

Academic Information

Note that all of the forms mentioned in this section are available in the Student Services Office; many can also be found on the Schedules & Forms page of the College website <www.regent-college.edu>.

Program Requirements

See pp. 13–23 for the course requirements for each program.

ACADEMIC ADVISING

Students are responsible for knowing the program requirements and policies of the College. The *Academic Catalogue* is published every year; program and policy information is posted on the College website <www.regent-college.edu>; notices are placed on the Registrar's Notice Board and in the student newspaper. All students are strongly encouraged to keep themselves apprised of current program and policy information.

New students are expected to attend Orientation sessions held immediately before the Fall and Winter Terms, during which they will be introduced to faculty and staff, to the academic programs and policies, and to other general information concerning life at Regent (see the Community Life section of the *Prospectus*).

Students needing further assistance with program planning should make an appointment to speak with the Assistant Registrar/Academic Advisor. This can be done through the Student Services Office. Appeals for exemption from any policy or program requirement or for transfer of credit from other academic institutions must be directed to the Registrar of the College.

Students having general questions regarding their academic pursuits, personal development or vocational goals are encouraged to consult with members

of the faculty. Note, however, that faculty are not able to grant exemptions from policies or program requirements; questions regarding these should be directed to the Registrar. Faculty are available, to a limited extent, to meet with students to provide counsel on personal or spiritual matters; however, students seeking help with more acute psychological issues are encouraged to contact the Dean of Students and/or participate in Regent College's Adjunct Counselling Services. Information on these services may be obtained from the Reception area.

ADMISSION TO PROGRAMS

Regent College welcomes men and women of any race, colour, nation or ethnic origin to all the programs and activities offered by the College. Anyone who has an accredited bachelor's degree may take up to a maximum of 12 credits hours overall (maximum of 6 credit hours in any given term) before applying for admission to the College (these are called "Unclassified Students"). Those who do not have an accredited undergraduate degree but who are at least 23 years of age may audit most classes; those who are at least 30 years of age may take most courses for credit, up to the maximum of 12 credit hours.

Applicants may apply directly into the DipCS, MCS, MDiv or ThM program. In selecting applicants for admission, Regent College considers a variety of factors in addition to strong academic record, such as employment history, voluntary activities and creative pursuits. See the Calendar of Important Dates (pp. 4–8) for application deadlines. For further information on the admissions policies and procedures, see the Admissions section of the *Prospectus*.

RESIDENCE REQUIREMENTS

Some aspects of the educational experience offered by Regent College are available only when students share in the community at the Vancouver campus. For this reason, students are required to complete the following number of credits in residence:

<i>Program</i>	<i>Residence Requirement</i>
DipCS	12 credits
MCS	30 credits
MDiv	45 credits
ThM	24 credits

Residency is defined as study pursued on the Vancouver campus in Fall, Winter or Summer Term. Distance Education courses do not serve to fulfill the residency requirement. However, DipCS students may complete up to 9 credits of their program by Distance Education; MCS and MDiv students may complete up to one-third of their program through Distance Education; and ThM students may complete up to one-third of their program by Distance Education provided they fulfill the ThM residency requirement of 24 credits. (For further information on Distance Education see p.24.) Students who intend both to transfer credits from another institution and to take courses by Distance Education must plan carefully to ensure that they meet the Residence Requirement.

TIME LIMITS FOR COMPLETION OF PROGRAMS

Upon acceptance into a program at Regent College, students are permitted to postpone beginning their studies for up to one year. After a postponement period of one year, students must reapply should they wish to study at Regent College (see the Admissions section of the *Prospectus*).

Students are expected to satisfy all program requirements in effect at the time they are accepted to begin their studies. Students who exceed the program time limits given below must appeal in writing to the Academic Standards Committee in order to complete their program. The Committee may require students who exceed their time limit to take additional courses, particularly if the program has been modified since they were admitted. The maximum time limits for each program are as follows:

<i>Program</i>	<i>Time Limit</i>
DipCS	no time limit
MCS	6 years
MDiv	8 years
ThM	5 years

Students are encouraged to complete their degree requirements while resident in Vancouver. Note that a number of required courses in the master's programs are offered only during Fall and Winter Terms.

CONCENTRATIONS IN DEGREE PROGRAMS

Concentrations are required for MCS and ThM students; they are optional for MDiv students; they are not available to DipCS students. Concentrations are available in the following areas:

- Applied Theology (MCS and ThM only)
- Pastoral Ministry (MDiv only)
- Mission Studies
- Marketplace Theology
- Old Testament
- New Testament
- Biblical Studies (MCS only)
- Church History
- Interdisciplinary Studies
- Christianity & Culture
- Christianity & the Arts
- Biblical Languages
- Spiritual Theology
- Theology

For concentration requirements, see pp.14–23; additional information can be obtained from the Reception area and from the Schedules & Forms page of the College website <www.regent-college.edu>.

