

School of Religion Queen's University

Theology Student Handbook

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1. INTRODUCTION

This student handbook contains the academic regulations of the School and University, as well as information about student life.

This handbook will list resources and traditions at SCHOOL OF RELIGION that pertain to students. If you have questions that are not answered in this handbook, please ask either a faculty member or staff person.

2. VALUES AND CODES OF CONDUCT

2.1 Essential Values

At the School of Religion, the following fundamental values have been affirmed:

- Integrity in our words and actions.
- Freedom of inquiry and expression.
- Respect for the worth of all persons.
- Justice in relationships among people.
- Openness to diversity in faith and outlook.

2.2 Queen's University Code of Conduct

The Code of Conduct describes, in general terms and with specific examples, what constitutes unacceptable behaviour in the Queen's community. It also explains the University's disciplinary and grievance systems for both academic and non-academic offences. It can be found on the University's website at <http://www.queensu.ca/registrar/aboutus/policies/codeofconduct.html>.

2.3 Requirement to Withdraw for Breach of Standards

Students in a theology degree or certificate program, or enrolled in courses that could be credited towards such degrees or certificates, are expected to abide by the stated purpose and core values, policies, and codes of conduct (standards) established by the School of Religion and other relevant bodies, including Queen's University and, where applicable, codes of conduct, ethical standards and policies established by the student's faith community. Students have an obligation to inform themselves of all relevant standards. A student who is found to have engaged in behavior which violates these standards may be required to withdraw.

2.4 Computer Code of Ethics

Queen's University has also established a Computer User Code of Ethics. Before receiving your "NetID" which allows you to use the Queen's systems, you must indicate that you have read this document and agree to comply with it. This document is available on-line at <http://www.queensu.ca/secretariat/senate/policies/codes.html>.

The following is an extract of the Senate's policy on use of computers. Students are responsible for making themselves fully aware of the complete policy.

Computer User Code of Ethics

1. *Users are ultimately responsible for any and all use of their computing and network accounts. Consequently:*
 - a. Users should maintain secure passwords for all accounts assigned to them.
 - b. Users should take precautions against others obtaining unauthorized access to their computing and network resources. This obligation applies particularly to users who are responsible for or who have access to confidential information.

- c. Users should not divulge passwords and other access control information for their personal accounts to any other person.
2. *Users must not use or attempt to use computing or network facilities or accounts to which they have not been granted explicit access by an appropriate system administrator.* Users must use only those computing and network facilities and accounts for which they have proper authorization.
3. *Users must use computing and network facilities and services only for the purposes for which they were authorized.* Specifically, University computing and network accounts must not be:
 - a. Used for private consulting or for any form of direct or indirect personal financial gain (except where previously authorized).
 - b. Sold to any other person.
 - c. Provided as resources to other persons or organizations for unauthorized purposes.
4. *Users must respect all software copyrights and license agreements associated with university computing and network facilities.* Terms and conditions in software licenses can vary considerably. The onus is on the person using the software to familiarize themselves with their responsibilities and limitations under each software license agreement. Users must not attempt to:
 - a. Access and use software belonging to or licensed to other users or to Queen's University without proper authorization to do so.
 - b. Move or copy programs, subroutines and any other forms of software from one computing system to another without proper authorization. This includes personal computer, microcomputer and personal workstation software.
 - c. Distribute, sell or otherwise make available software when such activity is prohibited by the license agreement for that software.
5. *Users must respect the copyright and intellectual property rights associated with information resources available to them, including documents, databases, and digital audio and digital video materials.*
6. *Users must not access data or information stored on personal or University-owned computing systems without the permission of the owner or custodian of that information.*
7. *Users must not attempt to interfere with the normal operation of computing and network systems or resources that are shared by other users.*
8. *Users must not attempt to encroach on others' use of computing or network facilities or to deprive others of resources.*
9. *Users must not attempt to subvert the restrictions associated with their computing and network accounts.*
10. *Users must not use University computing or network facilities to do anything that is a violation of the rights of others. For example, users should not use University facilities to display, distribute or otherwise make available obscene, vulgar or harassing messages or material.*
11. *Users must not attempt unauthorized access to computing or network installations outside of Queen's using Queen's computers or communications facilities. More*

- generally, users must adhere to all conditions associated with agreements between Queen's and external network providers. (For example, see "ORION Authorized Use").
12. *Users must not use University computing and network resources for any activity that violates federal or provincial laws.*

The University has also created a webpage to define and address Email Harassment, found at <http://www.queensu.ca/its/email/harassment.html>.

2.5 Conflict of Interest

Fairness or objectivity may be compromised if academic evaluation is conducted, even in part, by someone to whom there is a close personal tie (for example, family member, partner in an amorous relationship, or housemate). Where such a tie does exist between student and instructor, the parties involved have the responsibility to declare a potential conflict of interest, normally to the Chair of Theology or the Principal, who may assist, without prejudice, in arranging evaluation by alternative means. For the purposes of this regulation, instructors are understood to include professors and lecturers, tutors, markers, teaching assistants, and supervisors.

2.6 Spiritual Care, Ministry and Sexual Ethics

The School of Religion, Queen's University requires all M.Div. and B.Th. students to participate in educational components in the curriculum that explore issues of power, boundaries, and sexual ethics in the practice of ministry and spiritual care. This exploration will include the discussion and examination of denominational documents from a student's own tradition that address these issues. [For example, United Church students would discuss the policy of The United Church of Canada found in the document *Sexual Abuse (Sexual Harassment, Pastoral Sexual Misconduct, Sexual Assault) and Child Abuse*. Find this on their website at <http://www.united-church.ca/minstaff/pastoral/guidelines/sap>.] These educational components are included in THEO 707, "Introduction to Spiritual Care & Counselling".

