty Advisor will communicate in writing (email) to the Research Studies Coordinator that the thesis/project proposal is ready for evaluation and the student will submit the proposal to the Research Studies Coordinator. The Research Studies Committee will evaluate all ThM thesis and project proposals. If a proposal is not approved in its first submission, a student will be given evaluative comments and may re-submit their proposal a second time for approval.

The proposal must be submitted for approval by the Research Studies Committee no later than the end of the term prior to the term in which the student expects to finish the thesis/project; this date to be set by the Registrar.

At the time when the thesis/project is deemed ready by the student and the Faculty Advisor, and in no case later than the stated thesis submission date in the semester in which the thesis or project is to be completed, the Faculty Advisor will communicate in writing (email) to the Research Studies Coordinator that the thesis/project is ready for examination. The student will submit four hard copies of the thesis or the project to the Research Studies Coordinator. [Email submissions of theses/projects are not normally allowed.] At the time that the thesis is submitted, an abstract of 300 words in must also be sent to the Research Studies Coordinator in electronic form.

In order to give the Research Studies Committee sufficient time to locate second reader for a ThM thesis or project, the Faculty Advisor shall notify the Research Studies Coordinator in writing (email) by the Monday after Reading Week that the thesis/project will in his or her estimation be ready for examination by the due date [as specified in the "Major Paper and Thesis Due Date Chart"].

**Second Reader for a ThM thesis:** The examination of a ThM thesis requires a panel of two examiners, one of whom may be a person who is not a faculty member of the School. The second examiner is appointed at the point where the thesis is ready for examination. The second reader normally does not participate in the actual direction of the thesis/project and is expected only to read the completed thesis and participate in the oral examination of the thesis. If a Second Advisor has been appointed for the preparation of the proposal and thesis/project, the Second Advisor may be appointed as the Second Reader.

**Second Reader for a ThM project:** The examination of a ThM project requires a panel of two examiners, one of whom may be a person who is not a faculty member of the School. The second examiner is appointed at the point where the project is ready for examination. The second reader normally does not participate in the actual direction of the project and is expected only to read the completed project and participate in the oral examination of the project. If a Second Advisor has been appointed for the preparation of the proposal and thesis/project, the Second Advisor may be appointed as the Second Reader.

The Research Studies Coordinator will set a time for the examination acceptable to all concerned and at least one week before the date for graduating students to submit work. At the thesis or project examination, the Research Studies Coordinator [or his/her appointee] will be chair of the proceedings. The decision of the two examiners must be unanimous.

The examination normally will take 1 - 2 hours. It will begin with the student making a brief presentation of their work, and then the examiners will proceed to ask questions that require the student to explain and defend their thesis or project. In the case in which a performance is part of a project, a recording of sufficient quality to permit examination must be submitted at or immediately after the examination. The technical arrangements for the video recording shall be accomplished by the student.

At the end of the examination, the examiners will confer one of the following evaluations for the thesis/project on the basis of the oral examination: Approved, Approved with Minor Corrections, Approved with Major Corrections, Not Approved. The Chair of the Examining Committee and the Faculty Advisor will ensure that comments for any required corrections are communicated to the student clearly in writing.

The Director of the Library will also examine the thesis/project for approval of formatting and citations.

In the case of an evaluation of Approved or Approved with Minor Corrections, the student will work with the Faculty Advisor to make any corrections needed. When this has been done, normally no later than the last day to submit work in the semester the student expects to graduate, the student will submit the corrected thesis/project to the Director of the Library and the Faculty Advisor, who will communicate to the Research Studies Coordinator that the thesis/project has been completed and will submit the grade and a narrative evaluation to the Registrar.

In the case of an evaluation of Approved with Major Corrections, the examining Committee will specify who must approve the corrections—the Faculty Advisor, or the whole Examining Committee. If the student is completing the thesis at the end of their program, they must submit the corrected thesis by the stated date for graduating students to submit work. The student may need to register and pay for another semester of registration in order to finish the thesis/project. When the Faculty Advisor or Examining Committee has approved the thesis, the student will submit the corrected thesis/project to the Director of the Library and the Faculty Advisor, who will communicate to the Research Studies Coordinator that the thesis/project has been completed and will submit the grade and a narrative evaluation to the Registrar.

In the case of an evaluation of Not Approved, the student will work with the Faculty Advisor to re-write the thesis. The student will need to register and pay for another semester of registration in order to finish the thesis/project. The re-written thesis/project will be re-submitted for examination under the above guidelines, normally before the same examination committee when possible.

Three clear copies of the final approved version thesis/project must be submitted to the Librarian before the degree is conferred. An abstract of 300 words must accompany each copy.

## **J. Student Support at VST**

### **Employment at Vancouver School of Theology**

VST student employment included work study and other casual jobs in various areas of the School's administrative and academic life. For general employment in the following areas, resumes should be submitted to Corinne Rogers, Director of Human Relations:

- **Administrative Service Centre (ASC) Office**
- **Library**
- **Housing**
- **Principal's Office/Hospitality**
- **Special Projects**

Staff from an area needing student assistance will review all resumes collected and contact the student directly.

### **Teaching Assistants/Research Assistants:**

The School provides a Faculty Assistant for each Faculty member, a role that variously provides teaching, research, program or administrative support for faculty.

When VST employs students to be Teaching Assistants for faculty members, and TA position that includes evaluation of students' papers will be reserved for a student who is in a degree program at a more advanced level than that of the students being evaluated. If a TA is employed who is in a degree program at the same level as the students in a class, the TA will be used only for editorial and peer consultation for student papers before evaluation, which is done by the professor.