MAJOR PROJECTS

MCS students are required to complete a comprehensive exam, thesis or integrative project in the arts and theology; this is normally done towards the end of their program, thereby enabling them to build upon related course work. ThM students must complete a thesis. MCS students who are interested in completing a thesis or an integrative project in the arts and theology are required to take the relevant non-credit orientation seminar offered each Fall and Winter term (see p. 26). In order to secure a supervisor for any of the major projects, students need to contact a member of faculty who is approved to teach in the same discipline as the proposed project (e.g., Applied Theology, Church History, etc.) to see if he or she would be willing to act as supervisor. Except in the case of the comprehensive exam, a detailed proposal must be submitted for approval by the appropriate committee. Dates for submission of proposals are listed on the Registrar's Notice Board. It is strongly recommended that students complete their major project while in Vancouver.

1. *Comprehensive Examinations and Papers*

The comprehensive examination track in the MCS program tests the breadth of a student's knowledge within a concentration. To prepare for the exam, which includes both a written and, if required by the student's examining professor, an oral component, candidates will read a representative selection of material (normally between 3,000 and 4,000 pages)

chosen by a professor from the concentration discipline.

The written examination, which is of primary importance, is normally three or four hours in duration and focuses on specific questions taken from topics relating to the reading list. The oral examination, if required, will be more general within the field of interest than the written examination and will provide the opportunity to amplify what has been tested in the written examination. Written exams are normally scheduled during the 10th and 11th teaching weeks of both Fall and Winter Terms, and oral exams normally take place during the 12th teaching week (the final week of the term). Students should register for the comprehensive exam in the term in which they anticipate writing it.

The final grade will be determined by the candidate's performance in the written and, if required, oral examination. The oral examination will not detract from the grade achieved in the written part, but it may enhance it. The passing grade for the comprehensive examination is B-.

Comprehensive Paper: Upon special approval of the supervisor, the exam may take the form of a major paper. As this is an alternative within the comprehensive exam track, similar policies apply. The comprehensive paper will be based on the same reading list as the comprehensive exam. The paper should be approximately 10,000 words (40 pages) in length, and should demonstrate comprehensive knowledge of all the material on the reading list. Students should be aware that this option will probably consume more time than the exam option.

The faculty supervisor will select a second reader for the paper. Each of them will grade the paper, and together they may conduct an oral exam which will cover both the paper and the reading. The final grade will be determined by the candidate's performance in both the paper and the oral examination. The oral examination will not detract from the grade achieved in the paper, but it may enhance it. The passing grade for the comprehensive paper is B-.

2. Theses

A thesis is a substantial piece of independent research on a specific, focused subject, involving both critical analysis and theological reflection. Students should not underestimate either the vigour demanded or the time required to complete the project. The normal range for theses is between 30,000 and 45,000 words in length (inclusive of footnotes, but exclusive of bibliography). Few students are able to complete a thesis within one term. Students must have a GPA of at least 3.5 before being approved to write a thesis.

Students interested in writing a thesis are required to do the following:

1. Register for and attend the non-credit Thesis Orientation (GENR 301) either in the Fall or Winter Term. GENR 301 provides a concise introduction to research methodology, to library and bibliographical resources, to the writing of a thesis proposal, and to the organization and format of a thesis. GENR 301 is required for MCS thesis students, but is optional for ThM students.
2. Approach a member of faculty who teaches in the discipline of the proposed thesis, and ask if he or she would be willing to supervise the thesis. While the College will endeavour to facilitate thesis supervision in the area of the student's choosing, admission to the MCS or ThM program does not guarantee this.
3. Produce an acceptable thesis proposal and submit it to the Thesis Proposal Approval Committee. The Committee may accept the proposal as it stands, reject it outright, or make recommendations for revision. Submission deadlines for proposals are posted on the Registrar's Notice Board.
4. Register for the thesis either by the end of the term that the proposal is approved, or by the registration deadline of the subsequent term. Registration for theses may be done in the Fall, Winter or Summer term, and may be split over two consecutive terms. If the thesis registration is split over two terms, students do not need to submit a registration form for the final 6 credits; they will automatically be registered and charged for the credits at the beginning of the subsequent term (including Summer), and students must pay the fees by the tuition payment due date of that term.

Beginning from September 1 following the registration of the thesis, students have a maximum of three years to complete their thesis. Students who do not complete within these three years must appeal in writing to the Academic Standards Committee to request permission to continue. Their appeal must include (i) a description of the progress they have made, (ii) an explanation of why they did not complete within the time allotted, (iii) a proposed date of completion, and (iv) a letter of support from their supervisor. Extensions, however, are by no means guaranteed.

The final grade will be determined by the supervisor and the second reader (to be chosen by the Thesis Proposal Approval Committee). The passing grade for an MCS or ThM thesis is B. See pp. 67–68 for further details on payment of tuition and other thesis fees.

