

Toronto Baptist Seminary and Bible College

Student Handbook

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MISSION STATEMENT

Purpose	<p>The Toronto Baptist Seminary and Bible College is an English-speaking theological institution.</p> <p>It exists to prepare, equip, and train people for Christian gospel ministries. The emphasis is on pastoral training, in the Reformed Baptist tradition.</p>
Aim	<p>To provide relevant and meaningful teaching, in order equip students to minister effectively and competently in this present secular age.</p>
History	<p>Since 1927 more than 800 graduates of The Toronto Baptist Seminary and Bible College have entered Christian service.</p> <p>Our alumni serve the Lord across Canada with churches of the Sovereign Grace Fellowship, the Fellowship of Evangelical Baptist Churches in Canada, various Korean, Chinese, Arabic, Ethiopian and Hispanic churches in Canada, other Baptist churches across Canada and the USA, and throughout the world in more than thirty countries.</p>
Access to all	<p>No student on the basis of race, colour, nationality, or gender shall be denied access to the teaching and training which the Toronto Baptist Seminary and Bible College provides.</p>

STUDENT HANDBOOK

Importance of Student Handbook	<p>The <i>Student Handbook</i> is an important document reflecting the academic and moral standards for the student body. All students should read this carefully in order to become familiar with the information of this handbook, and understand the expectations for academic requirements and conduct at the school.</p>
Warning	<p>This <i>Student Handbook</i> is a statement of policies of the Toronto Baptist Seminary and Bible College, which relate to campus life and academic procedures.</p> <p>All students who have been accepted for admission to the Toronto Baptist Seminary and Bible College must familiarize themselves with the policies contained in this <i>Student Handbook</i>.</p> <p>All students further accept that failure to abide by these policies will result in the discipline and if necessary, in the opinion of the seminary authorities, dismissal from the seminary.</p>
Changes	<p>The seminary reserves the right to make alterations to its policies without prior notice in accordance with the seminary's needs.</p>
Basis of our conduct	<p>God expects those who have been given a trust to prove faithful. In the course of our program here we have been entrusted with resources and facilities provided through the sacrificial giving of many donors over many decades. May God find us faithful in our care of each item.</p> <p>Remember the words spoken by Jesus in the parable of the talents, "You have been faithful over a few things, I will give you charge over many things. Enter into the joy of the Lord."</p>

LIFESTYLE MATTERS

Introduction	When a student registers with the seminary, s(he) agrees to obey its regulations, and to be loyal to its purpose.
Expectation	<p>Each student must maintain a consistent Christian life during the entire course, and show due qualification for graduation.</p> <p>The student is required to be faithful to a local church while in course.</p>
Community living	Students must strive to live together in a harmony that exemplifies the unity of the Spirit and the bond of peace (Ephesians 4:3).
Individual accountability	Each student should be aware of the personal accountability they have for their actions and attitudes. The conduct of individuals is not a private matter, but affects the rest of the TBS community (Romans 14:12).
Accountability to God	Most importantly everyone at TBS has an accountability before God, who sees and knows all things, even our hearts (Matthew 12:36, 1 Samuel 16:7).
Attitude to one another	<p>Students ought to express an attitude of servant hood toward others. Since this community is made up of sinners, it is essential that everyone seek to follow the model of forgiveness which is exemplified in our Saviour Jesus Christ (Eph 4:32).</p> <p>Love for one another, with a readiness to forgive sin, and pursue reconciliation, and restoration ought to characterize the relationships at TBS (1 John 4:7-21; Colossians 3:13).</p>
Attitude to those in authority	<p>A submissive attitude toward persons in positions of authority (administrator, professor, principal, etc) ought to characterize the TBS student (Hebrews 13:17).</p> <p>All interaction between students and TBS staff with members of Jarvis Street Baptist Church ought to be conducted with gentleness and respect (Ephesians 4:29).</p>

LIFESTYLE MATTERS, continued

Failure to live up to this statement	<p>Conduct unbecoming a Christian which adversely affects the biblical standards or Christian witness of the seminary may result in discipline, including suspension or dismissal from the seminary.</p> <p>The maintenance of the spiritual and moral standards of the seminary shall be considered a necessary requisite for release of transcripts, conferring of academic credit, and graduation.</p>
Personal discernment	<p>Students at TBS ought to exercise wisdom and discernment in the use of media and technology, music, and leisure time.</p> <p>A proper consideration of the feelings of others must govern all such activities.</p>
Prohibited goods	<p>TBS students are prohibited from possessing or accessing illegal drugs, tobacco, or pornographic material (print, internet, video, etc).</p> <p>In all that is done, there ought to be a desire to reflect the holiness which God has called us to (Romans 14:1-23; 1 Peter 1:13-16).</p>
Appearance and Dress Code	<p>The seminary recognizes the freedom of each student to develop personal standards under the leadership of the Holy Spirit. However, since people in the community already recognize students at the seminary as Christian leaders, certain exemplary standards of conduct and appearance are to govern the student body (Romans 14:21–22).</p> <p>A student’s dress should give evidence of a gracious Christian lifestyle. One must be neat, modest, and not offensive to others or contrary to Christian norms of decency.</p>

LIFESTYLE MATTERS, continued

Involvement in a local church	We believe that since all Christians should be part of a local body of believers, you should commit yourself to a church which you will fully support during your time as a student.
Prayer meetings	<p>All students are strongly encouraged to attend prayer meetings. TBS students are about a spiritual business, but it is easy to neglect this amid the pressure of work. Patterns are being set for life, and it is essential that our spiritual needs are cared for.</p> <p>All students should be sure that they attend a weekly church prayer meeting.</p>
Residence prayer meetings	<p>For those living in residence, attendance at a regular weekly prayer meeting with those in your house is required.</p> <p>The student prayer meeting is scheduled, Tuesday through Thursday from 7:20-7:50 am in the student lounge located in the seminary basement.</p>
Chapel services time	These are held on Tuesday and Thursday from 11:20 a.m. – 12:00 p.m. During this time the students and teachers enjoy a period of worship, spiritual encouragement, meditation and inspiration.
Chapel attendance	All full time and part time students are encouraged to attend the chapel services each week.