### **Applying for a TA/RA position:**

Students interested in serving in a TA or RA capacity can make application to the Dean of Studies by April 1<sup>st</sup> of each year. The Research Studies Committee and the Public/Pastoral Leadership Committee will review the applications and advise the Dean of Studies on appointments for the following year. The rate of pay and number of hours are set each year by the Administrative Staff Group (ASG), in line with the rate for casual labour at the School. Appointment as a Faculty Assistant does not necessarily affect a student's application for bursary assistance.

### **VST Research Resources**

#### **VST's Library**

VST's H.R. MacMillan Theological Library is one of the major theological libraries in Canada. It was built from the joint resources of the libraries of Union College and the Anglican Theological College. Students have open access to most of the collection, which includes over 90,000 volumes, 1,300 pamphlets, and 1,000 microfilms. The library subscribes to over 300 current periodicals and has long runs of many theological journals. About 2,000 rare books are available for use only in the library.

Library staff offer support to users, instruct individuals and groups in the use of library resources, compile new acquisitions lists and arrange regular book displays. Individual inquiries are always welcome, and reference/research help is available by appointment.

An attractive browsing area including new books and books for sale, individual study desks in the stacks, and a silent reading room give students ample opportunity for personal study and research. All public areas of the library are wheelchair accessible.

In addition to VST faculty, students and staff, borrowing privileges are given to lay persons and clergy in VST's supporting denominations and to UBC campus users.

### **Web-based Resources**

The library catalogue is located online at <http://www.vst.edu/library/index.php>. The collections of VST and Regent-Carey can be accessed via this catalogue. Online databases with access to thousands of journal articles are available through the VST website from the "Research Tools" link. Web access is available at

5 dedicated workstations in the library. For students with laptops, wireless networks and hard wired connections are available in most library study areas.

### **Associated Libraries**

VST students are able to borrow from the collections of the University of British Columbia, Regent-Carey Library, and St. Mark's Library, which are nearby and provide an important resource for theological and religious studies on campus.

### **Archives**

VST Archives, the Archives of the British Columbia Provincial Synod of The Anglican Church of Canada and of the British Columbia Conference of The United Church of Canada are housed at the School. The collections are open to the School's faculty, staff and students, members of denominations exploring their own history and to interested scholars.

VST Archives includes material from Union College and Anglican Theological College. The material contains the official records of the governing bodies of the School, records from the School's administration and faculty papers as well as information on theological education at the School and at related institutions and organizations. The Archives of the British Columbia Provincial Synod of The Anglican Church of Canada, and of the British Columbia Conference of The United Church of Canada provide valuable resources to those studying at the School and to external researchers. The material preserved reaches back about 150 years and includes the official records of governing bodies, of men's, women's and youth organizations and of special ministries such as coast missions. It also contains church periodicals, parish histories, individual papers and photographic records.

### **Library Hours:**

Monday to Friday           8:00am – 6:00 pm

Saturday                    12:00pm – 6:00pm

These hours may be subject to change and are usually published at the beginning of each term.

In order to make use of the VST library, students must get a card from the Circulation desk. Spouses are welcome to use VST's library too. Cards for the UBC Library may be obtained from the UBC library after a student's VST registration form is signed at the School. Students already holding a UBC library card from last semester can have the UBC library validate it. The UBC library card is a student's access to all UBC AMS services.

### **The Role of the Registrar**

The Registrar is the primary person to whom the student relates in working out a program of study. The Registrar is responsible in the first instance to facilitate the student's understanding of the curriculum, its intentions and the possibilities it makes available.

Secondly, the Registrar assists the student in planning and executing his or her program of study. This involves meeting with the student before each registration period to plan that term's work, reviewing with the student her or his progress in the program at least once each term and, in general, overseeing the student's completion of the degree.

Course changes, directed studies, and transfer credit requests must also be processed through the Registrar's Office.

### **Faculty Mentor Groups**

Faculty Mentor Groups will be set up at the beginning of the year. All students will be assigned to a Faculty Mentor Group. Part time students will be assigned to a group which meets on a day when the student is on campus for a class. M.Div students are expected to be active participants in a Faculty Mentor Group. All others are invited and welcome, but not required to participate.

A student may request to be moved from one Mentor Group to another through the Registrar's Office.

### **Mentor Group Goals:**

- Spiritual and community formation through relationship
- Intentional dialogue and conversation (each group defines the focus of its dialogue and use of its time)

**Structure:**

- Mentor Groups will meet for one hour, every-other-week. The weeks Mentor Groups are meeting will be communicated by the faculty member.

**Chaplaincy at VST**

VST provides an environment and a network that offers each person support and encouragement in developing her or his spiritual life. Faculty, staff and students provide informal pastoral support. More formal pastoral support is provided by the directors of denominational formation in keeping with the differing expectations of our sponsoring denominations. Should the need arise for spiritual direction and personal counseling, referrals will be made to appropriate agencies, services and professionals.

**Spiritual Direction**

Spiritual Direction, for those who may not be familiar with it, is a practice of long standing within the Christian tradition which seeks to support individuals in the exploration of their relationship with the divine so that they may know God more intimately as that God is revealed to us in Christ Jesus and serve the Holy One more effectively in the life of the world. Spiritual Direction invites individuals to bring all of themselves and all of their life experiences to the process of direction. For students, these experiences will include, but not be limited to, the joys and challenges of community life, the stress and demands of assignments and deadlines and integration of the new theological knowledge and insight into their spiritual practice and into the larger context of their spiritual lives.