3. Integrative Projects in the Arts and Theology

The integrative project in the arts and theology pro-

vides students who have a background of experience in the arts an opportunity to create and present an original work of art (e.g., a novel, paintings, the writing and performance of music or a play, etc.) and to reflect on it theologically. This option is normally chosen by students completing a concentration in Christianity and the Arts and may be taken for either 6 or 12 credit hours depending on the size of the project. The project will be accompanied by a critical essay of 5,000 to 7,500 words (20 to 30 pages) engaging in theological and aesthetic reflection on the medium and tradition in which the integrative project in the arts and theology is done.

It is important to note that the integrative project in the arts and theology is primarily intended for people who have already achieved significant competency in their chosen art field. A portfolio of work must be presented for adjudication as part of the proposal process. The level of completed work is expected to be publishable, acceptable for juried exhibit, or ready for performance. Students who are at a more exploratory stage with regard to their chosen medium or genre, and who wish to be considered for the integrative project in the arts and theology, may be required to take some courses through UBC, art schools or community colleges outside their Regent program. Students must have a GPA of at least 3.3 before being approved to do an integrative project in the arts and theology.

Students interested in doing an integrative project in the arts and theology need first to do the following:

1. Register for and attend the non-credit Integrative Project in the Arts and Theology Orientation (GENR 313).
2. Take The Christian Imagination (INDS 560), normally offered in the Fall Term.
3. Take The Vocation of the Artist seminar (INDS 785), normally offered in the Fall Term. As a prerequisite for this seminar, in addition to taking INDS 560, students must present a portfolio of work in their art form, together with a short CV showing other relevant training, performance or publishing in that art form, to one of the seminar instructors in order to gain permission to take the course.
4. Approach a member of faculty to ask if he or she would be willing to supervise the project. While the College will endeavour to facilitate supervision in the area and art form of the student's choosing, admission to the MCS program does not guarantee this.
5. Produce an acceptable integrative project in the arts and theology proposal and submit it to the Arts Advisory Committee. The Committee may accept the proposal as it stands, reject it outright, or make recommendations for revision. Submission deadlines for proposals are posted on the Registrar's Notice Board.

6. Register for the Integrative Project in the Arts and Theology either by the end of the term that the proposal is approved, or by the registration deadline of the subsequent term. Registration for integrative projects may be done in the Fall, Winter or Summer term and may (for 12 credit hour projects only) be split over two consecutive terms. If students choose to split their registration over two terms, they do not need to submit a registration form for the final 6 credits; they will automatically be registered and charged for the credits at the beginning of the subsequent term (including Summer), and students must pay the fees by the tuition payment due date of that term.

Beginning from September 1 following the registration of the integrative project in the arts and theology, students have a maximum of three years to complete their project. Students who do not complete within these three years must appeal in writing to the Academic Standards Committee to request permission to continue. Their appeal must include (i) a description of the progress they have made, (ii) an explanation of why they did not complete within the time allotted, (iii) a proposed date of completion, and (iv) a letter of support from their supervisor. Extensions, however, are by no means guaranteed.

The passing grade for the integrative project in the arts and theology is B. Further information on the integrative project is available from the Student Services Office or from a faculty member on the Arts Advisory Committee. See pp. 67–68 for further details on payment of tuition and other fees.

GRADUATION REQUIREMENTS AND PROCEDURES

In order to graduate, students must do the following:

1. Submit an online or paper Application for Graduation to the Registrar's Office by the end of January in the year they wish to graduate (the College cannot be responsible for confirming graduation candidacy if this application is not received).
2. Submit the Graduation Application fee along with the Application.
3. Settle all financial obligations with the College, including any amounts owing on their student account and any Library fines.
4. Complete all the requirements of their program as outlined in this *Academic Catalogue*.
5. Attain the minimum grade point average for their respective program, which are as follows:

Program Graduation GPA	
DipCS	2.7
MCS	3.0
MDiv	3.0
ThM	3.3

- For students who have received US student loans: Complete the exit interview with the Financial Aid Officer.

While the Registrar's Office is available for academic and program consultation, students are themselves responsible for their course selection. Students are advised to study their chosen program and its requirements carefully prior to entrance. Students are required to complete their program according to the requirements as published when they were officially admitted into the program by the Admissions Office. If the program requirements have changed since their admission, however, they may elect to complete according to the newer requirements.

Regent diplomas and degrees are officially conferred by the Board of Governors at Convocation which normally takes place in April shortly after the end of Winter Term. Only those students who have completed all their program requirements are permitted to graduate.

