

Academic Policies

Accessibility

1. Accessibility Plan Checklist
2. Accessibility and Accommodation Plan

Class Attendance

Given the size of the student body and the small size of most classes, it is extremely important that full attendance at class sessions be the norm. The success or failure of a class often depends on the attendance and full participation of all members of the class. The procedures to be followed in the case of repeated absence are in the hands of the course instructor and are set forth in the course syllabus. Auditors are also bound by this regulation.

English Language Tutoring

Students may arrange for assistance with their English language skills with relation to their academic work or worship liturgy preparation. English Language programs are available at the University of Saskatchewan Language Centre (<http://learnenglish.usask.ca>) Tel. (306) 966-4351. Off-campus English as a Second Language programming and services are available at no cost at:

The Global Gathering Place
100 5th Avenue N.
Saskatoon, SK S7K 3H2
Tel: (306) 665-0268

Faculty Advisors

All students in degree and diploma programs at College of Emmanuel & St. Chad (ESC) are assigned a Faculty Advisor. Students should confer with their Faculty Advisors before registering. Faculty Advisor will give advice on the following:

- credits that can be transferred into the program from elsewhere
- prior learning assessment and recognition (see policy in Section 3)
- admission to an Honours program
- course and other requirements for the student's program
- course substitutions
- complaints about academic offences
- overall academic performance and standing

For candidates for ordained ministry, the Faculty Advisor will work with the student and the Field Education Director to help in the preparation for the Internship portion of the MDiv program. The Registrar assigns Faculty Advisors for each student upon admission. In the case of a dispute or disagreement between a student and their Faculty Advisor, the Principal or Registrar will mediate but will not normally re-assign the student or the Faculty member for this reason. However, because of a need to ensure an equal distribution of students for advising among available Faculty members, students may be re-assigned to a new Faculty Advisor at any time, but normally at the beginning of a new semester.

The Faculty Advisor and/or the Registrar must take some decisions to the full Faculty Council for a decision or recommendation. These include:

- approval of admission to a program
- approval of transfer to another program
- approval of transfer credits (a student wishing to take a course and transfer the credit into a College of Emmanuel & St. Chad program must obtain prior approval from the Faculty Advisor)
- approval for admission to an Honours program, and certification of satisfaction of language requirement for an Honours program
- grade appeals
- placement on academic probation or suspension
- recommendation of successful completion of internship
- recommendation for graduation and granting of *testamur* (Diploma; recommendation goes to Academic Committee)
- recommendation for scholarships or awards (recommendation goes to Academic Committee)

Letters of Permission for Study at another Institution

Students may take up to half of their program through a combination of ESC's on-line and intensive courses, and courses at another institution, either through credits transferred in on admission, or by Letter of Permission from the College giving approval to study elsewhere. The procedure is as follows:

- At the student's request, the Faculty Advisor assesses the proposed course in cooperation with the Faculty member in the subject area most closely related to the course, taking into account the institution, level, instructor, requirements and suitability of the course for the student's program.
- The advisor makes the decision on whether to grant permission in conjunction with the Faculty member in the subject area of the course.
- The Faculty Advisor reports the decision to the Registrar immediately and seeks approval from the whole Faculty at its next meeting; either the Faculty Advisor or Registrar prepares a Letter of Permission sent directly to the other institution.

Saskatoon Theological Union (STU):

Equivalents have been established for most courses offered at other theological Colleges; these are available from the Registrar. A Letter of Permission is not required for registration in an STU course; these courses follow the same approval process as for College of Emmanuel & St. Chad courses, including approval by the Faculty Advisor.

University of Saskatchewan:

All College of Emmanuel & St. Chad's students need permission to take courses offered at the University of Saskatchewan (U of S). Permission is granted only when it is demonstrated that the course will enhance the learning objectives within the student's program and the course desired is not otherwise available within the ESC. The student's Faculty Advisor will take the request to the next Faculty meeting for approval. Once approved, the process for registration is as follows:

For undergraduate courses (numbered 100-600):

- The student's Faculty Advisor will write a "Letter of Permission" to the Director of Admissions, U of S. This letter will indicate that the student in question has been granted permission by College of Emmanuel & St. Chad to take a specific course for credit towards a College of Emmanuel & St. Chad's degree. The letter needs to be sent directly by College of Emmanuel & St. Chad's to the Admissions office (in a sealed envelope).
- The student must apply for admission to the University of Saskatchewan on either a U of S application form, checking the box for "casual learner", and then taking that form along with the required admission fee to Student and Enrolment Services, Administration Building, U of S, or on the web at www.usask.ca/registrar. Students must meet U of S application deadlines!
- The processing will normally be done within one week of the receipt of both form and letter. Students should be aware that enrolments for some January classes are filled in the September registration.
- The student will be given a U of S student number and a transcript will be created. At the end of the course the student must request that an official transcript be sent to College of Emmanuel & St. Chad where it can be recorded.