Jaime Power, a graduate of the Master of Arts in Theological Studies Program, will be available primarily on Tuesdays and Thursdays throughout the academic year to offer Spiritual Direction to those who are interested. The school will charge a \$10.00 user fee for each hour session. If you have any questions about Spiritual Direction please feel free to contact him at 604-827-3438.

**Emergency Fund**

A Pastoral Emergency Fund exists to distribute, as discretionary grant funds in emergency situations, money for those students in emergency financial situations. The fund is accessed through the Registrar. Emergency grants are normally distributed in amounts up to \$500.00 per academic year. Students can approach the Directors of Denominational Formation or the Registrar to discuss accessing these funds.

## **K. Finding Things at VST**

### **Administrative Services Centre and Inquiries**

ASC is located in room 216. Hours are 8:00am to 4:00pm.

This is the place to: turn in papers and written messages to faculty, and to pick up returned papers and exam results. ASC does not arrange for the photocopying of student papers or provide typing/word processing services for students. ASC photocopies print ready orders of service for Thursday Community Worship provided they are into ASC with a work order form by Tuesday. There will be signage in the Rotunda directing all lost guests and/or visitors to ASC for assistance.

### **Office Locations:**

- Registrar – 104
- Financial Aid – 104
- Accounting – 101
- Dean of Studies - 117
- Spiritual Direction – 223

### **Mail, phones, communication tools**

**In-house mail** — Mail, notices and memos for students, faculty, staff and residents should be left at the Front Desk for distribution.

**Incoming mail** — External mail is usually sorted and ready by noon.

**Change of address** — It is important that students notify the Assistant to the Registrar of an address change as soon as possible:

### **Telephones**

Students are asked not to direct calls to the School business phone except in cases of emergency. There are telephones in the residences and a courtesy phone located in the Rotunda. All VST office phone numbers have voice-mail 24 hours a day when activated.

### **Fax Machine**

The fax machines are limited to Vancouver School of Theology administration, faculty and staff use only. This refers to both incoming and outgoing faxes. There are fax machines for public use in the Student Union building and at the Copy Centre in the Village.

### **Notice Boards**

There are several notice boards in the Iona Building on which to post pertinent information for students, staff and faculty. Please check with the Front Desk for how to post notices.

### **Messages**

#### **Leaving messages**

*For faculty:* Messages should be put in faculty mailboxes in ASC in 216 or by voice-mail.

*For staff:* Messages should be delivered directly to staff offices or left on their voice-mail. If this is not possible, messages may be left at the Front Desk.

### **Student Directory**

A student address and phone directory is published yearly. It can be found in the ASC office. Permission to publish any contact information is gathered on the student's registration form each year – please note that if you do not give permission to list contact information in the directory, your name will still appear but no other information will be listed.

### **Room Bookings**

Between the School's needs and outside bookings, VST's classrooms and meeting spaces are in heavy use. It is, therefore, very important that rooms needed for any meeting outside the regular room assignments for

classes be booked at the Front Desk. For all private functions, there is a nominal charge for use of all rooms.

### **Study Space**

Those interested in on-campus study space are invited to apply to the VST Students' Association (VSTSA). Application forms will be distributed in September.

### **Photocopying**

A photocopier for personal/student use (10 cents per copy) is located in the Library. There are also machines in the UBC Library and in the SUB.

### **Computers**

All VST students pay fees to the Alma Mater Society at UBC. This gives students' access to UBC computer labs located throughout the UBC campus. In addition, VST and the UBC campus are set up for wireless internet. Students who have a wireless capable laptop may request a campus wide login to access the internet. Forms are available outside of the Registrar's office (104).

### **Visitors and Other Short Term Residents**

VST is often utilized as a conference centre on weekends and evenings. Classrooms and other spaces are rented by outside groups for their own programs.

University Hill United Church has offices on the second floor of the Iona building and holds worship and classes on Sunday mornings in the Epiphany Chapel and Auditorium. As well, Anglican, United Church and VST Archives are housed in the Archives building at VST .

### **Parking**

There is no free parking available for faculty, students, or staff. People who must drive to campus are encouraged to use the UBC parkades (the Rose Garden and North Parkade are the two closest). Maps to the parkades are available through ASC (123). Accessible parking spots are available on a first come, first serve basis. A very limited number of spots are also available on a first come, first serve basis for VST visitors and guests. Somerville residents can arrange for parking at the Somerville Residence through Housing and Conference (123b)

### **Out of Province Students with Vehicles**

Students from out-of-province bringing a vehicle into BC must register, license and insure the vehicle or apply for a Student Exemption Permit (non-resident permit) within 30 days of arrival into the province. Failure to do so could invalidate the student's insurance and may result in a charge under the Motor Vehicle Act.

A Student Exemption Permit allows full-time students operating a vehicle with a valid out-of-province license and sufficient insurance coverage to be exempt from purchasing BC Autoplan Insurance. This student exemption is not automatic. Students must contact ICBC Prorate and Inter-jurisdictional Licensing Department by phone at (604)443-4624 or 1-800-665-4336 to apply.

## L. VST Structure

### **Board of Governors**

The Board of Governors follows a Policy Governance structure and sets policies for VST. Members are appointed by our supporting denominations and include the Principal.

### **Faculty Council**

Faculty Council consists of all members of faculty, the Registrar, the Director of Finance, the Communications staff, four elected students and one staff representative. Faculty Council does detailed work on curriculum matters. Faculty Council has responsibility for the day-to-day tending of the curriculum.