BUSINESS MATTERS

Business office

The business office is located in the main floor of the seminary building. The office staff is available to help the students in academic affairs and practical matters.

Students are strongly encouraged to book an appointment by e-mail or through the phone. Regarding students' records or official transcripts, students are asked to allow sufficient time for processing requests.

Office hours

Please adhere to the following business hours unless there is an emergency.

Day	AM	PM
Monday	9:30-12:00	1:00 – 4:30
Tuesday, Wednesday, Thursday	9:30-11:00	1:00 – 4:30
Friday	9:30-12:00	1:00 – 4:30

Director of Student Affairs: Mrs. Deborah Michaud

- Residential matters (residences, kitchen, parking, keys, medical assistance...)
- Legal matters (health insurance, visa, employment...)
- Tuition fees

Contact: deborah@tbs.edu or (416)-925-3263

Appointments are to be made in advance.

BUSINESS MATTERS, continued

- Registrar and
Director of
Admissions:
Pastor
Mourad
Kodsi**
- Admission
 - Registration
 - Course load adjustments
 - Timetable
 - Field work
 - Student grades
 - Graduation
 - Itineraries
 - TBS promotion
 - TBS website
 - Computer related issues

Contact: registrar@tbs.edu or (416)-925-3263

Appointments are to be made in advance.

- Principal:
Prof. Kirk
Wellum**
- Academic policies
 - Academic counselling
 - Student discipline

CONTACT: kwellum@gmail.com or (416)-925-3263

The Principal is available by appointment only.

- President: Dr.
Glendon
Thompson
(Senior
pastor of
JSBC)**
- Spiritual counselling
 - Matters related to Jarvis Street Baptist Church (JSBC)

CONTACT: glendon.thompson@tbs.edu or (416)-925-3261

The pastor is available on Tuesdays. Please book an appointment with the church secretary.

**Official
holidays**

The school also closes at the following dates (to be read in conjunction with the Academic Calendar):

- Labour Day
 - Thanksgiving Day
 - Christmas Break
 - Good Friday and Easter Monday
 - Family Day
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BUSINESS MATTERS, continued

Health insurance – Canadian students

All students are required to have health insurance. Ontario residents are usually covered by OHIP, a government sponsored plan.

Students from other provinces carry their provincial plan with them. At registration students must furnish proof of their insurance enrolment.

Health insurance – foreign students

Foreign students are required to register through the seminary office in the master group insurance plan the seminary has with Destination Travel Insurance Company Inc.. This plan provides comprehensive health insurance to cover medical problems which may arise after the student enters Canada.

In the event that a student already has a comparable comprehensive health insurance plan, this will be accepted by the school provided the student signs a waiver, thereby declining the Seminary's master group insurance plan.

Health insurance – foreign students payment

Payment in full is required upon enrollment in the Health Insurance Plan.

Upon arrival in Canada students must report immediately to the Seminary office to work out the details of their medical coverage.

Health insurance – foreign students deductibles

Students must personally cover the costs of any deductibles which may be charged by the insurance company on certain medical fees.

Employment for foreign students

Those on student visas are forbidden by law to be gainfully employed. The exception to this is working at churches and TBS, since this is regarded as integrally related to the students' training. The church where you are working is responsible for looking after your honorariums.

However, any payment received for this type of work is still considered earned income, and the student should have a Canadian social insurance number.

BUSINESS MATTERS, continued

TBS jobs	Any paid work taken here at the seminary (doorkeepers, librarian, cooks, etc) will require a student to have a social insurance number, even foreign students. To obtain a SIN you will need a letter of “offer of employment”. You may have this letter written upon request to the Seminary Office once a job has been offered
Paid field work - honorarium	Sometimes students will be offered field work at area churches that are willing to pay an honorarium. Please be advised that any payment received for field work is considered earned income by the Government of Canada and as such must be declared on your Canadian income tax return. Even if the church sends the money directly to the seminary to help pay a student’s fees, it is still considered earned income and the student is under obligation to declare it as such on their income tax return and have taxes deducted from the payments.
Payment of fees by a third party	If a third party wishes to pay a portion of your fees, please be advised that no portion of that fee payment is eligible to receive a tax deductible receipt. As a charity, the seminary is not legally able to give tax deductible receipts for monies received if they are directed to a particular student. We can receipt money if given to a general bursary fund, but then the giver would be unable to specify which student the money is to be given to.
Fees	Toronto Baptist Seminary’s tuition fees are due in full at registration: <ul style="list-style-type: none">➤ \$220.00 (undergraduate level) and➤ \$240.00 (graduate level) per semester hour.➤ Auditing is normally \$200.00.➤ Correspondence courses are \$200 per semester hour.➤ A late registration fee of \$150 will be charged to those who register after September 9, 2015 (or after January 18, 2016 for the winter semester.)
Bursary	Bursaries are very limited and are only available if funds exist. First year students are not eligible for any bursaries.

BUSINESS MATTERS, continued

Fee refunds – Fall and Winter semester	1 st – 2 nd week	Full refund of fees
	3 rd – 4 th week	60%
	5 th – 6 th week	50%
	After 6 th week	No refund

No refund is given when withdrawal after the mid-point of the course.

An Add/Drop Course form needs to be filled out and signed by the Professor and Registrar.

Fee refunds – J-term and Intensive	The refund is proportional to the number of days remaining in the course
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Fee refunds - administration	<ul style="list-style-type: none">➤ No refund is given when withdrawal after the mid-point of the course.➤ There must be written notification of withdrawal from a course.➤ If a course is dropped after the 6th week/mid-point, a notation of F (failure) or I (incomplete) will be written on the records.
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STUDENT COUNCIL MATTERS

Election

The students have their own organization, elect officers and regulate their own activities under faculty guidance. Before the end of the second term, the students elect the president of the Council.