2.7 Harassment and Discrimination Policy

The School of Religion follows the terms of the Harassment/Discrimination Policy set out by Queen's University provided on the website <http://www.queensu.ca/secretariat/senate/policies/harass/index.html>. Queen's University will not tolerate harassment or discrimination based on race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status or handicap. If you feel that you have been harassed or discriminated against it is important that you talk to one of the University Harassment Advisors.

If you want more information on this policy or want a confidential and supportive environment to talk about an incident you were involved in contact **Queen's Human Rights Office at 533-6886**, email hrights@queensu.ca, website <http://www.queensu.ca/humanrights/>.

2.8 Inclusive Language

The students and faculty at the School of Religion come from a wide variety of backgrounds. Our social histories, economic situations, gender, sexual orientations, races and ages are very diverse. The School of Religion wishes to respect and uphold all of its members' life histories and current situations. Accordingly, the School has adopted a policy whereby all faculty and students are asked to use inclusive language in their presentations (both oral and written).

Inclusive language does not mean that you cannot use either male or female imagery for God; rather, it means that presentations should include both female and male imagery for God. It does not mean, for example, that either the rich or the poor are excluded, but rather that both are included. There is often much discussion about what inclusive language is and whether the inclusive language policy is appropriate or not. As you are preparing your written and oral presentations, please remember that the policy was adopted in an attempt to include the whole people of God. It is not intended to exclude.

If inclusive language is a concept that is new to you or you have concerns please talk to either your faculty advisor or the Chair of Theology.

2.9 Privacy Protection

Queen's University is committed to the protection of the privacy of those who work and study here; therefore student numbers and files are confidential. It is university policy not to release personal information without consent of the student except in the case of compelling circumstances affecting the health or safety of an individual. Queen's University has an Access & Privacy Coordinator who is responsible for the administration of the *Freedom of Information and Protection of Privacy Act*. The Coordinator also acts as a resource for members of the University community who encounter privacy issues in the course of their work or study at the University. Please see the Access and Privacy website at

<http://www.queensu.ca/accessandprivacy/index.html> for more information.

3. ACADEMIC REGULATIONS AND PROCEDURES

3.1 School Location Requirements

Because of the importance of a comprehensive community of learning, the M.Div./B.Th. degrees cannot be viewed simply as an accumulation of course credits or of individual independent work. In order to ensure an appropriate educational community, at least one year of full-time academic study or its equivalent shall be completed at the School. These regulations are in accordance with the standards of the Association of Theological Schools.

3.2 Time Allowed for Completion of Programs

The course work for M.Div., MTS and B.Th. degree programs must normally be completed within ten years. Free standing course credits (i.e., those not applied to a degree) become stale dated after ten years.

3.3 Transfer Credits

In keeping with the policy of Queen's University, students must do half plus one of the total number of courses required for a degree at Queen's.

Queen's University subscribes to the following General Policy on the Transfer of Course Credits, as adopted by the Council of Ontario Universities.

Acceptance of transfer credits among Ontario universities shall be based on the recognition that, while learning experience may differ in a variety of ways, their substance may be essentially equivalent in terms of their content and rigour. Insofar as possible, acceptance of transfer should allow for the maximum recognition of previous learning experiences in university-level courses.

Subject to: 1) admission, and 2) degree, grade and program requirements, any courses offered for credit by one Ontario university shall be accepted for credit by another Ontario university when there is an essential equivalency in course content.

From Theological Schools

Students transferring from institutions recognized by Queen's University and/or The Association of Theological Schools will normally receive transfer course credit for graduate-level theological courses completed which are comparable to those required at the School of Religion. All transferring students should seek an evaluation from the Chair of Theology.

From other Faculties

Increasingly students enter Theology programs with previous work in Religious Studies. If any Arts course is judged by the Chair of Theology to be equivalent to a course at School of Religion, Queen's University, an equivalency will be granted. This equivalency does not shorten course requirements for Theology, but rather permits the student to substitute an elective for a prescribed course.

3.4 Reading Course Policy

Directed reading courses generally are not approved for areas of study already covered by regular courses. The availability of faculty members to supervise reading courses is limited and cannot be presumed. Faculty supervision for a reading course must be negotiated with the Chair of Theology, and approved by the Principal. Students may not exceed two reading courses in the course of their program.

3.5 Language Policy

English Language Competency

Applicants whose first language is not English are required to achieve a score of at least 580 (paper-based test) or 237 (computer-based test) on the Test of English as a Foreign Language (TOEFL).

Normally examinations and assignments are to be submitted in English, except where Committee on Theological Studies has approved an alternative practice or where a special agreement has been entered into between an instructor and a student, with the approval of the Chair of Theology, for submission of work in a language other than English.

3.6 Course Load

The normal course load per year is four courses (16.00 units) per semester or equivalent. Those who wish to be registered as "full-time" must take at least three courses (12.00 units) per semester or equivalent in the regular session. Permission from one's faculty advisor is required to take more than a normal course load. Students appointed to pastoral charges normally have a course load restriction of three courses (12.00 units) per semester or equivalent in the regular session. To exceed this, a formal request must be forwarded to the Committee on Theological Studies.