### **Public and Pastoral Leadership Committee (PPL)**

A standing committee of Faculty Council, The PPL committee is responsible for the following:

- Oversee the integrity of the programs and degrees addressing Public and Pastoral Leadership: MDiv, MATS in PPL, Diplomas in Christian Studies and in Denominational Studies
- Make recommendations to FC regarding: changes to curricula, provision for required and elective courses, evaluation of the programs, Theological Field Education, and denominational formation
- By delegation of responsibility from FC, receive and make decisions about applications for the MDiv Honour program and report approvals to FC
- Make provision for mentoring of MDiv's

### **Research Studies Committee (RSC)**

A standing committee of Faculty Council, the RSC is responsible for the following:

- Oversee the integrity of the degrees using a research based methodology: MATS, ThM, [DMin] and PhD degrees
- Make recommendations to FC regarding: changes to curricula, provision for required and elective courses, evaluation of the programs, etc
- By delegation of responsibility from FC, receive and make decisions about the academic progress of students in MATS and Th.M programs, including:
  - Assignment of Study Advisors for MATS students when they declare a study area
  - Requests for thesis option
  - Appointment of Faculty Advisor(s) for thesis and comprehensive exams
  - Thesis proposals
  - Second readers

### **Administrative Staff Group (ASG)**

ASG consists of the Principal, Dean of Studies, Director of Native Ministries, Director of Finance, Director of Iona Pacific Centre, Director of Housing Operations and Director of Human Resources. ASG coordinates and is responsible for the School's administrative life.

### **Dean's Advisory Council (DAC)**

Composed of the Dean of Studies, Registrar, the Director of Native Ministries, and any other such person as Faculty Council appoints, this Committee's mandate is to assist and support the Dean of Studies in the maintenance and administration of the curriculum. It also considers student requests related to their specific academic program, regularly reviews the progress of students in completing their progress of study, and oversees curriculum policy as set by Faculty Council.

### **Awards and Bursaries Committee (ABC)**

Chaired by the Registrar, the ABC includes the Financial Aid Officer, Director of Institutional Development, one representative from each sponsoring denomination, and two representatives from Friends of VST. The committee determines the distribution of bursaries and awards.

## **Other Associations and Committees**

### **Faculty Association**

Faculty Association is an organization of full-time faculty members that provides a forum for discussing questions of mutual concern and a body that collectively represents faculty members' interests.

### **Denominational Communities**

Within the larger VST community are other smaller ones, including those gathered around denomination affiliation: Anglican/Lutheran, Presbyterian (Canadian and American), United Church and "others", an umbrella title which includes all other denominations and traditions present at the School. Life within these groups varies, but all have responsibility for denominational studies, to choose representatives to the VST Worship and Sacristan Committees and to relate to their parent denominations in a variety of ways. The Anglican/Lutheran, Uniteds (includes United Church, United Methodist and United Church of Christ) and Presbyterian communities have assigned worship space on the timetable and hold social events from time to time.

### **Staff Association**

The Staff Association is an organization of full-time and regular part-time staff of VST. The Association provides a forum where items of mutual interest and concern may be discussed and a body that collectively represents staff members.

### **VST Alumni Association**

Those who have completed one year of study at VST are eligible to be members of the Alumni Association. The Association is invaluable to the School as a network of over 700 people across Canada and in the USA and other parts of the world. Alumni contribute to the life of the School as field supervisors, sessional lecturers and worship leaders. The weekly worship schedule during the school year includes prayers for alumni in various regions of the world. The Alumni Association is a responsibility of the External Relations Office.

### **Worship Committee**

The Worship Committee consists of the Principal (or the Principal's delegate), the Directors of Denominational Formation, a student elected from each denominational grouping (including two students elected from the non-sponsoring denominations), the School Sacristan, and the Minister of Music for the School. This committee sets standards and criteria for Community Worship and the use of the Chapel. It is accountable to the Principal.

### **VST Students' Association (VSTSA)**

The aims and purposes of the Association are to:

- Foster and promote the full participation of students in the governance and administration of Vancouver School of Theology;
- Provide a forum in which the concerns of students can be discussed and pursued;
- Arrange and sponsor social, educational and other activities for the members of the Association.

Names of the VSTSA executive members are posted on a notice board in September after committee members are elected. Please visit the VSTSA website at [www.vstsa.com](http://www.vstsa.com) or email [vstsa@vst.edu](mailto:vstsa@vst.edu) for information on events and information of importance to VST students.

### **Friends of VST**

The Friends of Vancouver School of Theology is a dedicated group of women and men interested in the advancement of the work of VST. The Friends of VST is a new organization with its roots in the Auxiliary to VST and the auxiliary organizations of VST's predecessor schools, spanning more than a century.

Through a network of Friends, the organization shall

- support the work of Vancouver School of Theology,
- provide programs of interest to members of the Friends of VST, and
- promote relationship and understanding among ecumenical and inter-religious partners.

Chancellor Louise Rolston serves as president with the help of an Advisory Panel. Events include lectures and other programs of interest, shared worship, and fundraising initiatives to support students and the work of VST. All are welcome!

## M. Student Financial Aid

Student aid funds are made available for those VST students who demonstrate some financial need. The School's resources are dependent upon donations and current interest rates and they vary each year. The amount given depends on the number of credit hours a student is enrolled in and the number of students who apply.