**Purpose –
spiritual
discipline**

This is accomplished primarily by organizing prayer meetings where the students can lift up one another in prayer. These are usually held in the morning before classes on Tuesday, Wednesday and Thursday.

**Purpose –
mediation**

Act as mediator between the students and faculty. Students are encouraged to speak to council members regarding any issues of concern that should be presented to the faculty for them to discuss during their meetings.

**Purpose –
opportunities**

To provide opportunities for students to fellowship and socialize together. The Council organizes various events for the students throughout the school year. These may include times of singing and scripture reading, sports activities, movie nights, excursions for picnics and hiking, an annual Christmas banquet and worship time, as well as other activities.

CAMPUS MATTERS

Campus security

- Make sure all doors are locked behind you.
- Do not let anyone into the buildings that you do not know. Direct them to the church office.
- Valuables left in residences are at owner's risk.
- Fire and theft insurance on personal possessions is advised.
- Do not leave your belongings unattended in and around the church or seminary buildings!
- It is unwise for female students to walk alone in this area of the city at night.

Street people

For the safety and security of the residence, seminary property, and people, students should not offer money to street people or to admit them into the houses, church or seminary buildings.

A list of agencies skilled and equipped to deal with street people is posted in each house and in the office. In particular, it is recommended that those in need be referred to the Christian Community Centre on Gerrard Street E. near Parliament.

Access to church building for students

The Horticultural entrance is open

- Weekdays between 7:00am and 6:00pm.

The Parking Lot entrance is open with Security personnel

- Week nights for class and evening Library hours
- Saturdays during library hours.

Access to church office

Enter the church building via the Horticultural entrance. The church office is open from 9:00am to 5:00pm Monday to Friday, excluding statutory holidays.

Students who have business to transact in the Church Office should observe these hours.

Seminary building

Access to the class rooms, recreational and social areas of the seminary building is between 7:00am and 11:00pm. Students are not permitted to use the building except in these hours.

Keys

Each student will receive one key which will open both the seminary building and the JSBC Horticultural entrance door, which will give access to the Kitchen, Library, and the Chapel.

CAMPUS MATTERS, continued

Class room location	<p>Class rooms are located in both seminary and church buildings.</p> <ul style="list-style-type: none">➤ Class Room #1 - Seminary, 1st floor➤ Class Room #2 - Seminary, 2nd floor➤ Class Room #4 - Church, 2nd floor across from the library.
Student Center facilities	<p>Situated in the basement of the seminary building is the TBS Student Center. There is a:</p> <ul style="list-style-type: none">➤ lounge,➤ table tennis facilities➤ a fitness room➤ Large screen television and Wii equipment
Student Center times	<p>The Student Center is open between 7:00am to 11:00pm for use by students and faculty of TBS.</p>
Parking permit	<p>Since there is a scarcity of parking on campus, students with a vehicle are required to obtain a parking permit from the Seminary Office, and leave a duplicate set of keys there. If you are unable to leave a duplicate set of keys, please place your key in an envelope with your license plate number written on it, and place it into the basket on Mrs. Michaud's door.</p> <p>Off-campus students are encouraged to use public transportation or car-pool. Failure to secure a parking permit may result in your car being towed.</p>
Parking procedure	<ul style="list-style-type: none">➤ Please fill in a parking request form.➤ Return this form with a spare set of keys to Seminary Office.➤ You will be issued a parking tag for your rear view mirror.➤ Please be sure this card is in view while you are parked on the premises.➤ There are reserved spots (marked) please do not park in these during specified hours or you will be towed.
Parking manners	<ul style="list-style-type: none">➤ Please back your car in when parking.➤ Do not leave spaces.➤ Students in residence are to keep their vehicles against the north fence near the residences.➤ To facilitate snow removal in the winter students who park overnight must park in rows one behind the other close to the residences. This gives the snow removal person room enough to manoeuvre his equipment in the parking lot.

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- Residence students attending church elsewhere should remove their vehicles before 9:30am on Sunday or be sure they are parked against the fence.
 - If parking here for a night class please park closest to the residence
 - You will see numbered signs corresponding to the classroom you are in. Please park according to your designated classroom. E.g. Classroom #1: Main Floor; Classroom #2: Second Floor; Classroom #4: JSBC Second Floor.
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CAMPUS MATTERS, continued

Internet fees Residence students who wish to use the internet facilities must pay a user fee. This includes paper, internet wireless connection and hard wired connection in the houses.

All non-residential students will be charged \$50/ year on their account for computer usage.

Log-on access Log-on names and passwords for the computer will be published by the Administration Office to each student who has paid his/her user fee.

On leaving When leaving a room (church, seminary, residence), close windows and turn out lights. This applies also on weekends and end of terms.

Retreat In the Fall, after registration, students and staff join together for an Orientation Retreat. Times of worship, fellowship and testimony are included in the sessions. First year students share testimonies of God's grace and leading. The spiritual "tone" for the year is often set in times of praise, worship, prayer and instruction. Attendance is mandatory for full-time students and should be viewed as times of edification, consecration and refreshment.

ACADEMIC MATTERS

Orientation	<hr/> <p>During the week that begins with the first Monday of September, members of the faculty and all new and returning students gather on Tuesday to welcome new students to seminary life.</p> <p>Sessions begin at 10:00 a.m. Lunch will be provided. Tuesday afternoon and all day Wednesday are devoted to registration and student interviews.</p> <p>Classes commence on the following Monday.</p>
Convocation and graduation	<hr/> <p>All students registered at the seminary (except for correspondence students) are also required to attend both the Fall Convocation and the Spring Graduation.</p>
Academic probation, warning and expulsion	<hr/> <p>The school reserves the right to take disciplinary actions in case of violation of its policies which are stipulated in the Student Handbook.</p> <p>Different disciplinary action may be imposed upon any student found responsible of violating the school's policies:</p> <ul style="list-style-type: none">➤ Probation (under certain conditions that will be specified by the Principal),➤ Warning (in writing),➤ Expulsion (investigation and meeting with the student should have previously taken place). <p>A copy of any disciplinary action will be placed in the student's file.</p>
Correspondence – correct address	<hr/> <p>Every student (full-time, part-time or special) is responsible to provide an accurate e-mail address to the school. Any change of address is to be given to the Registrar's office in writing.</p>
Correspondence – official method	<hr/> <p>Electronic mail is the method the school uses to communicate with students. Students are expected to check their e-mail on a regular basis. A full box or incorrect address is not an acceptable excuse for missed communication.</p> <p>There are also student mailboxes in the basement of the Seminary building. It is important to check it for returned assignments and other correspondence.</p> <hr/>