3.7 Change of Course Procedure

Students wishing to make changes after registration are required to make the change on SOLUS – Student On-Line University System. SOLUS can be accessed via the MyQueensU portal from all computing sites on campus, and via the internet. Where permission of the instructor is required, students should apply to the individual instructor. Students should be aware of the dates by which changes can be made to avoid academic or financial penalties – please refer to the sessional dates for each academic year.

3.8 Grading System

Queen's University changed to a GPA marking system as of May 2011. Grade distribution will be as follows:

Letter Grade	Grade Point	Percentages (for instructor use only and will not show on student transcript)
A+	4.3	90-100
A	4.0	85-89.9
A-	3.7	80-84.9
B+	3.3	77-79.9
B	3.0	73-76.9
B-	2.7	70-72.9
C+	2.3	67-69.9
C	2.0	63-66.9
C-	1.7	60-62.9
D+	1.3	57-59.9
D	1.0	53-56.9
D-	0.7	50-52.9
F	0.0	0-49.9

Other academic entries that may be assigned by an instructor are:

IN = Incomplete. Only used if a failing grade will be assigned if course work is not completed. Students must request an incomplete grade from the instructor before final grades are due. This grade is not automatically assigned if the course work is not completed – see below 3.10.

PA = Pass. Only used for certain courses. In the case of language courses, students must request Pass/Fail evaluation from the instructor.

AU = Audit

GD = Grade Deferred. Used only in exceptional circumstances, cannot be assigned by individual faculty

CR = Credit. Used only in cases of appeal, cannot be assigned by individual faculty

AG = Aegrotat Standing. Used only in cases of appeal, cannot be assigned by individual faculty

Further explanation of these entries can be provided by the Chair of Theology or by consulting the Academic Regulations for the Faculty of Arts and Science, Queen's University.

3.9 Submitting Assignments

Unless previously arranged with the instructor, all assignments must be submitted to your professor on the date assigned. Some instructors allow students to submit their term papers by mail as long as the package is post-marked with sufficient time to arrive by the due date. If you hope to submit an assignment by mail, make sure that you speak to your instructor to ensure he or she will accept assignments in this manner.

You must receive permission from your instructor to submit an assignment by email.

The School of Religion does not allow students to submit assignments by fax or by Express Post (couriers that will deliver directly to the School's Main Office can only be used).

3.10 Incomplete Courses

Students who are unable to complete course work by the assigned course due date because of illness or extenuating personal circumstances beyond their control may petition the instructor for an incomplete mark (IN). **It is the student's responsibility to request an incomplete, using the appropriate form**, available on our website at <http://www.queensu.ca/religion/theology/grad/resources/Forms.html>. This form must be submitted to the instructor before the final deadline for submission of course material. **It is at the instructor's discretion to assign an interim mark and accept work submitted after the due date.** In other words, the request is not automatically granted. If the request for an incomplete is granted, the instructor will indicate a date by which the incomplete work is due. This date will be before the end of the next term. The final grade submitted will depend on whether or not an assessment of the work submitted thus far results in a passing grade or a failing grade. If a passing grade, the actual grade (A+ to D-) will be submitted; if a failing grade, a grade of IN will be submitted. If the work is completed by the agreed upon date, the grade submitted will be changed accordingly. If the work is not completed by the agreed upon date, the passing grade submitted will be retained or the IN representing a failing grade will be changed to an F. All IN grades will automatically be changed to an F grade at the end of the next term.

3.11 Academic Integrity Policy

Academic integrity provides a foundation for the “freedom of inquiry and exchange of ideas” fundamental to the educational environment at the School of Religion, Queen's University and Queen's University. As a member of the Centre for Academic Integrity (CAI), Queen's subscribes to the definition of academic integrity “as a commitment, even in the face of adversity, to five fundamental values: honesty, trust, fairness, respect, and responsibility” (see www.academicintegrity.org/fundamental_values_project/pdf/FVProject.pdf).

The School of Religion, Queen's University is dedicated to creating a scholarly community free to explore a range of ideas, to build and advance knowledge and to share the ideas and knowledge that emerges from a range of intellectual pursuits. Each value gives rise to and supports the next.

Honesty appears in presenting one's own work, whether in the context of an examination, written assignment, laboratory or seminar presentation. It is in researching one's own work for course assignments. It is also present in faithfully reporting laboratory results even when they do not conform to an original hypothesis. Further, honesty is present in acknowledging dependence on the ideas or words of another and in distinguishing one's own ideas and thoughts from other sources.

Trust exists in an environment where one's own ideas can be expressed without fear of ridicule or fear that someone else will take credit for them.

Fairness appears in the proper and full acknowledgement of contributions of collaborators in group projects and in the full participation of partners in collaborative projects.

Respect, in a general sense, is part of an intellectual community that “recognizes the participatory nature of the learning process and honours and respects a wide range of opinions and ideas.” However, “respect” appears in a very particular sense when students attend class, pay attention, contribute to discussion and turn papers in on time; instructors “show respect by taking students’ ideas seriously, providing full and honest feedback on their work” (“The Fundamental Values of Academic Integrity,”

www.academicintegrity.org/fundamental_values_project/pdf/FVProject.pdf, p. 8).

Ultimately, *responsibility* is both personal and collective and draws students, faculty administrators and staff into creating and maintaining a learning environment supported by and supporting academic integrity.

Any departure from the values defined above compromises the “free enquiry and the free expression of ideas, both of which are basic to the University’s central purpose”. The following list defines the domain of relevant acts without providing an exhaustive list:

1. Plagiarism (presenting another’s ideas or phrasings as one’s own without proper acknowledgement)

Examples: copying and pasting from the internet, a printed source, or other resource without proper acknowledgement; copying from another student; using direct quotations or large sections of paraphrased material in an assignment without appropriate acknowledgement; submitting the same piece of work in more than one course without the permission of the instructor(s).