Students are encouraged to investigate all possible sources of student financial aid. Some suggestions include the following:

1. **Local congregation or parish\***
2. **Presbytery or Diocesan Office\***
3. **Benefactors\***
4. **Summer and part-time winter jobs**
5. **Canada Student Loans**
  - a) To determine eligibility, students living in BC should look at:  
the Student Services Branch web-site at [www.bcsap.bc.ca](http://www.bcsap.bc.ca)  
or phone: 250/387-6100 or 1-800/561-1818  
or in the Lower Mainland (604) 660-2610  
or write to:  
Student Services Branch  
Ministry of Advanced Education  
P. O. Box 9173  
Station Province Government  
Victoria, BC V8W 9H7

Students are encouraged to complete their applications online.

- b) Students are advised to keep a copy of their application and to record their personal application number.

### VST Bursaries

To apply for VST Bursaries, students should download an application form from [www.vst.edu](http://www.vst.edu), complete it in detail and submit it by the appropriate deadline: September 15<sup>th</sup> for Fall Term and updates, January 14<sup>th</sup> for Spring Term and updates; and April 4<sup>th</sup> for Summer Term and 2011-12 work/study applications. Students who are registering for a full-year or who want to apply for full tuition support must submit a 12-month bursary application in April, and provide only an Update Form\* each subsequent term during that fiscal year (May – April).

The Awards and Bursaries Committee will meet in the 3<sup>rd</sup> week of each Term to consider all initial requests for aid and notify all students of their decision. Tuition bursaries from VST are granted in three installments – summer, fall and spring terms – and students are required to update budget information, if it changes throughout the year.

**\*Students who do not provide an Update Form at the beginning of a new term will not be considered for a bursary that term.**

### Thanks

All students receiving funds from named bursaries are asked to thank the donor in a personal note, sharing their experience at VST and their educational progress. This small gesture encourages donors to continue giving. Where there is a living donor, their name and address will be included in bursary letter sent to students informing them of their bursary each term. Students who have received financial aid are also expected to attend the Thanksgiving Service in October. Many donors attend and enjoy meeting VST students face-to-face.

### New Tuition Support Plan

VST has adopted a new plan to support students needing financial aid through a combination of bursaries, on-campus work-study jobs, and tuition waivers based on amount of financial need shown.

### **Criteria for Awarding Student Aid**

- b) All full-time and part-time students are eligible to apply for a tuition bursary (applied directly to their tuition account) of either 25% or 50% (based on credit hours taken in a given term), up to the maximum number of required course credit hours to complete the program in which they are registered. Full-time and part-time D.Min and Ph.D students will qualify for a 50% tuition credit based on the flat rate tuition and maintenance fees, up to the maximum tuition paid and maintenance fees paid to complete their program. ***Student Aid will be given only for VST programs.***
- b) For students requesting and needing more than 50% tuition support during Fall and Spring terms, the next 25% of support will come from working at an on-campus work-study job
- Jobs will be paid at the standard rate of \$12 per hour, for 5-10 hours per week. Any earnings over the 25% of tuition would be understood as regular income for the student
  - Students will be paid through the regular bi-monthly pay cheque system and would be expected to use the pay toward their tuition payments
  - Students will work under contract with a VST staff supervisor in an approved on-campus job—doing a variety of clerical, hospitality, and facilities related work
  - The School will designate certain jobs or job categories as part of the work-study pool and students for whom work-study is granted as part of their tuition support would apply and interview with the supervisor using standard procedures; some student jobs needing particular skills remain separate from the work-study pool
- c) For students requesting and needing 100% tuition support, the final 25% of support will come in the form of a tuition waiver. A student would only receive a tuition waiver if they have agreed to and taken an on-campus work-study job.
- d) Any adjustments to tuition support (a student dropping a course) would first affect the tuition waiver if it had been granted, then the work-study portion if granted, and finally the tuition bursary portion.
- e) In all cases, tuition support will not exceed actual tuition charged in any academic year.

### **International Study Levy Eliminated**

Beginning in Summer 2010, International Students will no longer be charged a 60% tuition levy.

### **Bursaries for Continuing Education Courses and Workshops – Lay Applicants**

Lay people wishing to audit a VST Continuing Education course or workshop can apply for a tuition bursary covering either 25% or 50% of the tuition fees, depending on their level of need. Bursaries must be applied for at the time of registration. For any Continuing Education registrant, up to \$ 200 in tuition bursaries are available over the course of the fiscal year (May to April) as funds are available.

**VANCOUVER SCHOOL OF THEOLOGY  
H.R. MACMILLAN FUND COMMITTEE**

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- Application deadlines: April 30, July 1, Nov 1 (Dates subject to change. Please check website for updated information)
- Grants will only be considered for clergy in good standing with their respective denominational affiliation.
- Grants shall not be made for a course already completed by the applicant.
- Priority will be given to applicants continuing their education at Vancouver School of Theology.
- Requests from lay applicants will not be considered.
- Requests from applicants outside of British Columbia for non-VST courses will not be considered.
- Grants to applicants for continuing education courses will be restricted to a maximum of \$350 annually.
- Retired Clergy will not normally be supported. Retiring Clergy exercising accountable ministry may apply to the fund for programs related to the exercise of ministry.
- Clergy on Leave of Absence will not normally be supported.
- Support for Clinical Pastoral Education applicants is available only after they have supported themselves through the first two units.
- For Students residing in B.C. and registered in a VST degree or diploma program: all full-time and part-time students are eligible to apply for a tuition credit of up to 50% based on credit hours taken, up to the maximum number of required course credit hours to complete the program in which they are registered. Awards are made based on demonstrated financial need. Awards for full-time and part-time DMin and PhD students are given up to the maximum tuition paid and maintenance fees paid to complete their program, and up to a maximum of \$3000 per year. Students registered in D.Min. or Ph.D. programs at other institutions are eligible for H.R. MacMillan grants in the amount of \$350.