ACADEMIC MATTERS, continued

Graduation requirements

Degrees and diplomas are granted to those:

- who are in harmony with the Doctrinal Statement of the Seminary,
- who have the required entrance qualifications, successfully complete the designated course of study
- Who are deemed worthy by the Senate and Trustees in the matter of Christian character, attitude, testimony, practical service and achievement.
- Students must complete the credits required for their programs with an overall average of at least 60%.

Issues of doctrine

The seminary welcomes into its programs believers from all evangelical denominations and does not require full harmony with the Baptist Distinctive as specified in sections ix and x of the doctrinal statement to be eligible for graduation. (See Doctrinal Statement at http://www.tbs.edu/doctrinal_statement/).

Grievance procedure

- If students have a particular concern they should address in person that faculty member with whom the issue is concerned.
- If the student is unsatisfied with the solution proposed, the Principal may be contacted.
- A student may present his/her concern in written format addressed to the faculty. After being reviewed and dealt with at the next faculty meeting, the matter will be reviewed with the student and a recorded written decision will be included in the student's file.

Students records

Student records are kept by the Registrar's office. All grade reports, transcripts and fieldwork reports are included and kept securely. Students may arrange an appointment with the Registrar to review their academic progress in their program.

Issue of grade sheets

In January and May each year a grade sheet for the previous semester will be issued. Any errors or omissions should be noted in writing to the Registrar who will follow up with the professor concerned.

ACADEMIC MATTERS, continued

Transcripts of credits

The fee set for each request for transcripts is \$10.00 for the first copy and \$5.00 for each additional copy. The seminary policy is to send the transcript directly to the educational institution concerned.

No transcripts will be issued if there are any outstanding fees. The seminary must be notified a week in advance of the time you need the transcripts supplied.

Absent from class - penalty

For each absence from class, 2% per class may be deducted from the class mark of the absentee, unless a satisfactory reason is given to the instructor at the lecture immediately following the ones missed.

For example, if a student misses a 3 hour block they will have 6% of the final grade deducted. If more than 6 hours are missed without a viable excuse, students will receive a failing grade.

Absent for a test - penalty

If a student is absent from class when a test is given, and has no satisfactory reason to offer for his or her absence, the credit for the test will be zero.

In the case of one whose reason for absence has been accepted, it will be left to the instructor as to whether another test will be given. Otherwise the class mark will be averaged without that test mark.

Absent for an examination - penalty

Students who are absent from the regular examination will not be allowed to write at a subsequent time, unless they can give a satisfactory reason for their absence.

- In the case of those who have not been excused, the Examination Mark will be zero.
 - If due to health reasons or other extraordinary circumstances a student is unable to take an examination, he may be allowed to take a supplementary examination at the professor's discretion. Documentary evidence, such as a letter from a doctor, must be provided. The Registrar must be informed ahead of time.
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ACADEMIC MATTERS, continued

Late papers - penalty

For every late paper or major assignment

- Up to 10 % per week or portion of a week up to 2 weeks will be deducted from the grade of that assignment without a viable excuse.
- After 2 weeks assignments will not be received.

Late submission - penalty

- No work is to be accepted after the last day of exams at of the semester in which the work has been assigned.
- Papers not submitted by the last day of exams by 5:00pm will receive a zero.
- In this case, students may apply to the faculty for permission to submit the paper which will be classified as a “supplementary paper” and there will be a charge of \$50.00.

TBS Style Sheet

All papers should be written according to the TBS Style Sheet.

A copy of the TBS Style Sheet is available on the Seminary website.

Plagiarism – what is it?

Plagiarism is the act of presenting the ideas or words of another as your own. Each student is responsible to see that all work submitted under his/her name is indeed his/her own work.

If you represent the work of others as your own, you are being dishonest and your work is academically worthless.

After you have digested and evaluated the thoughts of others, you should aim to develop and present your own thinking and ideas.

Plagiarism – working together

Students are not allowed to cooperate in preparation of papers, take-home tests or examinations in which the questions are distributed beforehand without the explicit permission of the instructor.

When such permission is given, students must not prepare common papers or test answers unless the instructor explicitly permits this.

ACADEMIC MATTERS, continued

Plagiarism – stiff penalty

- Plagiarism will be penalized by a mark of zero in the academic work submitted for credit.
- A supplementary paper may be written only with faculty permission.
- Repeated offense in the same course – automatic failure.
- If it occurs in another course the student will face expulsion.

Academic assistance

If you need assistance with your courses, consider these 4 options:

- Speak with your professor. Professors are always willing to help and answer any questions that you may have.
- Share with someone in your class. If you are considering completing an assignment with the help of other classmates, make sure that your professor does not have any objection.
- If you have a concern related to writing papers or academic research, feel free to approach any of the professors teaching Academic Research (ResAc / ResTh) or English Grammar & Writing (Eng).
- Go the library to find helpful material.

Lectures

Attendance is mandatory for all classes. If a student arrives late due to travel delays, the student must speak to the professor after class.

Cell phone in classroom

Students must turn their cellular phones off during lectures. For emergency purposes the student should ask permission to leave his cellular phone on vibration mode only.

Length of lectures

Most courses are offered as lectures for 12 weeks for each semester. A lecture is usually a 50 minutes period (1 hour credit).

Visitors to lectures

Students may invite visitors to attend lectures only if they have obtained consent from the professor and Registrar.

Recording permission

For those students taking a course for credit, permission is required to record the professor's lecture. Please obtain direct permission from your professor first. Lecture content is considered "intellectual property" and some professors may not want their comments recorded.