2. Use of unauthorized materials

Examples: possessing or using unauthorized study materials or aids during a test; copying from another’s test paper; using unauthorized calculator or other aids during a test; unauthorized removal of materials from the library, or deliberate concealment of library materials.

3. Facilitation (enabling another’s breach of academic integrity)

Examples: making information available to another student; knowingly allowing one’s essay or assignment to be copied by someone else; buying or selling of term papers or assignments and submitting them as one’s own for the purpose of plagiarism.

4. Forgery (submitting counterfeit documents or statements)

Example: creating a transcript or other official document.

5. Falsification (misrepresentation of one’s self, one’s work or one’s relation to the University)

Examples: altering transcripts or other official documents relating to student records; impersonating someone in an examination or test; submitting a take-home examination written, in whole or in part, by someone else; fabricating or falsifying laboratory or research data.

Please see the full Policy on Academic Integrity (on the School of Religion website at <http://www.queensu.ca/religion/theology/grad/resources/academicintegrity.html>), which includes further definitions and procedures. **It is the responsibility of the student to be aware of the content of this policy.**

3.12 Senate Policy on Student Access to Final Examination Papers

Definitions

Final examination paper means the final examination question paper in a course and the graded answer paper written by the student which, by Senate policy, must be retained for a period of 12 months.

Appeal refers to the procedure by which any student may formally contest a final grade in accordance with the established appeal procedure of the Faculty or School offering the course.

Informal Access

Instructors may informally review the final examination paper with a student who requests it and are encouraged to do so. However access may not be granted before the final marks are released.

Formal Access

As a part of the process of appeal, and on request, the student will obtain access by a method determined by the Department or School. This may be either supervised access to, or a copy of, the final examination paper as well as all other material submitted by, but not returned to, the student and for which a mark has been assigned.

3.13 Academic Probation and Requirement to Withdraw

Automatic Withdrawal

A student who has failed the equivalent of 24 units over any two consecutive terms or the equivalent of a total of 32 units during his/her M.Div./B.Th. program will automatically be required to withdraw. A student who has failed the equivalent of 24 units in any two consecutive terms, or the equivalent of a total of 24 credit hours during his/her M.T.S. program will automatically be required to withdraw.

Requirement to Withdraw

A student who has attempted the equivalent of 32 units and whose cumulative average on those courses is less than a GPA of 2.0/C will be placed on probation for a specific number of course registrations as determined by the Committee on Theological Studies. By the end of the probationary period the student's overall average must have been raised to at least a GPA of 2.0/C, or the student will be required to withdraw permanently. Under exceptional circumstances, as determined by the Committee on Theological Studies, a student who at the end of the period has not raised his/her average to a GPA of 2.0/C may be permitted to take a further reduced load for an additional probationary period in order to try to raise his/her average to a GPA of 2.0/C. By the end of this additional probationary period the student's overall average must have been raised to at least a GPA of 2.0/C, or the student will be required to withdraw permanently. A student on probation may also be required to seek remedial help in some area related to his/her academic work.

Voluntary Withdrawal

Students may withdraw voluntarily, without academic penalty, prior to deadlines listed in Sessional Dates. Students wishing to return after having withdrawn completely should notify the Chair of Theology no later than 1 month in advance of the term in which they intend to return. Students who withdraw prior to achieving academic credits must apply for re-admission.

3.14 Academic Grievances

While we hope that your time at the School of Religion goes smoothly, the reality is that sometimes there are conflicts between students and faculty. The first step, as in any conflict, is to try and discuss the situation with the faculty member involved. If this is unsuccessful or if you are uncomfortable speaking directly with the faculty member, you should bring your concern(s) to the attention of the Chair of Theology. If your conflict is with the Chair of Theology, then you should bring your concern to the Director.

Appeal of Requirement to Withdraw

Students may appeal to the Committee on Theological Studies to have the requirement to withdraw waived or rescinded. Appeals must be in writing, and must be received by the Chair of Theology not later than two months after the requirement to withdraw has been imposed. Further appeals to the Committee on Theological Studies of the requirement to withdraw permanently will not be entertained until a period of three years has elapsed.

Review and Appeal of Grades

A student who wishes to question an interim or final grade must request an informal review with the instructor concerned. The instructor will give a reconsidered decision, normally within two weeks.

If the student is not satisfied with the decision, a written appeal for reconsideration may be submitted to the Chair of Theology.

The written appeal request must reach the Chair of Theology within two months of the end of the term concerned and must be accompanied by a fee of \$25. This fee will be refunded to the student if, as a result, a failing mark is raised to a pass or if a pass is raised to a higher letter grade.

The reconsideration shall be conducted by two examiners appointed by the Chair of Theology; one examiner shall be the original examiner, if possible. It shall involve a rereading of some or all graded material for the course. It shall be the responsibility of the student to preserve all such graded material and to submit a file of these documents with the application.

3.15 Attendance and Course Work

Students are expected to be present at all classes, field experiences, required workshops, tutorials, tests and examinations in their courses and to submit the required course work at the prescribed times. For purposes of evaluation, assignments must be submitted in legible form. In some courses attendance will be part of the means of assessment of the course.

3.16 Illness and Prolonged Absence

Students who claim illness or have other reasons for missing classes, field experiences, tutorials, tests or examinations are responsible for making suitable arrangements with the instructors concerned as soon as they are able. If there is a significant effect on attendance or academic performance, students are responsible for providing appropriate documentation to the Chair of Theology as soon as possible.