Academic Policies

TRANSFER CREDIT AND EXEMPTION

Students who have already completed theological studies at an accredited graduate school may be granted transfer credit for that work. Such credit will be given only for courses considered relevant to Regent's programs and of equivalent academic standard. Credit will not normally be granted for courses which are not theological in nature or have not been taught from a theological perspective. The maximum amount of transfer credit varies according to each program:

<i>Program</i>	<i>Maximum Transfer Credit</i>
DipCS	6 credits
MCS	30
MDiv	45
ThM	0

A minimum grade of B (or a Pass in a Pass/Fail course) based on the external institution's grading scale is required for courses to be considered for transfer. Since credits may be defined differently at different institutions, transfer credits from some institutions will be subject to a ratio to make them equal to credits taken at Regent. Transfer credit from nonaccredited institutions is not normally given. Under no circumstances will transfer credit be awarded for work or life experience.

Where a particular undergraduate course from an accredited institution can be shown to have special relevance to one's program at Regent, transfer credit may be granted at a 3:2 ratio. To be eligible, however, the course cannot have been used to satisfy the requirements for a bachelor's degree. Furthermore, first or second year undergraduate courses will not normally be considered for transfer. An exception is made in the case of Hebrew and Greek which may be transferred

at full credit value even though they were taken at an undergraduate level (as long as they are not part of the student's bachelor's degree). A minimum grade of B+ based on the external institution's grading scale is required to be considered for transfer.

Exemption from specific required courses at Regent may be requested on the basis of work done at an accredited undergraduate institution, whether as part of the student's bachelor's degree or not. A minimum grade of B+ is required for exemption consideration. Exemption, however, does not entail transfer of credit; therefore, alternative, normally more advanced courses in the same discipline must be taken to make up the total number of credit hours required for a diploma or degree.

Application for transfer credit or exemption must be made to the Registrar of the College. In making such application, students are required to supply an official transcript from their college; they may also be asked to provide a college catalogue or course syllabus which describes the course(s) they have taken.

FULL-TIME STATUS

For external purposes (e.g., Study Permits) full-time study is defined as 18 credit (or audit) hours per academic year (September to August). For the minimum number of credit hours required to maintain eligibility for financial aid, see the Financial Aid section in the *Prospectus*. Solely for the purpose of qualifying for government student loans, thesis students may be granted full-time status during the two terms in which they register for their thesis credits (e.g., 6 credits per term). See the Registrar for additional information about this exception.

REGISTRATION

Registration for each term opens well before the term begins: typically by July 1 for Fall courses, by November 1 for Winter courses, and by March 1 for Summer courses. Registration policies and procedures are published with each registration form. Students should also pay careful attention to the information provided on the timetable.

GUIDED STUDY

A guided study is a course in which a student is able to focus on an issue of his or her particular interest under the guidance of one of the regular full-time faculty of Regent College. Only students who are admitted to Regent College are permitted to take a guided study. Furthermore, students are limited to a maximum of one guided study per term for a total of:

<i>Program</i>	<i>Guided Studies Permitted</i>
DipCS	2
MCS	3
MDiv	4
ThM	1

Guided studies may be taken for 1, 2 or 3 credit hours depending on the amount of work involved (1 credit for each 45 hours of work). Guided studies are subject to the availability of a faculty supervisor, are subject to the same academic guidelines as other regular courses and are not offered in place of regularly offered courses. Students wishing to take a guided study must, in consultation with a faculty supervisor, complete a “Guided Study Contract” form and submit it to the Student Services Office with their registration form or course change form at the beginning of a Fall or Winter Term. Guided Studies are not normally offered in the Summer Term. Guided studies must be completed within the Fall or Winter term in which they are registered. Note that only a general title will appear on the student transcript (e.g., “Guided Study: Applied Theology”).

CREDIT HOURS AND WORK LOAD

Fall and Winter Term courses are normally offered for 3 credit hours and meet 3 hours per week. Evening and weekend courses may be offered for 2 or 3 credit hours at the discretion of the instructor. In cases where a 3-credit hour course spans over two terms (Fall and Winter), students will register for half the total credit hours in each term; however, they will not receive any academic credit until the full course has been completed. Spring and Summer School courses vary: one-week courses are normally 1 or 2 credit hours, two-week courses are 2 or 3 credit hours, three-week courses are 3 credit hours (6 credit hours of Hebrew or Greek may also be taken in the Summer).

Students taking courses for academic credit should expect to invest, on average, 45 hours of work per credit hour. Where applicable this includes class lectures, assigned reading, papers, assignments and exams.

Given that 12 credit hours per term is considered to be a full load of academic work, students are encouraged, where possible, to spread their studies out over Regent’s academic year (Fall, Winter, Spring and Summer) particularly if they wish to earn 30 credits per year. Students for whom English is a second language are encouraged to take no more than 9 credit hours in their first term.

EXTENSIONS TO COURSE WORK

The deadline for an assignment is considered to be part of the course requirements. Due to the additional workload and awkwardness for faculty to have to grade late papers, and due to the College’s intention to be fair to students who, often through considerable hardship, submit their work on time, extensions for course work will be considered only in exceptional circumstances. Students should take serious consideration of this when planning their course load.

