



ACADEMIC CALENDAR

2024 - 2025

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AST

ATLANTIC SCHOOL
of THEOLOGY



ATLANTIC SCHOOL
of THEOLOGY

Academic Calendar 2024-2025

Atlantic School of Theology
660 Francklyn Street
Halifax, Nova Scotia
Canada B3H 3B5

astheology.ns.ca

Note on contents

The contents of this Academic Calendar are current as of the time of its printing. Please note that the content is subject to change and AST reserves the right to make changes affecting any information contained in this document without prior notice. It is each individual's responsibility to be familiar with AST's regulations, program requirements, and other information, whether the regulations, program requirements, and other information are recorded in this Academic Calendar or not, including any changes made from time to time to AST's regulations, program requirements, and other information.

AST does not accept responsibility for any loss, damage, or interruption of classes, or accommodation experienced by any student as a result of circumstances beyond the reasonable control of AST.

For further information about this Academic Calendar, please contact:

The Registrar
Atlantic School of Theology
660 Francklyn Street
Halifax, NS B3H 3B5

902.425.3691

registrar@astheology.ns.ca

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Welcome

Welcome to a different kind of university! Welcome to AST.

AST offers you a place for research, study, personal growth, and reflection. This is a place to explore your spirituality and faith, and how to draw on it to enrich the lives of others. This is a place to draw from the deep wells of historical and contemporary wisdom, and a place where leaders of today and tomorrow gain the knowledge and skills to change and influence our world for the better.

The story of Atlantic School of Theology is one of community and collaboration. AST emerged as visionary leaders came together to create one university.

It began with three theological schools: University of King's College divinity faculty (Anglican Church of Canada), Holy Heart Theological Seminary (The Roman Catholic Episcopal Corporation of Halifax), and Pine Hill Divinity Hall (The United Church of Canada). For years, they had been distinct, but by the late 1960s, students were sharing both classes and faculty, and representatives of these denominations were inspired to build on this.

In March 1971, Articles of Agreement were signed to create one ecumenical theological school. This was the first time in Canada that three denominations had come together for such an institution. That fall, Atlantic School of Theology welcomed its first students.

Half a century later, AST is well-established among North America's theological schools. We have a faculty and programs that encourage excellence in educational achievement and shape community leaders who draw on their knowledge and skills to help build a better world. Today's AST students are prepared to meet the theological, ethical, and leadership challenges of our era.

AST is accredited by the Association of Theological Schools in the United States and Canada and offers a Master of Divinity degree and – together with Saint Mary's University – a Master of Arts (Theology and Religion) degree. We also offer a 10-credit Graduate Certificate program in

Theological Studies, a Diploma in Missional Leadership, a Diploma in the New Evangelization, and a Diploma in Theological Studies, with online and on-campus options. In November 2023, the Maritime Provinces Higher Education Commission approved our 30-credit Bachelor of Theology degree program. We are excited to welcome undergraduates interested in theology to our campus.

AST's Mission

Atlantic School of Theology serves Christ's mission by shaping effective and faithful ordained and lay leaders and understanding among communities of faith.

Notice

At the time of printing, all elements of this Calendar were believed to be accurate. However, changes are sometimes unavoidable. Please consult the AST website for the most current information: www.astheology.ns.ca.

Academic Dates 2024-2025

Summer Term 2024

| | |
|---------------------|--|
| May 6 – June 14 | Summer Administration hours |
| May 31 | Last day to apply for AST Bursaries (Summer term). |
| June 17 – July 26 | Summer term 2024 |
| June 17 | Orientation and welcome events at 8:30 a.m. in the Chapel. |
| June 17 | First day of Session One classes. Classes from 1:30-4:30 (June 17th only). |
| June 21 | Due date for Summer term tuition and fees (Friday) |
| June 27 | Summer term Matriculation Service (Thursday, 7:00 p.m.) |
| July 1 | AST Library is open. |
| | AST's administrative offices closed for Canada Day holiday. |
| July 1 | First day of Session Two classes as regularly scheduled (Monday) |
| July 15 | First day of Session Three classes |
| July 29 – August 9 | AST Library is closed. |
| July 29 – August 30 | Summer Administration hours |
| August 5 | Natal Day. AST is closed (Monday). |