3.17 Registration

Students should discuss and confirm their course selection with their faculty advisors before registering for courses.

Registration is completed online using SOLUS, the Student Online University System, available via the My.QueensU portal on the Queen's University homepage at www.queensu.ca. Students are required to select their courses and pay their tuition fees before the beginning of each term (January 1 – Winter term; May 1 – Summer term; September 1 – Fall Term). Further information on **REGISTRATION** can also be found on our website at <http://www.queensu.ca/religion/theology/grad/resources/registration.html> and on the Registrar's Office website at <http://www.queensu.ca/registrar>.

3.18 Student Cards

First year students will receive their student cards upon completion of registration during the first three weeks of a term. They will need to go in person to the Registrar's Office to get them.

Returning students upon completion of the registration process must have their student card validated for the current year. Please see the Registrar's Office website at for validation locations and dates/times.

Replacement Photo I.D. Cards may be obtained at a cost of \$20. Locations and dates for this are listed on the Registrar's Office website.

3.19 Senate Policy for Accepting and Maintaining Student Names

As the University is committed to the integrity of its student records, each student is required to provide either on the application for admission or during the initial registration process, their complete, legal name. Any requests to change a name, by means of alteration, deletion, substitution or addition, must be accompanied by appropriate supporting documentation.

3.20 Criminal Records Check

Students registering in any one of THEO 403, 651, 652, 653, 654, 655, 656, 657, 685, 703, 704, 855, 856, 857, 858 or 859 are required to obtain a Criminal Records Check. You will need a "Release/Consent form" available on our website on the Forms page in Student Resources. The

form and the original criminal records check must be shown to the Field Education Director or CPE Supervisor (whoever is the appropriate person) prior to registration in the course.

3.21 Research Ethics Review Board Policy

Research involving human subjects must be approved by the Departmental Research Ethics Review Board. For information on the policy on research involving human subjects, see the website which is found at <http://www.queensu.ca/secretariat/senate/REBoct99.html>

3.22 Guidelines for Research Essays

These guidelines can be found on our website at <http://www.queensu.ca/religion/theology/grad/resources/ResearchGuidelines.html>.

4. LIFE AT THE SCHOOL OF RELIGION, QUEEN'S UNIVERSITY

4.1 Advisory Groups

Before your arrival at the School of Religion, you will be assigned to a faculty member who will help you to choose your academic schedule and guide you through the curriculum requirements. Usually, your faculty advisor will remain the same for the duration of your stay at the School, unless he/she goes on academic leave. Your faculty advisor plus all the students assigned to her or him make up the Advisory Group.

If you encounter any academic problems or personal problems that could affect your academic performance, you should talk to your faculty advisor so that he or she knows what is happening and will be able to support you as much as possible. If your faculty advisor is in a conflict of interest (i.e., there is conflict between you and your advisor in one of your advisor's classes), you can talk to the Chair of Theology or the Principal of the School.

4.2 Queen's Theological Student Society

All Theology students at the School of Religion are members of Queen's Theological Student Society (QTSS). QTSS is the student group that helps to plan and facilitate student life at the School of Religion. It is also the organization that represents the Theology students of the School to faculty of the School and the University as a whole.

The QTSS has an elected "core group". This group consists of a convenor (or co-convenors), secretary, treasurer and a class representative from each year. Representatives to some of the other committees in the School sit in on the core meetings and all students are welcome to attend.

4.3 Society of Graduate and Professional Students

As members of the Society of Graduate and Professional Students (SGPS) Queen's Theological students are welcome to attend any and all of the Orientation activities of the SGPS. Attending these activities is a good way to get connected to the wider University and to build friendships outside of the School of Religion. It will also help you learn about the services provided by the SGPS. You can visit them in person at their office in the John Deutsch University Centre (JDUC) or view their website at <http://www.sgps.ca/>.

4.4 Committees

QTSS has several Standing Committees. Every student is asked to be on at least one of these committees. **The Worship Committee** is responsible for the organization, facilitation and promotion of the chapel and communion services; it encourages awareness of the variety of the liturgical expression at the School, and helps foster an ecumenical spirit. **The Social Committee** is responsible for planning various social activities throughout the year. They usually plan a Christmas party and the year-end banquet. **The Common Room Committee** ensures that the common room is stocked with supplies such as coffee, pop, and juice, which are available to you at cost. **The Liaison Committee** helps the School community reach out to its members who have either just graduated or are away from the community in the current year due to internship.

The Outreach/Campus Relations Committee seeks to reach out and be involved in the life of Queen's, Kingston, and the world, to increase awareness of the role of the faith communities in the world, and to respond to issues facing the Queen's community and the wider world.

QTSS sends representatives to various committees of the College. One such committee is the ***Committee on Theological Studies (CTS)***. QTSS sends a representative to this faculty committee. The Committee on Theological Studies (CTS) is responsible for the day to day academic running of the Theology program. Among many other things, this committee deals with academic petitions, grievances, curriculum and program matters. QTSS also has a representative on the Committee of Religious Studies, the governing body for the School. Occasionally a special request is made for a student to serve on an ad hoc committee, such as a Faculty Search Committee or Renewal, Tenure, and Promotion Committee. QTSS will be contacted in each instance.