ACADEMIC MATTERS, continued

Syllabi

A syllabus is a course outline that provides important details on textbooks, and information on class readings, assignments, and exams. All syllabi are available online. It is the student's responsibility to download the syllabus and come with a hard copy on the first day of class.

Day classes

Day classes meet Monday to Friday including evenings.

Those who can free themselves from the necessity of part-time work are strongly advised to do so; class assignments, essays, practical work and student activities demand all the time that the average student has outside of classroom activities. It is estimated that for each lecture hour there will be between 1.5–2.5 hours of homework.

Dropping/Changing courses

Students are not allowed to register for a course after two weeks of lectures in that course unless the faculty grants an exemption.

After the close of registration, students must continue in the courses in which they are registered unless they have permission from the faculty, otherwise they will receive a failure notation (F). Requests must be made in writing by completing the Add/Drop Course Form, and submit it to the Registrar.

Examination types

There are two types of examinations: mid-term exam and final exam. All final exams occur during the Exam Period in December and April.

Examination pass

In order to pass a course which contains an exam, students must achieve 35% or over in the exam (or supplementary exam).

Exam schedule

When the exam schedule comes out, make sure that you do not have an exam conflict (two exams on the same day at the same time). If so, you have 24 hours to contact the Registrar's office.

Please note that a tight exam schedule is not reason for change.

ACADEMIC MATTERS, continued

Exams - availability	<p>Students are expected to be available for exams during the entire exam period. Exam schedules are posted in the last week of November (Fall), and the second week of April (Winter), and are subject to change</p> <p>Do not make arrangements for end of term travel until the exam schedule is published and confirmed by the Registrar.</p>
Class mark	<p>The class mark is made up on the basis of exercises, papers, class tests both oral and written, and other assignments given by the instructors. The weighting of the class mark varies from course to course.</p>
Pass mark	<p>The pass mark is 50% for all students. In most courses common to graduates and undergraduates, a distinction is made in what is expected of the students by different assignments and/or separate syllabi and/or distinctions in examination questions.</p>
Grading system - Very Good 80-100	<p>Indicates that the paper is exceptional in every respect. The argument posed by the author shows an attempt to deal with the subject in an original or imaginative way. The argument is well-developed. The essay is well-organized and well-written with documented evidence that gives a clear indication that the writer has an excellent understanding of the subject material.</p> <p>The conclusions drawn from the study show that the writer has reflected on what s(he) has written and that s(he) has extracted the essential observations from the research. The bibliography shows that the author has consulted a wide range of studies on the subject and that s(he) has been selective in the ones s(he) has used.</p>

ACADEMIC MATTERS, continued

**Grading system -
Good 70-79**

The paper has a clear and well-developed argument. The literary style is competent and coherent. The paper is well-organized and well documented.

The bibliography indicates a thorough reading of the source material on the subject and a balanced approach to the study of the subject.

However, the paper may contain minor flaws or factual errors which prevent it from being an exceptional paper.

**Grading system -
Adequate 60-69**

The paper does have a good argument but it is not completely developed. The organization of the paper shows that the author has given some thought to the ordering of his material. The literary style is acceptable and coherent.

There are, however, minor errors in style, grammar and spelling. The paper is documented with an adequate bibliography.

**Grading system -
Marginal Pass 50-
59**

The paper does not have a clear argument; neither is the paper well-organized nor well-written. There may also be a number of stylistic, grammatical and spelling errors.

The paper is documented but the sources consulted are limited in scope and in all probability much too general for a thorough understanding of the essay topic.

A "Marginal Pass" paper is considered to be a barely adequate paper.

**Grading system -
Failure 1-49**

The following types of papers are given a "Failure" Grade:

- Papers which consist of little more than a series of facts or quotes without any attempt at interpretation.
 - Papers based on a single source (depending on the kind of essay).
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ACADEMIC MATTERS, continued

Auditing	<hr/> <p>Students enrolled in full-time studies (4 courses or more) are permitted to arrange with the Registrar's office the auditing of one additional course per year with no additional costs incurred.</p> <p>Other students interested in auditing must pay the auditing fee.</p>
Supplementary examinations – required marks	<hr/> <p>Supplementary examinations may be written on any subject in which the student fails the course but achieves at least 60% in the class mark.</p>
Supplementary examinations – mark adjustment	<hr/> <p>In this case the mark from the supplementary examination is scaled so that only 80% of the mark will count as the final exam mark.</p> <p>If permission is given to write a supplementary examination due to health reasons or other extraordinary circumstances (then there is no mark penalty.)</p>
Supplementary examinations – no final examination	<hr/> <p>If a student fails any course with no final exam and his mark is 35 or over, he may write a supplementary examination. Whatever mark he has as a final mark from the semester will count for 2/3; the supplementary examination will count for 1/3. When a course has no final exam, the professor is at liberty to add extra tests.</p>
Supplementary examinations – value	<hr/> <p>A supplementary examination replaces only the exam mark.</p>
Supplementary examinations – number of allowed	<hr/> <p>Only one supplementary examination may be written for each subject.</p>
Supplementary examinations – schedule	<hr/> <p>Students will be informed in advance of the date of the supplementary examinations.</p>
Supplementary examinations – Fee	<hr/> <p>A charge of fifty dollars (\$50.00) will be made for each supplementary examination or paper. This fee is payable on the day of the examination or submission of paper.</p> <hr/>

ACADEMIC MATTERS, continued

Extension Courses - correspondence courses

The correspondence program is designed for those who cannot attend either the day or night classes of the Seminary. It is especially good as an introduction to Seminary work, and will help Christian workers to grow spiritually, and be better equipped for service.

Full time students may not register for correspondence courses without the permission of the Registrar. The correspondence course must be registered at the beginning of the semester and be completed by the end of that semester.

Further information is available online and by requesting the correspondence brochure.

Extension Courses - evening courses

For the benefit of the friends from local churches, each year some of the Seminary subjects are offered in evening classes. By this means, full credits may be earned to be applied to the regular courses if the Lord leads later to Seminary.