Grounds for an Extension

Extensions for course work are granted only in cases where the student demonstrates there was an unforeseeable and unavoidable emergency. Emergencies considered to be grounds for an extension typically include:

- personal sickness or injury which prevents one from working
- sickness, injury or death which requires the student’s attention
- emotional or psychological crisis for which the student has sought professional help
- unexpected increase in job responsibilities

By contrast, the following will not normally be considered grounds for an extension: providing hospitality, relocating, difficult living situations, failure to anticipate the amount of work involved in a course, confusion over the nature of the assignments, computer problems (it is the student’s responsibility to keep files backed up), lost assignments, lack of proficiency in English.

Application Process

Application for Extension forms are available from the Student Services Office and on the Schedules & Forms page of the College website <www.regent-college.edu>. The process to apply for an extension is as follows:

- For Fall and Winter courses offered on the Vancouver campus: Students may apply for an extension of up to 7 days beyond the end of the term directly from the professor. To apply for an extension beyond this, students must (i) complete an Extension Application, and (ii) submit the Application to the Student Services Office by the deadline (see below), along with the \$25 Summer Term Extension Administration Fee. Note that for Fall and Winter courses, extensions beyond one week of the end of term are granted solely at the discretion of the Registrar.
- For Spring and Summer Session courses offered on the Vancouver campus, students must (i) complete an Extension Application, and (ii) submit the Application to the Registrar’s Office by the deadline (see below). Note that for Spring and Summer School courses, extensions are granted solely at the discretion of the Registrar.
- For Distance Education courses, students must contact the Distance Education Office for extension information by the deadline (see below). Note that for these courses, extensions are granted solely at the discretion of the Distance Education Coordinator.

Extensions may be granted by the Registrar or the Distance Education Coordinator for a period of between 1 and 30 days at their discretion. The length of extension granted may depend on the nature of the emergency the student faced. A grade penalty may be

assigned at the discretion of the Registrar or Distance Education Coordinator.

The deadline to apply for an extension is as follows:

- For Fall and Winter courses offered on the Vancouver campus: For an extension of up to 7 days past the end of the term, to be granted by the professor, the deadline for applying is the date the assignment is due. For an extension of up to 30 days past the end of the term, to be granted by the Registrar, the deadline for applying is 7 days beyond the end of the term.
- For Spring and Summer Session courses offered on the Vancouver campus: the final submission deadline for assignments for the course.
- For Distance Education courses, which are administered through the Distance Education Office: the final submission deadline for assignments for the course.

When an extension has been approved, the Registrar's Office or the Distance Education Office will inform the student on how and when to submit assignments.

Submission of Assignments

Students granted an extension by the Registrar's Office must attach the Extension Submission Form to their assignment(s) and must submit or post them to the Registrar's Office by the assigned deadline. Assignments must not be submitted directly to the professor or the Teaching Assistant. Failure to submit on-campus course assignments to the Registrar's Office by the assigned deadline will result in a grade reduction of 1/3 of a letter grade per day late. Failure to submit Distance Education assignments to the Distance Education Office by the assigned deadline will result in a grade reduction of 1/3 of a letter grade per week. Failure to follow extension policy instructions will result in a grade of F being assigned to the course. Note that the grading of assignments submitted on extension may take longer than usual.

Appeals

Students wanting to appeal a decision made with regard to an extension, or to request an extension beyond 30 days, must submit a letter of appeal to the Registrar, addressed to the Academic Standards Committee, within 30 days of the decision or before the end of the extension deadline, explaining the extenuating circumstances that might warrant the appeal. Supporting documents (e.g., a letter from the student's doctor) are recommended. Students granted an extension that continues into the following term will normally be limited as to the number of credit hours they may take. The decision of the Academic Standards Committee shall be final.

In a situation where the crisis facing the student

continues beyond the period of an extension, he or she may appeal to the Registrar for a Withdrawal (a grade of W on the transcript) from a course. See Withdrawal Policy below.

ASSIGNMENT FORMAT

The default style manual for documentation of sources used and format of presentation for all written assignments is *The Chicago Manual of Style* (current edition). For most purposes, *A Manual for Writers of Term Papers, Theses, and Dissertations* by Kate Turabian will be sufficient for students. Exceptions or alternatives to this format may be made at the discretion of the instructor.

WITHDRAWAL POLICY

Students who undergo extreme hardship which was not of their causing, was beyond their ability to control, and prevented them from completing course requirements even given an extension, may appeal to the Registrar for a Withdrawal from the course. This would normally be accompanied by a letter from a professional supporting the student's appeal (e.g., the student's doctor). If granted, a grade of W will be recorded on the student's transcript; this does not affect the GPA.