4.5 Worship

The School of Religion gathers for worship each Tuesday from 11:30am – 12:30pm, during the regular academic year. This service is usually led by faculty and students and tries to reflect the diversity of the student body and the Kingston community. The diversity of the worshipping community may include people with physical limitations, a variety of social backgrounds, diverse sexual orientations, as well as different theological perspectives and denominational traditions. The School wants to respect the life experience of the people worshipping each week. Accordingly, we try to use inclusive language and images in the worship services. The School of Religion's policy on inclusive language and a brief explanation of inclusive language is discussed in the section entitled "Inclusive Language".

The worship service is usually held in the Morgan Memorial Chapel; however, all of God's creation is a sanctuary and worship services are not restricted to the chapel. If a group chooses an alternative worship space, please give consideration to the accessibility of that space. Our worship services are open to the entire Kingston community and as such it is important to remember that there are people with different needs for physical accessibility.

The School of Religion Worship Committee is comprised of students and faculty. The committee is responsible for ensuring there are worship leaders for weekly chapel and coordinates guest speakers. The Worship Committee offers an excellent opportunity for students to engage in all aspects of planning and leading worship.

Students are encouraged to make use of the chapel as a place of retreat whenever they feel the need. The one limitation to this is that a few courses may, if appropriate, use the chapel as their "classroom." The Morgan Memorial Chapel is also rented out to the wider community for other services. ***Please check with the front office if you want to use the chapel outside of regular worship times to avoid a scheduling conflict.***

In addition to the above worship service, students can also gather at various times during the week for informal prayer and reflection on campus. A number of faith traditions and denominations are represented by local congregations within walking distance of campus in which students may participate in the life of a local religious community.

4.6 The Queen's University Chaplain

The journey through theological study is very challenging and sometimes it invites you to question the theological and spiritual assumptions on which your faith has been based. The Queen's University Chaplain, the Rev Brian Yealland (613-533-2186), is available to meet with you, provide a listening ear, and assistance in exploring your questions on a personal level.

4.7 Student Lounge

The student lounge, located on the fourth floor of Theological Hall, is shared with students in Religious Studies. It is a good place to sit and chat with other students and is used by many students to eat their "brown bag" lunches. The student lounge is not only a gathering spot for theology and religious studies students but also others whose classes are held in Theological Hall.

4.8 Reading Room

The Reading Room is located on the third floor in the west wing of Theological Hall. It is intended to be a quiet place for students to work. Carrels and computers are available for students to use. The room is locked at 4:30pm each day, but students who wish to use the room in evening hours can sign out a key in the Main Office. Occasionally the room can be used for meetings – bookings are made in the Main Office.

4.9 Communication

Email

Every student at Queen's University is expected to obtain a university internet account. Once you receive a student number, you may set up your Internet account by using SOLUS. Instructions are posted next to the first-floor computers on the east wall of Stauffer Library. You can also access the internet at any public or semi-public computing site on the campus. If you have any problems, the computer support office in Stauffer Library is there to help. If you are not very familiar with the Internet it is a good idea to sign up for (free) Internet introduction classes in September and October in Stauffer Library. Since the School uses email as an official means of communication, you need to set up your account as soon as possible.

Since every Queen's University student has access to an email account, the School assumes you will check your email regularly (at least weekly) for messages. This is the main way in which we communicate with students. Important messages about academic programs, job opportunities and School life are posted on a student list serve. **Please ensure that the Main Office has an email address at which you may be reached, and keep them advised of any changes.**

Please note that the Office of University Registrar will only use students' @queensu.ca email accounts for communication purposes. Therefore, you should check your Queen's account regularly, even if it is not your most-used email account.

Student Mailboxes

Student mailboxes are located on the left-hand side of the entrance to the Main Office. Be sure to check your mail regularly as this is another primary means of communication (i.e. notices of meetings, notes from faculty members, returned papers, etc.)

Announcements

Each Tuesday, before the chapel service, there are usually several announcements about events affecting the life and work of the School or about events in the wider Kingston community that may be of interest to those in attendance.

Blackboard

Just outside of the Student Lounge, there is a blackboard where students and faculty occasionally post notices of upcoming events.

Bulletin Boards

There are three main bulletin boards for students in Theological Hall – one beside the chapel, one by the Main Office, and one in the Student Lounge. Notices posted on bulletin boards in Theological Hall (except for the Bulletin Board in the Student Lounge) require authorization from the Main Office.

4.10 Carrels and Lockers

There are some study carrels and lockers available at the School. To reserve a locker, sign up at the Main Office and place your lock on the locker. If the Main Office has not been notified that you are using a locker, your lock may be cut off.

Some study carrels are located in the Reading Room on the third floor. These are for general use by all students taking classes within the School. Since the School is a public facility, and, unfortunately, theft of personal items has occurred, you are advised not to leave any valuables on these carrels. Study carrels are also available in the Queen's University Stauffer Library and students are encouraged to make use of these. You may want to consider sharing carrels with other students, especially commuting students, so that more students have access to the carrels within the Theological School. Occasionally the Reading Room will be booked for large events, workshops or meetings, so you may have to temporarily re-locate to another study area.

4.11 Annual Conference

In the fall term, usually in the week following Thanksgiving, some classes are replaced by the School's Annual Theology Conference, consisting of special lectures and workshops. One of the highlights of the academic year, this is a time of gathering of alumni, friends of the School and current students. All students are expected to participate.

4.12 Reading Week

Two study breaks are scheduled during the academic year. In the fall term, Reading Week is the thirteenth week of term, the week after the end of classes. In the winter term, Reading Week is the seventh week of term. No classes or School committee meetings are scheduled during these

two breaks.