## VST Scholarships

### VST Entering Scholarships:

#### 1. Relocation Bursary

**Qualifications:** Awarded on the basis of financial need, relocation costs and residential expenses.

**Benefit:** \$2,500.00 CAD

#### 2. Promise for Public or Pastoral Leadership Scholarship

**Qualifications:** Awarded on the basis of demonstrated leadership, a promise of future ministry (lay, ordained or alternative), and given regardless of financial need.

**Benefit:** Full-tuition for a student's entering year (up to a maximum of 30 credit hours). A student's first academic year runs from May – April, and begins with Summer Term.

*NOTE: Recipients are responsible for all student fees, living expenses, textbooks and incidental fees, and thus will need to raise considerable additional support for their program at VST.*

#### 3. Academic Promise Scholarship

**Qualifications:** Awarded on the basis of past academic achievement and demonstrated potential for academic studies at VST, and given regardless of financial need.

**Benefit:** Full-tuition for a student's entering year (up to a maximum of 30 credit hours). A student's first academic year runs from May – April, and begins with Summer Term.

*NOTE: Recipients are responsible for all student fees, living expenses, textbooks and incidental fees, and thus will need to raise considerable additional support for their program at VST.*

### VST Full-tuition Scholarships:

#### 1. International Student Scholarship

#### 2. Aboriginal Student Scholarship

**Qualifications:** Awarded on the basis of demonstrated leadership potential, demonstrated academic potential, and demonstrated financial need. Recipients will belong either to a First Nations community, or have citizenship in a country that is economically less advantaged. Recipients will demonstrate a firm commitment to use studies at VST to the benefit of his/her community or country of origin.

**Benefit:** Tuition fees for the maximum number of credit hours required in the degree program in which the student has been admitted, or the first 5 years of study, whichever comes first. *NOTE: Recipients are responsible for all student fees, living expenses, textbooks and incidental fees, and thus will need to raise considerable additional support for their program at VST.*

### Scholarship eligibility, Academic Performance and Student Conduct:

In order to maintain the scholarship, the student must show evidence of satisfactory academic progress. Students disciplined under VST's policy regarding inappropriate behaviour may be at risk of losing their scholarship. All scholarship recipients will be reviewed by the Faculty/Student Review Committee (FSRC) in January and May of each year. For more information on the FSRC, academic performance and student conduct policies, see VST's Supplementary Calendar/Student Handbook.

### Application Deadline for Consideration for Scholarships: March 15<sup>th</sup>

All applications received *before March 15<sup>th</sup>* will be considered for both Entering and Full-Tuition Scholarships. An applicant's file should demonstrate the qualifications mentioned above through the regular submissions required from all prospective students (i.e. Personal statement; theological reflection/academic paper; reference letters; transcripts).

The Admissions committee (of either VST or the NMP) will be the body to designate recipients, through the Registrar. The Registrar will report to the Awards and Bursaries Committee the decisions of the Admissions Committee at their April meeting.

Recipients of a VST Scholarship will be named and informed by **April 15<sup>th</sup>** each year.

*Each of the Scholarships will be offered annually pending the availability of funds.*

## **N. Worship at VST**

The VST curriculum assumes that worship is central to formation for ministry. The School seeks to provide a community of worship, learning and service concerned for and committed to the mission of the church in today's world. Worship at VST serves as a means of offering praise and thanksgiving to God. All services are open to all who wish to attend.

1. Regular times are set aside in the weekly timetable for worship at VST. General guidelines for the conduct of worship at VST are set out by the Worship Committee. In addition, the United Church/United Methodist, Presbyterian and Anglican/Lutheran denominations provide guidelines pertinent to their own traditions and customs.
2. Community Worship should reflect the ecumenical nature of the School, meaning that the strengths and variety of liturgical, theological and hymnal traditions should be represented at different times throughout the year. In this way, the VST community expresses respect for sponsoring denominations, experiences other liturgies and celebrates God's grace in diverse traditions.
3. The separate worship times of the Anglican/Lutheran, Presbyterian and United Church/United Methodist/United Church of Christ denominations reflect their particular traditions and liturgies, providing students with an opportunity to become more familiar with their own broad worshipping customs while keeping in mind the particular VST context in which the specific services are being held.
4. Morning prayer is held in the Rotunda on Mondays, Wednesdays, and Fridays at 8:45am. Various members of faculty, staff, and students lead this short prayerful gathering.

With the permission of the Principal, other worship services may be held from time to time at VST and may be arranged by individuals or groups from within the community or by groups outside.

### **Guidelines for VST Community Worship**

1. During the fall semester, responsibility for Community Worship is assigned to members of the faculty (or guests). Students and Staff are invited to sign up to help plan and lead worship. The Worship Committee strongly encourages faculty to use student advisees at all levels to ensure fair participation among the student body.

The spring roster is made up of assigned teams to include all graduating year students, each with a faculty member. Responsibility for convening each team is assigned to a graduating year student. Primary responsibility for planning the service belongs to the graduating students. Services include prayers for alumni in different regions of the world and a prayer roster is provided for worship teams.