COMBINING DEGREES

Students wishing to complete two master's degrees in theology are subject to certain restrictions on how many credit hours may be shared between the two degrees. For example, in order to complete both an MCS and an MDiv degree, students are allowed to have a maximum of 30 credit hours in common between the two; thus, they must earn a minimum of 120 credit hours for the two degrees. The ThM degree requires a minimum of 30 credit hours beyond an MDiv or an MCS. Students are discouraged from attempting to complete two degree programs concurrently.

GRADE REPORTS & TRANSCRIPTS

Grades are either posted online by the instructor or submitted on paper to the Registrar's Office for posting. Grades may be viewed online immediately after they are posted. Students have four months from the date grades are posted to appeal any disputed grades (see Appeals, p. 62). Official transcripts bearing the seal of the College and the signature of the Registrar may be ordered online or by submitting a Transcript Request Form along with the appropriate fee. All fees must be fully paid before an official transcript can be issued.

COURSE RETAKE POLICY

Students may retake a course—subject to regular registration restrictions and limitations—in an effort to achieve a higher grade. This involves registering and paying tuition for the course a second time. Both courses will appear on the transcript in the terms

they were taken; however, credit will not be granted more than once, and the best grade achieved will be retained. Only one retake will be permitted per course. Comprehensive exams may be retaken only once; students who do so will be assessed a comprehensive exam retake fee.

AEGROTAT POLICY

The grade designation AG (Aegrotat) is granted to students who for reasons of serious illness or other extraordinary circumstances outside their control are unable to complete a course. Application for consideration must be made to the Academic Standards Committee within one week of the end of the course. A favourable evaluation may be given where the circumstance is beyond doubt, where the student has an otherwise excellent record of completion, and where neither further assessment (e.g., a deferred exam) nor extension of time are considered feasible (e.g., the student being in the final term of a program of study). The Committee will determine whether the course should be awarded an AG (passing but without grade point) or a grade calculated on the basis of work already completed for the course. Students whose application is denied will be given a grade based on the work they submitted in the course.

ACADEMIC PROBATION

The purpose of the probation policy is to alert students, where applicable, to the fact that they are not succeeding academically and to impress upon them the importance of giving serious attention to their academic performance in order to continue their studies. The policy also provides a mechanism for preventing students who are not likely to succeed from continuing their studies.

Criteria for Probation

Students admitted to Regent College are expected to maintain a grade point average (GPA) high enough to graduate. Students admitted to a program must maintain the minimum graduation GPA for that program (see Graduation Requirements and Procedures). In addition, students admitted to Graduate Studies must maintain the minimum graduation GPA for the DipCS program; students admitted with Special Student status must maintain the minimum graduation GPA for the DipCS program over the first 30 credit hours, but must maintain the minimum GPA for the MCS program in order to go beyond 30 credit hours. Students who fall below the minimum level, who have completed at least 12 credit hours of studies at Regent, shall be placed on academic probation.

Applicants to the College who have an undergraduate degree with a GPA less than the minimum normally required for admission, but who, in the opinion

of the Admissions Committee, are suitable candidates for admission, may be admitted on probation. Students admitted to the College who are applying to the MCS or MDiv program, but whose GPA is less than, but within 0.3 of, that required for admission, may be admitted to the program on probation.

Process for Students on Probation

Students who have been placed on probation for having a low GPA shall be required to do the following in the order indicated:

1. Meet with the Registrar in order to devise a recovery plan for raising their GPA above the minimum required (e.g., retaking courses with low or failing grades, taking fewer courses at a time so as to achieve higher grades).
2. Meet with the Dean of Students and on the basis of the recovery plan approved by the Registrar discuss any other actions that may need to be taken in order to improve their academic performance (e.g., restricting non-academic activities, taking a course in Academic Writing and/or English).

A record of the recovery plan and any recommendations from the Dean of Students shall be kept in the student's file.

Students who have been admitted to the College on probation shall remain on probation for one year, but they shall not be required to do (1) and (2) in the paragraph above unless after their first term their GPA is lower than that required to be taken off of probation. Students who have been admitted to the MCS or MDiv program on probation shall remain on probation for one year and shall be required to do (1) and (2) in the paragraph above.

Action to be Taken at the End of Probation Year

Students shall be taken off probation if after one year their cumulative GPA has risen above the minimum level as defined under "Criteria for Probation" above.

If after one year of being on probation a student's cumulative GPA does not rise sufficiently for him or her to be taken off probation, then:

1. Those admitted to the Diploma in Christian Studies program or to Graduate Studies, and those admitted on Special Student status, will not be permitted to register for further courses at the College.
2. Those admitted to the MCS, MDiv or ThM program will not be permitted to continue in their program. Those who would still be on probation if they went into the DipCS program will not be permitted to register for further courses at the College.

When a student is not permitted to register for further courses in accordance with this policy, an indication that the student is not in good standing shall be made

on the student's academic transcript. Probationary status, however, shall not be indicated on the transcript.