For graduate level classes (numbered 700 or higher):

College of Emmanuel & St. Chad's students enrolled in the MTS or MDiv degree programs may register in graduate classes at the U of S under a Memorandum of Agreement. Such students must have a grade average of 70% or equivalent and may register for no more than 4 courses (MTS) or 8 courses (MDiv) under this arrangement. There are no additional fees required.

University of Regina Courses:

For undergraduate classes: same as U of S procedure (see above) For graduate level classes: The U of Regina Faculty of Graduate Studies has agreed to duplicate the arrangement between College of Emmanuel & St. Chad and the U of S on an experimental basis

Submission of Assignments and Recognition of Sources

Assignments for face to face (on-site) courses are to be handed directly to the Faculty member or to the General Office. Students intending to submit an assignment electronically must be sure to check with the Faculty member offering the course for permission to do so and for guidelines to format and timing. Students are responsible for keeping a back-up copy of all assignments; it is strongly suggested that such a back-up be available in printed format. All external sources used in any assignment must be documented, and students must not represent as their own any idea or expression of an idea of another person or group. Plagiarism is considered to be a serious offence and may result in action under the College Policy on Student Discipline.

Transfer Credits Awarded on Admission

- Applicants with a Masters or Doctoral degree from another ATS accredited institution may request that up to 15 semester classes or 45 credit hours be applied to the Master of Divinity degree.
- Applicants with degrees or credits from other institutions (including credits earned prior to an institution receiving ATS accreditation) will be considered on a case-by-case basis.

- Approval of transfer credits shall be at the discretion of the Faculty who will consider such factors as the distribution requirements, level of course, age of credits, number of courses in one area, and range of preparation in undergraduate degree. Students may be asked to provide a course outline for any transfer course.
- The Integration Seminar, Internship, and Learning Circle requirements, while normally upheld, are also at the discretion of the Faculty depending on previous experience and the content of the previous degree.
- No more than half the total credits for any degree or diploma may be earned through a combination of on-line or cluster courses, transfer credits and/or prior learning assessment and recognition.
- A student who has taken a course(s) in a given area at an undergraduate institution prior to attendance at College of Emmanuel & St. Chad is encouraged to apply for an exemption(s) in the equivalent course(s): “advanced standing”. Another course will be required in its place.

For a non-ESC course to be accepted for a semester course credit at College of Emmanuel & St. Chad it must:

- Be based on the assumption of not less than 108 hours of work, including, except in the case of correspondence courses, not less than 26 contact hours, and include at least 20 pages (5,000 words) of written work.
- Foreign credit assessment for all our programs is done internally at College of Emmanuel & St. Chad. If the expertise is not available among our Faculty then Faculty in the country from which the credits originate are asked to evaluate the credits and provide academic assessment. ESC can use this process due to the small size of its student body. In the case where faculty from the country of credit origin are not available, we will make use of the University of Saskatchewan Credential Assessment Service.
- The following information is required to allow us to determine whether previously completed courses may be transferable for credit at College of Emmanuel & St. Chad.

Course Syllabus

- This should include your course outline broken down by week, not just the calendar description of the course. Except for language courses, syllabi must be translated into English. Each syllabus must indicate which university or college it is from. If a detailed course description is available from the institution’s official website, you may forward a link with the complete web address, whereupon the College of Emmanuel & St. Chad’s faculty will check to see if enough information is provided. Word documents of course outlines will not be accepted. All course outlines are subject to verification for authenticity. Please ensure the following information is included:
 - Course number and name (e.g. Introduction to Christian Ethics SA152)
 - Number of in-class hours
 - Number of credit units earned
 - List of reading and reference materials, including the name and edition of each publication
 - Full name of institution of origin and course instructor
 - Grading system (example: class participation 20%, first paper 30%, final paper 50%)
 - Grading scale (ie. 50%, 4-point scale).

- Paper copies may be mailed to:

The Registrar
College of Emmanuel & St. Chad
1801 Lorne Avenue
Saskatoon, SK S7H 1Y5
Canada

- Electronic copies may be sent by Email to: registrar@emmanuelstchad.ca
 - Students are reminded that Word documents of course outlines will not be accepted.
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