4.13 Course Evaluation

Most classes, with the exception of field education and reading courses, are evaluated using the **USAT (University Survey of Student Assessment of Teaching)** system. It is designed to allow students to give faculty feedback on their teaching without the fear of negative repercussions. They are an important component of the evaluation of a faculty member's annual review. Each term, QTSS is asked to appoint a USAT coordinator, who will then find a student representative from each class to be evaluated. The student rep is responsible for scheduling the evaluation with the instructor, obtaining the appropriate USAT blank forms from the Main Office, conducting the evaluation, and returning the completed forms to the Main Office. There is a specific timeline for these evaluations (10th and 11th week of term), and a strict deadline for return of completed forms.

4.14 The School of Religion Website

Please check regularly the School of Religion Website for calendar information, updates on courses, continuing education events, special lecture series, etc. The address is: <http://www.queensu.ca/religion>.

4.15 Computing Sites

There is a semi-public COMPUTER SITE situated in the basement of Theological Hall (Drama Dept) for the use of all Queen's Students. For a complete list of computer sites on campus, please see the ITS Website: <http://www.queensu.ca/its/sites.html>.

There are also computers in the Reading Room at Theological Hall. These are surplus computers that have been placed there for student use. However, they are not serviced or maintained by School staff, so students are expected to solve any problems that may arise with them.

4.16 Audio-Visual Equipment

The following audio visual equipment is available: TV/VCR/DVD; data projector; Tape/CD/radio for playing and recording; video camera; overhead projector; slide projector; screen. This must be booked in advance through the Main Office. Priority is given to faculty bookings and continuing education events for teaching purposes. This equipment is not allowed to be removed from Theological Hall.

4.17 Information for Candidates for Ministry in the UCC

Candidacy for Ministry in The United Church of Canada

Regulations governing the acceptance of candidates for the ministry, their supervision, training and ordination are set down in The Manual (sections 20-30, 720-732). Further information may be obtained from the Education and Students Committee of one's Presbytery, a Conference Office or the School.

The Testamur

The Testamur of the School of Religion, Queen's University is an ecclesiastical document awarded to United Church of Canada candidates who have completed the required course of study for either ordained ministry or diaconal ministry in The United Church of Canada.

Reports to Education and Students Committees

If you are a candidate for ministry in The United Church of Canada, the School is required to submit yearly reports on your progress and suitability for ministry. These reports are sent to your presbytery Education and Students Committee (E&S Committee). This report will be reviewed with you before it is sent. You will be asked to sign the report to indicate that you have seen it. Your signature does not necessarily mean that you agree with the report. Your E&S Committee also needs a copy of your transcripts to accompany the report. To be able to send a copy of your transcripts, the School needs you to sign the clause in the report authorizing the School to send your transcript.

The yearly report is written by your faculty advisor on the basis of discussions among faculty. It is normally written and reviewed with you sometime between the end of March and the middle of April. Make sure that you do not leave Kingston for the summer before you have seen and signed this report. Your continued status as a candidate for ministry may be jeopardized if you do.

5. LIFE AT QUEEN'S UNIVERSITY

5.1 Library Facilities

All School of Religion students have access to the Queen's University Library system. To borrow books you must have your Queen's University Student Card. The main library is Stauffer Library. It is located on the north-west corner of University and Union. Douglas Library, on the south-east corner, houses special collections. For further information on Queen's libraries, please see their website at <http://library.queensu.ca/>.

School of Religion Theology students are accorded graduate privileges and thus are able to borrow books for one term (i.e., if you borrow a book in the fall term, you don't need to return it until January 15). Of course, out of common courtesy, it is requested that you return books as soon as you are finished with them. The number of books used by theological students is limited and holding onto books long after you are finished with them makes it harder for other students to finish their assignments.

Many instructors put books and/or articles needed for their class "on reserve" at Stauffer Library. The reserve section is at the main desk on the first floor. Some may also put course material for photocopying on file at the Publishing and Copying Centre located in the basement of the John Deutsch University Centre.

For the convenience of students and staff, a small selection of reference books, magazines and lectionary resources are housed in the reading room on the 3rd floor of Theological Hall. Past theology student theses may also be borrowed – contact the Main Office if you are looking for one.

5.2 Photocopying

There are several places on campus where you can do photocopying. To photocopy in **Stauffer Library**, you need to purchase a copy card from the dispensing machine on the south wall of the first floor of the library.

There is a photocopier available at **The Grey House** (51 Queen's Crescent - beside Victoria Hall). If you plan on doing a lot of photocopying or you hate carrying around change, you may set up a pre-paid account. To do so drop by the office on the first floor of The Grey House during posted office hours.

Photocopying is also available at the **Publishing and Copying Centre (P&CC)** in the John Deutsch University Centre (JDUC). Rates vary depending on the number of copies and the time of day you do the copying, but it is usually the cheapest place for volume copying. P&CC has both self-serve copiers and they-serve copying.

5.3 Kingston Transit Bus Pass

Included in full-time student activity fees is the price of a Kingston Transit Bus pass. This pass is valid on all Kingston Transit buses from September until the end of April. Your student ID card doubles as your transit card.

5.4 Walk Home Service

The AMS and SGPS jointly run a program called “Walk Home.” The Walk Home service is available to all University students to help get them home safely. If you are walking home alone after dark please call Walk Home and ask them to escort you. Two Walk Home staff (usually one male and one female) will meet you in whatever building you are in and escort you to either your car or your home. Please contact Walk Home (613-533-2662) for any restrictions they may have.