Fall Term 2024

| | |
|---------------------|---|
| September 2 | Labour Day. AST is closed (Monday) |
| September 3 | Orientation and welcome events (Tuesday) |
| September 4 | Fall term classes begin. |
| September 10 | Last day for late registration for Fall term courses. |
| September 18 | Due date for Fall term tuition and fees. |
| September 24 | Last day to withdraw from Fall term courses with full refund (Tuesday). |
| September 26 | Matriculation Service (Thursday 12:00 noon) |
| September 30 | Last day to apply for AST Bursaries (Fall and Winter terms). |
| September 30 | Final grades due for Summer term INCs |
| September 30 | National Day for Truth and Reconciliation. AST is closed. (Monday). |
| October 14 | Thanksgiving Monday. AST is closed. |
| October 22-25 | Reading Week. No classes. Offices and Library are open. (Tuesday to Friday) |
| October 30 | Senate Meeting (Wednesday) |
| November 1 | Deadline to submit Graduation Application for May 2025 Convocation. |
| November 11 | Remembrance Day. AST is closed. No classes. (Monday) |
| November 11 | Last day to withdraw from Fall term courses without academic penalty |
| December 9 | Last day of classes for the Fall term (Monday). |
| December 13 | Last day of Fall term. Final marks due for all courses (Friday). |
| December 23 - Jan 3 | Christmas holidays. AST is closed. |

Winter Term 2025

| | |
|------------------|--|
| January 6 | AST administrative offices and Library open (Monday) |
| January 8 | Winter term classes begin (Wednesday). |
| January 14 | Last day for late registration for Winter term courses (Tuesday) |
| January 22 | Due date for Winter term tuition and fees (Wednesday) |
| January 28 | Last day to withdraw from Winter term courses with full refund (Tuesday) |
| January 28 | Last day to withdraw from two-term courses with partial refund for Winter term (Tuesday) |
| January 31 | Final grades due for Fall term INCs (Wednesday) |
| February 5 | Senate Meeting (Wednesday) |
| February 17 | Nova Scotia Heritage Day. AST is closed. No classes (Monday) |
| February 18 – 21 | Reading Week. No classes. Offices and Library are open (Tuesday to Friday) |
| February 28 | Theses due for all programs (Friday) |
| March 6 | Last day to withdraw from Winter term courses without academic penalty |
| April 3 | Year-end Agape Worship Service (Thursday 12:00 noon) |
| April 8 | Last day of classes for Winter term (Tuesday) |
| April 14 | Last day of Winter term. Final marks due for all courses (Monday) |
| April 17-21 | Easter holidays. AST is closed. |
| April 30 | Senate Meeting (Wednesday) |
| May 10 | Convocation 2025 (Saturday) |
| May 12 – June 13 | Summer Administration hours. |
| May 19 | Victoria Day. AST is closed (Monday) |
| May 30 | Final grades due for Winter term INCs (Friday) |

Summer Term 2025

| | |
|---------------------|---|
| June 16– July 25 | Summer term 2025 |
| July 1 | Session Two classes as regularly scheduled (Tuesday) |
| July 1 | AST Library is open. |
| July 1 | AST's administrative offices closed for Canada Day holiday. |
| July 28– August 8 | AST Library is closed. |
| July 28 – August 29 | Summer Administration hours. |

Faculty, Formation Directors, Musician, and Chaplains

CORE FACULTY

THE REV. CANON DR. JODY CLARKE (ANGLICAN CHURCH OF CANADA)

Professor of Field Education and Pastoral Theology

BA (Dalhousie University), MDiv (Trinity), DMin (St. Stephen's)

Research interests: Pastoral psychology with a focus on Intensive Short-Term Psychodynamic Psychotherapy; human emotions such as grief, guilt, anger and joy; the nature of resilience both in individuals and communities; congregational development theory. As a pastoral practitioner, Dr. Clarke is a Teaching Supervisor in Clinical Pastoral Education and a Specialist in Pastoral Counselling.