Extension Courses - intersession courses

Intersession courses are offered some years in January and June – August. Intersession courses are offered on a rotating basis.

Classroom study takes place entirely during a one week period where all classroom instruction is given and occasionally exams are held as well. Papers and assignments are often due after the class is finished.

M.Div thesis requirements

Senior Seminar is to be around 30,000 words and must conform to the style used for essays and papers in the seminary.

The M.Div. thesis is currently offered in the fields of New Testament, Systematic Theology, Church History, and Christian Spirituality.

ACADEMIC MATTERS, continued

M.Div thesis time frame

- Prospectus of the thesis—containing a discussion of the intended subject, provisional outline, a literature survey, a schedule of research and writing the thesis over the fall and winter terms of the third year, and provisional bibliography
- Must be approved by April 30 of the second year.
- The completed thesis must be submitted by March 15 of the third year.

M.Div thesis oral defence

An oral thesis defence is to take place no later than April 24 of that year. The defence shall involve three readers (the supervisor, one internal to the seminary, and one external) and chaired by the thesis supervisor.

M.Div thesis oral defence grading

The three readers will decide the following:

- Pass with minor typographical changes
- Provisional pass with more than minor revisions
- Fail with the possibility of a retry of the defence

A successful thesis will receive a grade no lower than a B. The thesis is worth 6 credit hours.

Four corrected copies (one for each of the readers and one for the seminary library) of the successful thesis are to be submitted to Registrar within a month of graduation.

Course information

For a detailed and complete list, visit the TBS website page.

Course Cancellation

TBS reserves the right to cancel a course if there is insufficient registration. Usually at least five students are needed for a course to be offered.

ACADEMIC MATTERS, continued

Course Code

A course code consists of up to five letters followed by three digits. For example, BibTh 203

- The first digit indicates the sequence in which the course is normally taught, '1' for the first year, etc. For a subject taught in first and second semesters the numbers will be 1 for the first semester and so on.
 - The second digit indicates the level at which the course is taken. '0'— undergraduate and '2'— graduate. If a student wants to upgrade to a graduate level, this program is assigned a 1 digit. Some courses are only taught at the graduate level, but are in the undergraduate programs.
 - The third digit indicates the number of semester-hours in the course.
-

LIBRARY MATTERS

The Peter Macgregor library

The Macgregor Library is located on the 2nd floor of the church building. The library contains a large number of reference books needed for class work, together with commentaries, devotional works and some books of general interest. There are also periodicals, CD's and DVD's.

Some of the courses may require the use of other libraries in Toronto.

Borrowing regulations

Full and part time TBS students registered in a program, faculty, and staff may borrow books. The total number of books in a student's possession may not exceed 6 at any one time unless special permission is given.

The limit for those students writing theses is 10.

Sign out length

Library books, theses, CD's, DVD's and pamphlets may be signed out for 2 weeks with one 2-week renewal. If an item is needed by another reader, no renewal is possible.

In special circumstances books may be signed out on long-term loan. This may apply to students who are working on theses or other long term projects.

Library fines

Overdue books will result in fines. The fines are as follows:

- Late item: \$0.50 per day.
- Recalled items: \$2.00 per day within 2 days of recall.
- Overnight item: \$0.50 per hour overdue.
- Item removed against library procedure: \$10.00 per item.
- Fines must be paid in the Library.

Sign out

To sign out a book, thesis, CD, DVD or pamphlet, go to the circulation desk. Books can be signed out anytime during Library hours.

- No books may be borrowed if there are unpaid fines.
 - Any lost or damaged items must be replaced, or a fine will be imposed that equals twice the current value of the book.
-

LIBRARY MATTERS, continued

Return Books being returned are to be placed on the Librarian's desk. If the Librarian is not there please leave a note with the items.

Borrowers responsibility Once a book is in the borrower's possession, the borrower is responsible for it until it is returned to the library.

Damaged items will be assessed by the Librarian and the borrower will be notified of the cost of the repair. Replacement cost for a lost item is equivalent to twice the item's current value.

It is thus recommended that items not be exchanged between students but rather be returned to the library first.

For friends Books may not be borrowed for friends who are not students/faculty of the seminary.

Not to be removed

- Reference books may not be removed from the library at any time. Reference books have an "R" or "REF" before or after the call number on the spine of the book.
- Periodicals may not be removed from the library.
- Books in the "processing stage" may not be borrowed.
- Books are not to be taken out of the province or the country unless permission is given by the faculty.

Overnight loan Items placed on reserve by the professors may be signed out for overnight loan:

- Monday to Friday: 4:00pm and returned when the Library opens the next morning.
- Saturday at 3:00pm must be returned when the Library opens on Monday morning.

Overnight loan books have a blue dot on the spine and have to be signed out at the circulation desk.

Carrels Four numbered carrels in the library are set for the students in master level studies. When not reserved, they are available for general use. For information about reserving carrels ask the librarian.

LIBRARY MATTERS, continued

Photocopier cost Each photocopy costs 10 cents whether or not it is a good copy, even if you use your own paper. When the librarian is in the library, pay at the circulation desk, otherwise use the money box.

If the copier is out of paper or out of order, contact the Librarian or the TBS Administration Office.

Please note: Students are not to load paper themselves.

Photocopy use Homework may not be printed in the library. There is a printer for this purpose in the basement of the Seminary

External users Any person who is not a student of TBS must first obtain faculty approval and then pay a fee of \$30.00 per year to the Seminary Administrator to use the library. The academic year is from September to May.

An external user is subject to all the library rules listed here. No borrowing privileges will be allowed. An external user must show his/her library card to the church office staff before proceeding upstairs, and must check in with the office staff before leaving.

Extension students Extension students may only borrow up to 3 books at any one time.

Periodical room Journals are found either in the Library for the most recent issues, or in the Journal Room for back issues.