5.5 Campus Security

Campus Security is available for reporting thefts, suspicious behaviour, etc. (613-533-6111). If there is a security issue in Theological Hall, please also notify the Executive Director, Advancement, Finance, Operations.

5.6 Blue Lights

The Blue Lights spread out around Queen’s campus are there for your safety. If you are walking around the campus and feel uncomfortable for any reason, press the red button on the Blue Light post. Campus Security will instantly know your location and will send Security officers out to you immediately. If you are being chased, hit the red button on each Blue Light you pass so that Campus Security can track your movements and get help to you as soon as possible. The Blue Lights can also be used if you or someone you come across needs immediate medical assistance (i.e. an ambulance).

5.7 Student Health, Counselling and Disability Service

These three services are all under one roof at 146 Stuart Street in the LaSalle Building. Their website can be found at <http://www.queensu.ca/hcds>.

Student Health has medical doctors, psychiatrists, psychologists and social workers on staff. Most services offered there are covered either by your provincial health plan or the SGPS Health Insurance. To book an appointment, phone 613-533-2506. Please note: You must be referred to psychiatry by a medical doctor.

Student Counselling provides assistance to students in their academic, career and personal development during their time at university. To book an appointment, phone 613-533-2506.

Student Disability provides a range of services to students with disabilities, including: special exam and registration arrangements, notetakers, assistance with adaptive technology, learning support, counselling, referral services, library aids for print material, and liaison with faculty and staff. They can be reached by phoning 613-533-6467.

5.8 The Writing Centre

The Writing Centre is located at 140 Stuart Street. At the Writing Centre, you can discuss your current writing assignments during free one-to-one tutorials with a professional tutor - for appointments or information, phone 533-6315. The writer's hotline gives advice about grammar and usage - 533-6294.

5.9 The Queen's Learning Commons (QLC)

The Writing Centre is one of the partners of the Queen's Learning Commons, located in Stauffer Library. Their website is <http://www.queensu.ca/qlc/index.html>. QLC offer an inviting, collaborative learning space where students can pursue and share ideas. They provide a comprehensive, integrated set of academic support services and resources, and unite staff from several service units who assist students through individual consultation, workshops, peer mentoring, and collaboration, and accessing and exploring digital resources and technology.

5.10 Sports and Recreation Facilities

Queen's University opened the Queen's Centre in 2010, which houses the sports and recreation facilities. At the Centre, you will find a 38mx25m pool, 2 gymnasiums, 8 squash courts, 2 racquetball/volleyball multipurpose courts, fitness and weight rooms, studios for yoga or dance, and other facilities. The Centre offers a number of fitness programs throughout the year. See their website at <http://www.queensu.ca/queenscentre/index.html> for more details.

Full-time students who pay the Athletic & Recreation fee as part of their Student Activity Fees have membership to the Queen's Centre. Students who do not fall into this category may purchase memberships.

5.11 Queen's University Residences

School of Religion Theology students are not eligible to stay in the undergraduate University Residences. Most theological students who stay in residence stay in either the Graduate Residence, Harkness Hall, or in Trotter House or Jean Royce Hall. Students living in the residences are not required to sign up for the residence meal plan. In other words, you are free to cook (or buy) your own meals. However, you should know that cooking facilities in the residences are somewhat limited. They are adequate, but limited.

There are 260 one and two bedroom apartments available in An Clachan, a graduate student apartment complex located near West campus. A further 123 one-bedroom apartments (for childless married couples and single students only) are available in the John Orr Tower on the West campus. These are University owned and managed rental apartments. Access to the main campus is by public bus service. Each university apartment is unfurnished but supplied with kitchen appliances and window coverings.

See the Residences website at <http://housing.queensu.ca/residences/> for more information.

5.12 Other Accommodations

If you are not planning on staying in residence, Queen's University offers an online Accommodation Listing Service at http://housing.queensu.ca/community_housing/accommodationlistingservice.asp. This list includes shared accommodations (rooms), apartments and houses. The prime time for finding accommodation close to campus is May to mid-July. Accommodation becomes more difficult to find by mid-July.

5.13 Campus Parking

Parking on the main campus of Queen's University is VERY limited and no one may park on campus lots without a parking permit. Application forms for parking permits can be obtained from the Parking Office at Room 292, Rideau Building (613-533-2552.) There is a fee for such permits.

The University also offers a Shuttle Service between Richardson Stadium (West Campus) and Main Campus, for a lower fee than the cost of a Main Campus permit.

Please see the Parking website at <http://www.queensu.ca/pps/parking/parking.php> for more information.

Visitors to Queen's can park at hourly or daily rates in the underground parking garage. Enter from Stuart Street opposite Lower University Avenue.

Vehicles which are parked on campus in violation of the regulations are subject to City of Kingston parking fines.

5.14 Child Care

Parents wishing child care in Kingston should contact child care centres several months in advance of the date needed.

The Queen's Day Care Centre provides high quality, professional child care that is responsive to the needs of families within the Queen's community. It provides care and education for children from birth to six years of age, whose parents attend or work at Queen's. See their website at <http://www.queensu.ca/daycare/index.html> for more information.

A joint initiative of the Dean of Student Affairs and Human Resources of Queen's University has produced (June 1997) a "**Child Care Guide**" for student parents. This resource guide provides a wide range of information about child care facilities, financial assistance, and other resources in the Kingston area. It is an excellent resource guide and a valuable tool as you seek appropriate child care for your child(ren). It is available on the Queen's website at <http://www.hr.queensu.ca/guides/childcare/index.php>.