Publications: "The Therapeutic Covenant: A Psychotheological Pathway to Dynamic Engagement," and "Pastoral Diagnosis: Assessing the Psychotheological Themes of Freedom and Meaning," *The Journal of Pastoral Care and Counseling*. "The Meta-Psychology of Character Change: A Case Study of Ebenezer Scrooge" and "The Metapsychology of Guilt and Redemption: A Case Study of Dicken's Pip," *The Journal of Spirituality in Mental Health*. Co-authored "Davanloo's Technique in the Case of the 17-Year-Old with Anorexia Nervosa and a Complex Unconscious: Part I," and "Part II" with Angela Schmitt and Catherine Hickey, *Current Psychiatric Reviews*. "Wonder and the Divine Dance: The Lived Reality of Qualitative Research within a Master of Divinity Curriculum," *Qualitative Research in Theological Education: Pedagogy in Practice*, edited by Susan Willhauck and Mary Clark Moschella. "Transference Neurosis Revisited: The Case of the Emotionally Frozen Woman with the Help of Davanloo, Saint Paul and Dickens' Estella," *The Journal of Spirituality in Mental Health*.

Current research/writing: Moments of resilience in popular film and literature; emotional literacy; the pernicious nature of guilt; ancient spiritual practices and contemporary understanding of the unconscious.

THE REV. DR. DAVID CSINOS (BAPTIST)

Associate Professor of Practical Theology

BA (Wilfrid Laurier), MTS (McMaster), ThM (Union Presbyterian Seminary), PhD (University of St. Michael's College)

(On a study leave of absence July 1 to December 31, 2024)

Research interests: faith formation; homiletics, public religiosity, ministry with children & youth; culture.

Publications: "The Final Frontier? Theological Insights to Support Imaginative Intergenerational Preaching," in *All Ages Becoming* (Abeline Christian University Press, 2023). "Ecumenisms of Tomorrow: Paradoxes for the Future of Faith," in *Keeping the Faith* (Mercer University Press, 2023). *A Gospel for All Ages: Teaching and Preaching with the Whole Church* (Fortress, 2022). "Creativity Unleashed: Building a Practical Theology for Christian Leadership in a World in Flux," *International Journal of Homiletics* (2022). "Les lumières qui libèrent: Comment les spectacles son et lumière contribuent à la vie spirituelle et religieuse du grand public," in *Pratiques des libération et théologie des pratiques* (Novalis, 2022). *Little Theologians: Children, Culture, and the Making of Theological Meaning* (McGill-Queen's University Press, 2020).

Current research/writing: a phenomenological study of sound-and-light shows; preaching in intergenerational contexts; family faith formation practices.

DR. DAVID DEANE (ROMAN CATHOLIC)

Associate Professor of Systematic and Historical Theology Director of the Diploma in the New Evangelization Program

BA (Hons.Mod., Hebrew, Biblical and Theological Studies), MA (Theology), PhD (Theology)
(University of Dublin, Trinity College)
(On sabbatical January 1 to July 31, 2025)

Research interests: Christian Doctrine, Moral Theology, Apologetics, Patristics, Ecumenism

Publications: David Deane, *Resisting the Tyranny of the Banal: On the Renewal of Catholic Moral Theology* (Lexington: Fortress Academic, 2023); Nuala Kenny with David Deane, *Still Unhealed: Challenges of Conversion and Reform from the Sexual Abuse Crisis* (Novalis Publishing, 2019); David Deane, *Nietzsche and Theology: Nietzschean Thought in Christological Anthropology* (Aldershot: Ashgate, 2006).

DR. DANIEL DRIVER (ANGLICAN CHURCH OF CANADA)

Professor of Hebrew Bible/Old Testament

BA (English Literature, Wheaton College), PhD (Divinity, University of St Andrews, Scotland)
Director of the Master of Arts (Theology and Religious Studies) Program

Research interests: Genesis, Psalms, canon, creation, the history of biblical interpretation, theological approaches to Christian Scripture.

Publications: *Brevard Childs, Biblical Theologian* (Mohr Siebeck, 2010; 2nd ed. Baker, 2012); editor, *Canon as Rule and Guide: The Collected Essays of Brevard S. Childs* (Mohr Siebeck, 2023); co-editor of *The Epistle to the Hebrews and Christian Theology* (Eerdmans, 2009) and *A Cloud of Witnesses: The Theology of Hebrews in its Ancient Contexts* (T&T Clark, 2008); essays on a variety of biblical and theological topics, from Psalm 2 to forgiveness to biblical chronology to sabbath and land.