Secondary collection Some books are kept in the Secondary collection (S) separate from the Main collection (M). Students do not have access to the room but may place a request by signing a request form at the circulation desk. Please allow a minimum of 24 hours to process the request

Computer workstations The library has two computers (LIB1 & LIB2) at the student's disposal. Resources on-line and other electronic resources can be accessed from LIB1 & LIB2.

LIBRARY MATTERS, continued

Computer workstations – policy

- The workstations are to be used for academic purposes only (no e-mails, no games, no chat rooms, no instant messenger programs are permitted).
- There is a one hour time limit per workstation.
- Catalogue searching takes precedence over other forms of research.
- When there are no TBS students waiting to use a computer, workstations may be used by other library users (alumni, pastors, researchers) for research purposes only. When a TBS student is waiting to use a computer, one must vacate the computer immediately.
- The Wi-Fi connection in the library is for those who have paid their fees. The signon code must not be given to other students or friends.

Hands off

It is forbidden to reboot the computers or router in the library. If you have trouble connecting speak to the Librarian.

Computer workstations – printing

It is possible to print web pages, word processor documents, and PDF files from the workstations.

Printing costs are 10 cents per page.

Library catalogues

Book searches can be done through:

- The electronic catalogue: complete holdings are accessible through LIB1 and LIB2 workstations.
- The computer listing catalogue of new items: by author, by title, by subject.
- The old card file system: up to 1991
- Libronix digital system
- Bible Works
- Libronix (Digital collection of theological periodicals)

If you have no success, then it is not in our library

Photocopy policy

This service must be used in a legal manner, according to the copyright regulations posted on the library board. More information and regulations can be found in the Scan Copy Document (free copies available in the library).

LIBRARY MATTERS, continued

Caring for the books

- Remove books from the shelf by firmly grasping them on both sides of the covers. Never pull a volume off the shelf by grabbing the spine.
- Don't "crack" the spine of a book open - please, just use both hands to hold it open.
- Marking, highlighting and folding pages can ruin a book.
- Take great care not to damage the back of a book when photocopying from it. Some books may not be photocopied because they are already too fragile. Any person found abusing this rule may be asked to purchase the book at its full value.

Replacing books

Please do not reshelve books which you have removed from the shelves. These books are to be left on the return cart.

Security

Do not leave your belongings lying unattended at the tables.

University of Toronto Libraries – catalogue database

The TBS library provides a computer with a modem connection to the University of Toronto library database. This gives access to a catalogue of over 7,000,000 books.

University of Toronto Libraries – ordinary access

The University of Toronto Library has over 40 libraries, including the Toronto School of Theology (TST) Libraries: Emmanuel, Knox, St. Michael's, Trinity, and Wycliffe. Emmanuel, Knox and St. Michael's College Libraries allow the borrowing of books by extra mural readers. The cost of the library card varies.

All the other libraries require a library card from the Robarts Library if you wish to borrow books.

University of Toronto Libraries - research reader membership

Only a student enrolled in a graduate program can apply for research reader membership. This library card gives you access to most of the libraries on campus. For details of service and use policy of the U of T libraries please visit the main website (<http://main.library.utoronto.ca>).

LIBRARY MATTERS, continued

Library Etiquette

The library is a place for study and research. All users are expected to follow the codes of behaviour listed below:

- ✓ To respect others using the library by minimizing noise and conversation.
- ✓ To respect the books. Many older books can no longer be replaced.
- ✓ Do not leave items on tables. Place items on the return cart.
- ✓ To sign out books before removing them from the library.
- ✓ To return books to the library on time.
- ✓ To show integrity by paying your fines.
- ✓ Any conversation on a cell phone should be held in a private area other than in the library.
- ✓ The phone in the library is not for public use.
- ✓ Food and drink can damage books and equipment. Please refrain from eating and drinking in the library as well as the journal room.
- ✓ Please do not move the furniture around.

Admission

No unauthorised people are allowed into the library or be allowed to use the computers.

Library hours

DAYS	AM	PM
Monday	9:00-12:00	1:00 - 9:00
Tuesday	8:00-11:00	1:00 – 9:00
Wednesday	8:00-11:00	1:00 – 9:00
Thursday	8:00-11:00	1:00 – 5:00
Friday	10:00 – 12:00	1:00 – 5:00
Saturday	10 am – 3 pm	

Note: Library hours are subject to staffing.

MEAL MATTERS

Dining services

The Seminary Kitchen provides meals for students during the academic year at reasonable cost.

- All those living in residence are required to purchase the full meal plan.
- Students not taking TBS day classes must purchase a minimum of a half meal plan.
- Students not living in residence, faculty, staff and visitors may purchase lunch and dinner Monday through Friday on a casual per-meal basis, or individual meal plans.

Seminary cook

The Seminary Cook works under the supervision of the Seminary Office.

Any suggestions or concerns regarding the seminary kitchen should therefore be directed to the Seminary Office.

Meal times

Meals are provided from Monday to Friday. The kitchen is not open except at the times specified below:

Breakfast	7:15 - 9:00am	(those on meal plan prepare their own food set out by cook)
Lunch	12:15 - 1:00pm	
Supper	5:15 - 6:00pm	

Holidays

Meals are not provided on Canadian statutory holidays, during the Christmas recess, Easter Monday in some years (as per the Academic Calendar), Intercession courses or after graduation day.

Weekends

On Saturdays and Sundays, students are responsible for their own meals, which may be prepared and eaten in residence, or purchased at restaurants

On Saturdays, students may eat left overs that may or may not be available, provided by the Seminary Cook.

MEAL MATTERS, continued

Missing a meal - illness	If students are sick and unable to eat their meals in the dining room, arrangements must be made with the Seminary Cook to provide meals for them.		
Meal	There are 3 ways of paying for meals:		
	Full meal plan	For students in residence.	
	Half meal plans	For students not in day classes at TBS.	
	Day plan	If a student knows they will be eating meals on particular days for the whole semester, a substantial saving may be gained by purchasing semester-long plans for the specified days. The days must be specified when the plan is purchased. A meal plan for one day cannot be switched to another day without the prior agreement of the cook.	
Meal prices		Lunch	Supper
	Casual (one meal)	\$7.00	\$9.00
	Day plan (one meal)	\$70.00	\$80.00
Start of meal plans	The meal plan starts on September 14, 2015.		
Arrival time for meals	Students and staff must arrive within 10 minutes of the stated meal starting times to be sure of receiving a meal.		

