

# ACADEMIC REGULATIONS

## **Master of Divinity / Master of Theological Studies / Master of Theology / Bachelor of Theology / Bachelor of Theology by Distance / Bachelor of Theology for Discipleship and Ministry**

### **Admission Guidelines**

Anglican students who are applying for admission to the Master of Divinity, Bachelor of Theology, and Bachelor of Theology by Distance programs, and who intend to seek ordination at the successful completion of their respective degree, should have the sponsorship of a diocesan bishop. Students of other denominations who are applying for admission to either of these programs and who intend to seek ordination at its successful completion should have the appropriate sponsorship of their own denomination. Sponsorship is not required for students in the non-ordination track.

Sponsorship is not required for students applying for admission to the Master of Theological Studies or Master of Theology programs.

Normally, Anglican students preparing for ordination in any degree program will be recommended for theological training by the Advisory Committee on Postulants for Ordination (A.C.P.O.). Students who are applying for admission to the M.Div. program do so by fulfilling the admission regulations which follow.

Students applying for admission to the M.Div. or the M.T.S. programs must have an undergraduate degree from an accredited institution (e.g. Memorial University) with the following qualifications:

- a minimum average of 65% in the final two years of study, and
- at least one year of a degree program as a full-time student.

Mature students who lack an undergraduate degree may apply for admission to the Bachelor of Theology program when they have successfully completed the first year (ten credits) of a degree program from an accredited institution with the following qualifications:

- a minimum average of 65%
- a minimum of two semesters as a full-time student
- sponsorship of a diocesan bishop or other appropriate ecclesial authority.

Official transcripts of all courses successfully completed at a university or institution of post-secondary education must be submitted to the College before a student may be admitted to a degree program.

Students may apply to the B.Th. by Distance program upon completion of the A.Th. Program or its equivalent.

Students who have successfully completed courses in theology elsewhere may apply to the Faculty of Theology to have these credit hours transferred to Queen's College. Normally, in the case of the M.Div. and B.Th. programs, no more than ten (10) three-credit-hour courses may be transferred. In the case of the M.T.S. program, no more than five (5) three-credit-hour courses may be transferred or, in the M.T.S. thesis option, no more than two. In the case of the M.Th. program, no more than two (2) three-credit hour courses may be transferred. Students admitted to the B.Th. by Distance program may apply to have work completed in the Education for Ministry (E.F.M.) and/or Diploma program credited toward Phase I of that program; normally, no more than ten two-credit-hour courses for EFM and 4 for Diploma in the area of Pastoral Studies may be applied for this purpose. It is the student's responsibility to complete and submit the appropriate forms and to follow up to ensure receipt of forms by faculty.

It is strongly recommended that applicants begin application procedures as early as possible in the academic year preceding the year they hope to start. Applications should be completed and returned no later than June 30th prior to the academic year in which the applicant expects to begin studies. Late applications will, however, be considered, depending on circumstances.

Before admission into any of these programs, the Faculty of Theology reserves the right to require applicants to complete preparatory academic study. Also, students may be requested to write a diagnostic essay in English.

The first year of any degree program is considered a probationary year for all students. In the case of M. Div. and B. Th. students, the probationary year includes the spring unit of Clinical Pastoral Education or Supervised Practice of Ministry which, with a recommendation from the Faculty, is a prerequisite for admission into the second year of both these degree programs.

Registration normally takes place in August each year.

## **Regulations for the Transfer from the M.T.S. to the M.Div. (Ordination Track) Program**

Because each program has its own integrity, transfers between degree programs must be approved by the Faculty. Anglican students who enter the M.T.S. program and subsequently wish to transfer to the M.Div. (ordination track) program must have the sponsorship of a diocesan bishop. Non-Anglican students must have appropriate sponsorship from their own denomination. Also, Anglican students entering the M.Div. (ordination track) program should be recommended by A.C.P.O. Upon fulfilment of these prerequisites, students may apply to the Faculty for transfer and, if granted, students may transfer their completed three-credit-hour courses from their M.T.S. program towards the M. Div. program. After being granted permission to transfer credits, students must formally apply to the Admissions Committee and supply all documentation for admission to the M.Div. (ordination track) program.