Appeal Process

Students who believe that an exception ought to be made in their case (concerning probation, continuing in a program or taking further courses) may appeal in writing to the Academic Standards Committee. The decision of the Academic Standards Committee shall be final. Students shall not be permitted to take courses at Regent while an appeal is in process.

In the event where a student's appeal is successful, he or she shall remain on probation for one year and shall be subject to all the regulations of this Probation Policy and to any conditions stipulated by the Academic Standards Committee. Also, where a student has completed academic courses at another institution while he or she has not been permitted to register for courses at Regent College, and then successfully appeals to continue to take courses at Regent, the credits earned at the other institution may be transferred to a program at Regent in accordance with the College's Transfer Credit and Exemption Policy and the Residence Requirements Policy.

ACADEMIC INTEGRITY

All students at Regent College are expected to practise uncompromised integrity in all academic matters. The fact that Regent is a Christian college makes vigilance in this area all the more imperative. Consequently, academic offences shall not be tolerated.

Academic Offences

Academic offences which are subject to penalty include, but are not limited to, the following:

1. **Plagiarism:** Plagiarism is an academic offence in which someone presents, in whole or in part, the work of another person as his or her own work. Academic work properly involves the examination, critical evaluation and utilization of contributions of other people. However, whenever someone uses the contributions of others in an academic setting, he or she must acknowledge the author of those contributions through footnotes or other acceptable referencing practices. Failure to do so constitutes plagiarism. Plagiarism can occur in written work (e.g., failure to acknowledge the use of other people's words and ideas) and in non-written work (e.g., failure to acknowledge the use of other people's images or creations in a work of art, or of other people's words in an oral presentation).
2. **Cheating:** Cheating is an academic offence involving the failure to follow the instructions pertaining to the conditions for writing an

assignment or examination, or falsifying material subject to academic evaluation. Cheating includes, but is not limited to, copying work from another person or text, using unauthorized materials or equipment in an examination, obtaining examinations or similar materials by improper means, and impersonating another student or submitting work under another student's name.

3. **Duplicating Assignments:** It is an academic offence to submit the same, or substantially the same, essay, presentation or assignment in more than one course, whether the earlier presentation was at Regent College or at another institution, unless prior approval has been obtained.
4. **False Representation:** Making false representation by submitting false records or information, whether in writing or orally, by falsifying or submitting false documents (including, but not limited to, the following: transcripts, letters of reference, financial aid documents), or by failing to submit required records or information, is an academic offence.

Penalties

The assessment of penalties for academic offences is at the discretion of the Academic Standards Committee; recommendations for suspension shall be referred to the Senate. Where the Committee determines that a student's behaviour does warrant discipline, it may impose one or more of the following penalties:

- (i) A reduced grade, including a grade of zero or Fail, on the assignment, test or exam in question.
- (ii) A reduced grade, including a grade of Fail, on the course in question.
- (iii) A notation to be placed on the student's transcript stating that the student has committed an academic offence and indicating the penalty imposed.
- (iv) Suspension or cancellation of any bursaries, scholarships or other forms of financial aid.
- (v) Suspension from the College, whether for a specified period of time, an indefinite period of time, or permanently (i.e., expulsion).
- (vi) Rejection of admission to a program or to the College.

Consideration of the severity of the offence shall be given in determining the appropriate penalty. Under normal circumstances, however, the penalties shall be as follows:

- (a) In cases of plagiarism or cheating, the penalty for the first offence shall be failure of the course; the penalty for a subsequent offence shall be failure of the course and suspension from the College.
- (b) In the case of duplicating assignments, the penalty for the first offence shall be a full letter grade reduction in the course and the student shall be

required to re-write and submit the assignment in acceptable form; the penalty for a second offence shall be failure of the course and suspension from the College.

- (c) In the case of false representation in the context of an application for admission, the penalty shall be rejection of admission to the College; in the case of false representation in the context of a course, the penalty shall be failure of the course and suspension from the College.

In all cases of academic offence, a notice shall be placed in the student's file. In the case of suspension, a notation of the penalty shall be entered on the student's record which shall appear on his or her academic transcript. After at least two years following the termination of the suspension, the student may appeal to the Academic Standards Committee to have this notation removed. Students shall not receive credit for courses taken at another institution while on suspension.

Process

All work submitted by students may be reviewed, by whatever means seem appropriate, to ensure that an academic offence has not been committed. These means may include, but are not limited to, using one or more software and/or internet-based services to verify the authenticity and originality of students' work. Professors who suspect that a student has committed an academic offence must report their suspicions to the Registrar, with supporting evidence.