2. Worship begins at 12:00 pm every Wednesday during the semester and ends at 1:00 pm.
3. The Sacrament of Holy Communion will be celebrated at the beginning and the end of each semester and at other times at the discretion of those planning worship. Teams leading worship that includes the celebration of Holy Communion are responsible for finding an ordained person to preside. Given the ecumenical nature of the VST community, both wine and grape juice are served at Community Worship services. When stations for communion are used, the order from the centre out is bread, juice, wine. This pertains to both sides of the Chapel. The wine and white grape juice which are provided by the Worship Committee are kept in the Sacristy. For denominations whose tradition is to use individual glasses, there is a supply in the Sacristy cupboard. Worship teams are responsible for supplying communion bread, for filling the glasses or chalices, washing and cleaning up afterwards and reverently disposing of the communion elements.
4. The consistent use of inclusive language in worship is encouraged. The issue runs deeper than including all people present at worship and reflects how we image God. Many resources are available to help worship planners use inclusive language creatively in worship — hymns, readings, prayers and sermons — and some are included at the VST Library. Many people around the School, including returning students and faculty are also willing to help students with language changes. New students

are asked to attend an inclusive language workshop as part of Orientation. Other students are encouraged to attend.

5. The normative service of worship in the VST community is in the Christian tradition. On occasion, services of other traditions are also offered.
6. The following is designed to facilitate fuller musical participation in worship:
  - a. Musicians who are asked to play for a worship service should be included in the planning of that service.
  - b. Musicians should be asked more than one week in advance as accompanists for hymns (chosen at least a week in advance) and three weeks earlier if special music is requested. If not notified about special music, musicians will plan their own music, based on the lectionary readings for that week.
  - c. Worship planners are encouraged to explore accompaniment options other than the piano on occasion.
  - d. The grand piano and the organ in the Chapel are intended for VST worship services and practice for these services only.
7. Use of copyrighted music and other materials for worship:

VST policy with respect to copyright music resources is that only music for which copyright consent is held, or is being obtained, is to be used in VST worship. Music and words held in the public domain may be used as desired. As a general rule, copyright indications are given at the bottom of the page upon which a song appears. Where none is given, it is reasonable to assume that the piece is in the public domain.

There are now several worship music resources in the VST Chapel that correspond to today's standards of inclusive language, including more than 100 copies each of the Anglican Church, the United Methodist, The United Church and the Presbyterian Church hymnals, a smaller number of US Episcopal hymnals and PCC Psalters.

It is central to the School's worship teaching that students learn to make use of their own denominational resources in the conduct of public worship. Accordingly, the School does not encourage blanket licensing of other worship resources for use in public worship.

Any use of other copyright resources is the responsibility of the person leading worship for that particular day. That person also will be responsible for obtaining the copyright authorization after consultation with the Music Minister. \$200 a year is budgeted for such purposes.

8. A copy of every VST worship service is to be deposited at ASC for archival purposes.

### **Guidelines for Use of the Epiphany Chapel**

#### **1. Provisions**

- a) Wine, white grape juice, and candles are provided by the School under the budget of the Worship Committee.
- b) Wine for the Chapel and the candles are the responsibility of the School Sacristan. White grape juice is the responsibility of the United Church Director of Denominational Formation. Bread is the responsibility of those leading the worship services.

#### **2. Linens, Vessels and Candle Holders**

- a) The weekly Anglican worship teams and one Anglican Sacristan take on the responsibility of caring for the chapel linens, vessels, etc. There is a regular schedule of those taking weekly responsibility for the linens.
- b) Any of the small linens (purificators, corporals, etc.) which are stained with wine or juice should be rinsed with cold water right after use and left to dry on the rack provided in the sacristy. Linens should not be left wadded by the sink. Students are asked to take responsibility for all aspects of the worship service.

- c) Unsoiled linen should be returned to its proper place.
- d) Should the long cloth on the altar/table (the “fair linen”) need to be changed, worship planners are asked to leave a note for the Anglican Sacristan or to roll it and replace it with a fresh one. The clean ones are in the bottom of the cabinet in the vestry.
- e) The large piece of plexiglass should be used on the fair linen.

### **3. Sacristans**

Each denominational grouping will select one person to be their Sacristan.

- a) The primary responsibility of the Sacristans is looking after the furniture in the chapel. This means caring for the furniture used at Community Worship, the Anglican services, and United Church Worship.
- b) The names of the Sacristans are posted and instructions are circulated to the faculty and students responsible for Community Worship.
- c) Any special needs related to the Chapel should be communicated to the team of Sacristans the week prior to the service.
- d) It is expected that worship planners would return the Chapel to its standard layout after a service. A diagram of a standard layout is available in the narthex.

### **4. Chapel Floor**

- a) As a general rule, coffee, tea, and other beverages should not be taken into the Chapel. The floor reacts badly to spilled liquids; that is, it tends to absorb rather than repel the liquid.
- b) When moving chairs in the Chapel, community members are asked to carry them rather than pushing or dragging them. Pushing them across the floor will damage the surface.

### **5. Piano Use Policy**

VST has a number of pianos for instructional and worship purposes. Several are available to students and residents of VST on the following basis.

- a) The grand piano in the Chapel of the Epiphany is intended to serve the Chapel and is not to be used as a practice piano. Appropriate access to the piano for rehearsal time related to volunteer service in playing for worship services at VST will be granted on the recommendation of one of the School’s Directors of Denominational Formation to the Minister of Music.
- b) Piano users are expected to take responsibility for turning off all lights after their use of the piano unless there are other persons using the room.
- c) All piano users are reminded that when using one of the pianos at times when other persons are not in the building, precautions should be taken to ensure personal safety and security.