As a prerequisite to this transfer, students must have maintained a minimum average grade of 70% with no mark below 60% in all courses transferred and must have completed one basic unit of Clinical Pastoral Education or Supervised Practice of Ministry before proceeding in the M.Div. (Ordination Track) program.

To qualify for the M.Div. degree, students must fulfil the required criteria as set forth in this calendar.

Students who have been granted the M.T.S. degree may apply to the Faculty for entrance into the M.Div. program. Students who are admitted must complete must fulfil the required criteria for M. Div. as set forth in this calendar. The two degrees, the M.T.S. and the M. Div., cannot be granted to a student with less than four years of full-time academic study or without a minimum residency requirement of two years in the M.Div. program.

## Registration

Students admitted to a Queen's College program will begin the registration procedure upon receiving Registration materials delivered electronically and available at <http://www.queenscollegenl.ca> This Registration materials include:

- a Theological Bulletin outlining courses, instructors, timetable, and textbooks for the upcoming semester
- a Course Selection Form to be completed and returned to the General Office
- a Textbook Order Form for the Associate Program to be completed and returned to the General Office
- information regarding the Fall Semester
- information regarding tuition fees and payment.

The Fall Semester begins with a time of community-building and orientation for on-campus students. During this time each student, by appointment, will meet with the Administrative Assistant to complete registration procedures, as follows:

- obtain a parking permit
- pay tuition fees
- receive a student number
- arrange a photocopier account number
- lease College keys for a fee of \$50 (refundable upon return of keys). **NOTE: Keys are not under any circumstances to be copied. Any illegally cut keys will result in an additional \$100 fine.**

Students are officially registered when all the necessary forms have been completed and their program has been approved by the Provost. Students are not normally permitted to register for more than five three-credit-hour courses per semester. Requests to register for more than five three-credit- hour courses must be approved by the Provost.

Students are provided with the information to access Memorial University of Newfoundland (MUN) Library and other MUN services within the first week of each semester.

## International Students

Queen's College welcomes applications from prospective students from dioceses and provinces of the Anglican Communion outside of Canada, from international students, and students of other denominations. However, the number of such applications which can be approved in any given year can be limited.

The College's admission policy is designed with the intention of ensuring international students an optimal experience of theological education in the Queen's College setting. The following requirements pertain to the student's application:

- for postulants pursuing ordination: the official endorsement of her or his provincial and diocesan denominational authorities
- access to financial resources sufficient to cover all education and living expenses for the duration of their degree program
- competence in English, spoken and written
- satisfactory evidence of academic readiness for the program for which registration is sought.

## **Occasional Students**

Persons wishing to take courses in theology but who are not interested in entering a degree program may seek admission as an Occasional Student. Occasional Students may take up to five courses in any given semester, subject to the limitation of numbers in the class and adherence to our accreditation standards with the Association of Theological Schools. Occasional Students may transfer the academic credits they have obtained to a degree program or the Associate program, but must seek formal admission to such programs in the usual manner.

## **Continuing Education Students**

Students who already possess a theological degree, or are clergy in their respective denominations may apply to take courses as a Continuing Education Student. These course may be taken for credit or audited. There are no limits on the number of such courses a Continuing Education Student can take. Such students may transfer the academic credits they have obtained to a degree program or the Associate program, but must seek formal admission to such programs in the usual manner.

## **Auditing Students**

Persons wishing to audit courses must first obtain the permission of the course instructor and the Provost. No academic prerequisites are required and no academic credit is given for audited courses. Auditing students are welcomed in most classes, subject to the limitation of numbers in the class and in adherence to our accreditation standards with the Association of Theological Schools. The fees for auditing courses is one half of the regular fees per course (Tuition, Student Services Fee).