Upon receipt of a report from a professor of an alleged academic offence, the Registrar shall refer the matter, along with supporting evidence provided by the professor, to the Academic Standards Committee. The Registrar shall also invite the student alleged to have committed an academic offence to answer, in writing, the allegations being raised against him or her. The student shall be given a minimum of 14 days to provide a written defense before the Academic Standards Committee meets. The Academic Standards Committee shall consider the evidence provided by the professor and the defense provided by the student (if any), and any other information that may be relevant to the case, in determining whether or not an academic offence has been committed, and, if so, what the appropriate penalty shall be, with reference to the penalties outlined above. Where the penalty is suspension from the College, the Academic Standards Committee shall make recommendation to the Senate and the Senate shall make the final decision regarding the penalty.

The student has the right to appeal, in writing, to the Senate the decision or recommendation of the Academic Standards Committee regarding a penalty

against him or her. Letters of appeal must be submitted to the Academic Dean within 30 days of the decision of the Academic Standards Committee, failing which, no appeal shall be entertained by the Senate. The Senate shall consider whatever information has been provided by the Academic Standards Committee and by the student, and any other information that may be relevant to the case, in deciding whether to uphold the recommendation of the Academic Standards Committee, to impose a different penalty, or not to impose a penalty at all. All decisions of the Senate are final.

APPEALS

Students who feel aggrieved regarding a decision relative to their academic program (e.g., admission to a degree, a ruling regarding an academic requirement or policy) may appeal the decision. The general appeal process is as follows:

1. The appeal would normally be made, in the first instance, to the person or committee responsible for the contested decision (e.g., the Registrar).
2. Where the student is not satisfied that the appeal has been fairly heard or considered, or where he or she wishes to appeal for an exception to College policy, a further appeal may be made:
 - (a) In the case of an admissions matter, appeal should be directed to the Admissions Committee which meets regularly throughout the year.
 - (b) In the case of a ruling regarding an academic requirement or policy, appeal should be made to the Academic Standards Committee. For specific information on the appeal process for the following, see the relevant section in this *Catalogue*:
 - Course Extensions, see pp. 58–59
 - Major Project Extensions, see pp. 54–56
 - Academic Probation, see pp. 60–61
 - Academic Offences, see pp. 61–62Submission deadlines for the Academic Standards Committee are posted on the Registrar's Notice Board.

ACADEMIC COMMITTEES OF THE COLLEGE

Academic Policy Committee

Chair: Paul Williams, *Academic Dean*
For approval of all academic policies.

Academic Standards Committee

Chair: Craig Gay, *Associate Academic Dean*
For approval of all appeals for exemption to academic policy and program requirements.

Thesis Proposal Approval Committee

Chair: Hans Boersma
For approval of all MCS and ThM thesis proposals.

Arts Advisory Committee

Chair: Dal Schindell

For approval of integrative project in the arts and theology proposals, and other arts-related issues.

Financial Aid Committee

Chair: Greg Cowley, Registrar

For approval of all applications for financial aid and for appeals to financial aid policy.

MDiv Committee

Chair: Ross Hastings

For approval of students progressing from the Vocational Discernment Stage to the Candidacy Stage of the MDiv program, and other MDiv-related issues.

GRADUATION PRIZES

Each year, at the discretion of the Senate (on the advice of the Academic Standards Committee), the following prizes are awarded at Convocation:

- The Board of Governors' Prize for Proficiency in the DipCS Program
- The Board of Governors' Prize for Proficiency in the MCS Degree Program
- The Board of Governors' Prize for Proficiency in the MDiv Degree Program
- The Board of Governors' Prize for Proficiency in the ThM Degree Program
- The Professor W. J. Martin Prize in Hebrew
- The Greek Prize
- The Old Testament Prize
- The New Testament Prize
- The Biblical Studies Prize
- The Church History Prize
- The Theology Prize
- The Spiritual Theology Prize
- The Interdisciplinary Studies Prize
- The Mission Studies Prize
- The Pastoral Care Prize
- The Preaching Prize
- The Marketplace Theology Prize
- The Christianity & the Arts Prize

Grading Schedule

Letter Grade		Explanation	Grade Point
A+			4.0
A		Excellent work	4.0
A-			3.7
B+			3.3
B		Good work	3.0
B-			2.7
C+			2.3
C		Passable work	2.0
C-			1.7
F	Fail	Unacceptable work	0.0
Other Designations			
AG	Aegrotat	Ungraded Pass: Granted by the Academic Standards Committee to a student who, for exceptional reasons, was unable to complete a course in the final term of study.	
AU	Audit	Non-credit: Attendance recognized.	
EX	Extension	Temporary designation for course in which a student has been granted a Registrar's extension for course work.	
CIP	Course in Progress	Temporary designation for course in which the grade has not yet been recorded.	
P	Pass deemed inappropriate.	Competency: Used only where a letter grade is	
R	Retake	Course subsequently retaken.	
W	Withdrawal	Granted by the Registrar when, because of exceptional circumstances, the student was unable to complete the course.	