## **O. VST Community Events**

### **Orientation Week**

In this important week before classes begin, students have a chance to connect with faculty, staff, and other students, learn to know one another or become re-acquainted, and prepare for studying together in the upcoming year. Events include tours, introductions to faculty, academic policies and procedures, gatherings in denominational and degree program groups; information sessions; community worship; the first 'Principal's Lunch' of the year; and ends in style with a Family BBQ.

### **Light Lunches**

Every Monday and Tuesday a light lunch will be available for all members of the VST Community in the 3<sup>rd</sup> floor lounge. All are welcome!

### **Principal's Lunches**

Every Wednesday, the community assembles following Community Worship for a lunch hosted by the Principal's Office. From time to time, the Principal's lunch may include a visiting speaker, a forum on an issue, or a discussion of curriculum.

### **Student Speaker Series**

Research Studies students offer lectures and roundtables on Wednesdays at lunchtime throughout the Fall and Spring terms. Details of upcoming speakers are posted on the VST website.

### **Workshops**

When need arises, workshops can be organized to focus on a specific aspect of community or student life. Workshops are typically arranged by students for students. For more information, students are encouraged to check with the Dean of Studies and/or Principal.

### **Parties and Socials**

Occasional parties and social gatherings are organized by students, staff and faculty throughout the year, such as summer BBQ's, a Christmas banquet and Year End Party.

### **The G. Peter Kaye Lectures**

This is a school event for everyone. Students, faculty, staff and the general public are invited to attend the public lectures in May, to coincide with the celebration of convocation. Many alumni attend this event. More information will be available in January 2012.

### **Convocation**

The VST community gathers to celebrate the achievement of those receiving certificates, diplomas and degrees each year. Convocation will be held Monday, May 9, 2011.

## **P. UBC Campus & Beyond**

### **Public Worship**

There are several places of worship on campus:

St. Anselm's Anglican Church	(604) 224-1410
St. Ignatius' Roman Catholic Church	(604) 224-5427
St. Mark's Roman Catholic College	(604) 224-3310
Lutheran Campus Centre	(604) 224-1614
University Chapel	(604) 224-0800
University Hill United Church	(604) 224-7011

### **Public Transit**

The bus loop is located east of the UBC Student Union Building and the following buses service the loop:

No. 4	UBC/Powell ( <i>via 4th Avenue to downtown</i> )
No. 9	UBC/Boundary ( <i>via Broadway to Boundary</i> )
No. 10	UBC/Hastings Express ( <i>via 10th Avenue and Broadway to downtown</i> )
No. 14	UBC/Hastings ( <i>on weekends</i> )
No. 25	UBC Brentwood ( <i>via 16th Avenue and 25th Avenue to Brentwood</i> )
No. 41	UBC/Joyce Station ( <i>via 41st Avenue to Joyce Station</i> )
No. 49	UBC ( <i>peak hours</i> )/Metrotown Station ( <i>via 49th Avenue to Metrotown Station</i> )
No. 84	UBC/VCC-Clark ( <i>4<sup>th</sup> Avenue to VCC-Clark Skytrain station</i> )
No. 99	UBC/Broadway Express

Transit schedule information is available on-line at [www.translink.bc.ca](http://www.translink.bc.ca). or by phone at (604) 953-3333.

Bus tickets, monthly passes and Fast Trax stickers can be purchased at the AMS Ticket Office in SUB.

### **UBC Student Union Building (SUB)**

SUB contains a cafeteria, movie theatre showing four movies each week for \$3.00/show (programs can be obtained from the Speakeasy counter in SUB), offices of various student organizations, a sporting goods shop, a delicatessen, several take-out food counters, and a stationery shop that sells some toiletries in addition to stationery supplies. SUB also houses a copy centre, a computer centre, a professional word-processing service, a Travel CUTS travel agency, a Ticket Master Outlet, and the Pit Pub.

### **Graduate Student Centre**

The Grad Centre is located across from Frederick Wood Theatre and houses Koerner's Pub. The Grad Student Center is a casual place for students to socialize.

### **Financial Institutions**

There is a Canadian Imperial Bank of Commerce in the UBC Village. VanCity, Scotia Bank, Bank of Montreal and TD Canada Trust banks have cash machines in SUB.

### **Shopping**

The UBC Village (University Boulevard near Wesbrook Mall) has two small grocery stores, a health food store, pharmacy, drop-in medical clinic, video rental outlet, bank, computer stores, a number of restaurants and two copying/printing service centres. On West 10th Avenue, just outside the University gates on University Blvd, there are stores of all kinds, banks, a variety of medical, dental, insurance services, and restaurants.

### **Recreational Activities**

UBC Aquatic Centre south of SUB has an Olympic Standard indoor pool, an outdoor pool in summer and a weight room. There is an exercise circuit and weight room at the War Memorial Gym and the Student Recreation Centre has different kinds of ball courts for squash, racquetball, and others. Non-credit fitness, dance, martial arts and other recreational courses can be taken here. VST students pay AMS student fees,

allowing them free or reduced rates for access to these facilities. A student's UBC Library Card is required for access.

**UBC Centre for Continuing Education**

Located across from the Iona Building's north side, this office offers a wide variety of evening programs, weekend workshops and courses.

**Campus Events**

Every two weeks UBC publishes *UBC Reports* which lists the week's events, such as lectures and musical programs. A number of UBC Campus and degree program specific newspapers also report upcoming events.

**Day Care**

The University Day Care Council operates Parent Co-op Day Care Centres on the UBC campus for children 18 months to 12 years. The Coordinator can provide further information by phone at (604) 822-5343.