MEAL MATTERS, continued

Refrigerator and walk-in fridge

At no time may students eat food taken from the kitchen refrigerator that has not been set out by the cook for that meal.

The walk-in refrigerator is off limits unless permission is given.

Taking from kitchen

At no time may students remove food, kitchen utensils or equipment from the kitchen.

RESIDENTIAL MATTERS

Residence supervision

All use of the seminary residences is under the supervision of the Seminary Office.

Residential living - positives

Living in student residences provides several advantages.

- Costs are less.
 - Traveling time is eliminated.
 - Fellowship among students is facilitated and lifelong friendships often develop.
 - Learning to live in close proximity with others may be a challenge, but it always contributes to character development—"Iron sharpens iron." However, living in close quarters has the potential for creating tension. Students, therefore, are encouraged to be sensitive to the comforts of others.
-

Residential living - disputes

If students experience difficulties between themselves they are reminded that this is a test of their spiritual maturity. If they cannot handle problems in residence in a godly way, how will they cope in a church? They should apply Matthew 18:15-20 before telling the matter to others. If these steps fail, bring the matter to the Seminary Office.

Non-TBS students

Students living in residence must be enrolled in post secondary education and be a follower of Christ.

An application process is in place.

Housing agreement

Students will be asked to sign a housing agreement with the seminary agreeing to abide by the rules as set out in the student handbook and commit to stay in the residence for an eight-month period (2 semesters).

The Seminary Office must be given one month notice prior to the student leaving.

RESIDENTIAL MATTERS, continued

Mail Service	<p>Personal mail of residential students is usually directly delivered to their houses, by Canada Post. The Seminary does not provide out-going mail pick-up service. There is a mailbox across from the seminary building on Jarvis Street in which you may deposit outgoing mail. For other postal services, there is a Post Office located at 465 Yonge St. and 10 Dundas Street both located within Shoppers Drug Mart stores about 15 minutes walking distance from the seminary.</p> <p>A mail box is also provided in the Seminary basement for mail that may come to the Seminary address.</p>
Forwarding mail	<p>Students who want their personal mail to be forwarded to their home address during winter and summer breaks will have to notify the administration. A fee will be charged.</p>
Arrival and room assignment	<p>Students may come into residence up to five days before orientation without extra charge.</p>
Change of plans - Fall	<p>Students are asked to notify the Seminary Office immediately if during the summer months they change their plans for fall residency.</p>
Departure - end of semester	<p>When vacating the residence, a thorough cleaning must be done of the room where you were staying. Your residence deposit will be forfeited in the event your room is not cleaned; your belongings completely packed up and removed from the residence. Any belongings left in the residence after you have moved out will be considered unwanted and will be discarded as seen fit.</p>
Vacation reservation	<p>Students who wish to stay in the residence during summer break need to ask permission before the last day of class.</p>
Care of facilities – personal	<p>Students are expected to wash their own linens, keep their rooms clean and tidy and empty the wastebaskets.</p> <p>Inspections will take place periodically. Students must report any damage or items needing repair</p>

RESIDENTIAL MATTERS, continued

Bedroom furniture	All bedrooms are adequately furnished, including bookshelves. Furniture or curtains or fixtures are not to be removed from rooms (or added) without specific permission from the Seminary Office.
Bedroom linen	Students are to provide their own bed linen, towels, pillows and blankets (overseas students excepted).
Residence facilities	<ul style="list-style-type: none">✓ Furnished lounge in each residence.✓ Kitchen equipped for limited use (snacks and weekends).✓ Laundry washer and dryer in each basement.✓ Limited storage space is available. (Basements are not suitable for storage. Please speak to the Seminary Office regarding your need of storage.)
Overnight visitors	No overnight visitors in residence without permission from the Seminary Office.
Overnight visitor fee	The fee for overnight visitors with permission is \$30.00.
Visits by the opposite sex	<ul style="list-style-type: none">❖ Women may not visit in the men's bedrooms.❖ Men may not visit in the women's bedrooms.❖ Co-ed visits are permitted in common areas until 11:00pm. <p>Please use common courtesy to govern all visits.</p>
Common facilities	Lounges and kitchens are for the use of all occupants in residence.
Keys	Students living in the residences will also receive a residential house key. Keys are not to be loaned or duplicated.
Deposits	A \$40.00 deposit per key is required from each student. A new deposit is necessary each September. A residence deposit of \$300.00 is required as well.

RESIDENTIAL MATTERS, continued

Deposit return - key	At the end of the Winter semester the deposit will be returned only if your key(s) have been returned to the Seminary Office by May 2015.
Deposit return - room	The deposit will be returned to you only if your room is left in a neat and tidy manner. An additional fee of \$50.00/hour will be charged for cleaning your room, if the room is judged to be dirty. An inspection will be required before your deposit will be refunded.
Quiet Hours	Out of consideration for others you should refrain from noise after 11:00 pm and keep noise to a minimum at other times
Telephone landline	Long distance calls maybe placed using a calling card. You are asked to limit the length and frequency of your calls. There is a cost to *69 calls. This charge will be passed onto the student.
No locks	No locks are to be put on doors and closets by residents.
Bulbs for lighting	For safety reasons, no bulbs over 60 watts are allowed.
Footwear	Outdoor footwear is to be removed at doors.
Pets	Pets of any description are not allowed.
Hanging things	No nails, pins, tape or stick tack are to be used on walls. No nails or pins on woodwork or furnishings.
Children at residence	Parents of children in residence are asked to keep their children from disturbing others.
Snow removal	Students are responsible for shovelling the snow from the sidewalk, stairways, and public sidewalks and to scatter salt for ice build-up.
Garbage collection	Students are responsible to put garbage and recycling out on the designated days according to the Toronto City waste collection calendar.