Current research/writing: Currently co-writing a biblical theology of creation, with New Testament specialist Sean McDonough, for Mohr Siebeck's Topics of Biblical Theology series, ed. Reinhard Feldmeier and Hermann Spieckermann.

DR. ALYDA FABER (UNITED CHURCH OF CANADA)**Associate Professor of Systematic Theology and Ethics****Adjunct of the Faculty of Graduate Studies, Dalhousie University**

BA (English and French Literatures, University of Guelph), MA (English and Creative Writing, University of New Brunswick), BTh and MDiv (McGill University), PhD (Theology, McGill University)

Research interests: Theopoetics and ethics, theological anthropology, the intersection of literature and theology, gender and sexuality, life-writing and religious subjectivity, trauma and violence.**Publications:** *Poisonous If Eaten Raw* (winner of J. M. Abraham Atlantic Poetry Prize; Goose Lane Editions/icehouse poetry), *Dust or Fire* (Goose Lane Editions/icehouse poetry) and *Berlinale Erotik* (Bitterzoet); "Film, Parable, Reciprocity: Frederick Wiseman's 'Reality Fictions' and Social Change," *Journal of Religion, Film and Media*; "Silence-effects: Frederick Wiseman's Films as Parables," *Silence and Religion in Film*; "Helplessness as Sacred Human Calling: David Adams Richards' God Is and Mercy Among the Children," *Recognizing the Sacred in the Modern Secular*.**Current research/writing:** Poetry manuscript (Psalms and ecotheology); essay on Alice Munro's "What Do You Want To Know For?"**THE REV. DR. ROB FENNELL (UNITED CHURCH OF CANADA)****Associate Professor of Historical and Systematic Theology**

BA (English Literature, University of Winnipeg), MDiv (Emmanuel College/University of Toronto), MLitt (New Testament, University of St Andrews, Scotland), ThD (Systematic Theology, Emmanuel College/University of Toronto)

Research interests: Holy Spirit; pilgrimage; theological interpretation of Scripture; church renewal; C.S. Lewis; Dietrich Bonhoeffer; Reformations history; The United Church of Canada.**Publications:** Books: *Camino Close to Home* (Novalis, 2023); *Turning Ourselves Inside Out: Thriving Christian Communities* (with Russ Daye, Fortress); *Following Jesus Today* (editor); *31 Short Spiritual Practices*; *The Rule of Faith and Biblical Interpretation*. Articles: "Reconnection in a Fragmented Age: The Blessings of Local Pilgrimage"; "How Does the United Church Interpret the Bible?"; "On Ordained Ministry"; and "Theological Foundations for Social Justice." *Turning Ourselves Inside Out: Thriving Christian Communities* (with Russ Daye); *The Rule of Faith and Biblical Interpretation*. Co-editor of *The Theology of The United Church of Canada*; *Living Traditions: 500 Years of Re-Forming Christianity*; and *Three Ways of Grace: Drawing Closer to the Trinity*. Editor of *Intercultural Visions: Called to be the Church and Both Sides of the Wardrobe: C.S. Lewis, Theological Imagination, and Everyday Discipleship*. Contributor to *The New Interpreter's Theological Companion to the Lectionary*.**Forthcoming:** Major study of the Holy Spirit in United and Uniting Church traditions; articles on theological responses to enslavement and human trafficking.

DR. EVANGELINE KOZITZA DEAN (ROMAN CATHOLIC)**Assistant Professor of Biblical Studies**

BA (Biblical Studies, Music, Classics, Baylor University), MA (Early Christian Studies, University of Notre Dame), DPhil (New Testament, University of Oxford)

Research interests: New Testament exegesis and reception; sense perception, aesthetics, and the arts in ancient Judaism and early Christianity; Second Temple and early rabbinic Judaism; early patristics.

Publications: "Legal Exegesis and Historical Narrative in Luke 2.22-24," *Journal of Theological Studies*; "The New Testament," *The Oxford Handbook of Christmas*, ed. Timothy Larsen (Oxford University Press, 2020), with Markus Bockmuehl.

Forthcoming: Aesthetics and the Infant Christ: The Formation of the Senses in Early Christian Reading of Matthew's and Luke's Infancy Narratives (tentative title). Oxford Theological Monographs, Oxford University Press.

Current research/writing: Revising doctoral dissertation for publication (see above)

THE REV. DR. SUSAN MACALPINE-GILLIS (UNITED CHURCH OF CANADA)**Associate Professor of Pastoral Theology (effective July 1, 2024)****Academic Dean****Coordinator of the Summer Distance MDiv Program (July 1 - Dec. 31, 2024)**

BA (Dalhousie University), MDiv (Atlantic School of Theology), DMin (Bangor Theological Seminary)

Research interests: Congregational dynamics; Field Education

Publications: "Moving Beyond the Pages of Scripture – Journeying Through the Fifth Gospel." *Reflective Practice: Formation and Supervision in Ministry Vol 43(2023)* "Flourishing Together: Students, Supervisors and Sites in Field Education" *Reflective Practice: Formation and Supervision in Ministry* (2022) "A Supervision of Pliable Presence during a Pandemic" *Reflective Practice: Formation and Supervision in Ministry* (2021), with Melvin Baber, Joanne Lindstrom, and Christian Zaker. "Mentoring the Pastoral Caregiver," *Empower: A Guidebook for Supervisor Mentors in Theological Education* (Rowan & Littlefield 2020); "Excellence in Supervision: Practical Wisdom from Supervisors/Mentors," *Reflective Practice: Formation and Supervision in Ministry* (2020) with Eileen R. Campbell-Reed, Catrina Ciccone, and Marcus Hong.

Current research/writing: The value of pilgrimage: how traveling to the places of the Bible impacts preaching, teaching, and spiritual life, and develops pastoral imagination.

THE REV. DR. DAVID MACLACHLAN (UNITED CHURCH OF CANADA)**Associate Professor of New Testament Studies**

BA (University of Toronto), MDiv (Emmanuel College), DTheol (Basel)

Research interests: The Revelation to John, Paul, Early Church History; Biblical Theology; Jewish-Christian dialogue.**Publications:** Several book reviews in *Studies in Religion*; articles in *Dictionary of the Bible and Western Culture* (Sheffield Phoenix Press); co-author, *The Authority and Interpretation of Scripture* (United Church of Canada, 1992); co-author of congregational resources for the Week of Prayer for Christian Unity (2014).**Current research/writing:** English translation of Markus Barth's German study of Christian baptism, *Die Taufe: ein Sakrament? (Is Baptism a Sacrament?)* for Wipf and Stock. Essays on theological themes in the Revelation to John along with a study on the theology of Israel in the book of Revelation.**THE REV. DR. ANDREW O'NEILL (UNITED CHURCH OF CANADA)****Assistant Professor of Pastoral Theology****Coordinator of the Summer Distance MDiv Program (except for July 1 – Dec. 31, 2024)**

BA (Economics, King's College, Dalhousie University), MDiv (Emmanuel College/University of Toronto), MTh (History, New College, University of Edinburgh), PhD (Theology) New College, University of Edinburgh

(On sabbatical July 1 to December 31, 2024)

Research interests: Liturgy, worship, and music; ministry and leadership; resilience; missional church; ecumenism; economics and justice; Paul Tillich.**Publications:** "God as Ultimate Concern", *Encyclopedia of Christian Theology: God*, Asle Eikrem, ed. (London: T&T Clark, 2023); "The Sacraments – Baptism and Eucharist," in *Called to Be Disciples: an introduction to membership in the United Church of Canada*, ed. Taylor Croissant (2022); "The presence of God in all things" *Eucharistic Practice & Sacramental Theology in Pandemic Times* Eileen Scully, ed. (Toronto: General Synod of the Anglican Church of Canada, 2021); "Tillich for today's church: self-critique, self-transcendence, and the New Reality", *Paul Tillich: Theology and Legacy: Proceedings of Tillich Conference*, University of Oxford, July 14-15, 2014. R. Re Manning, ed. (deGruyter, 2018); "Seeking Community in a Digital Age," in *Three Ways of Grace: Drawing Closer to the Trinity*, ed. Fennell & Lockhart, eds. (2010); *Tillich: a guide for the perplexed* (Continuum 2008).**Current research/writing:** Online worship and ministry; resilience for ministers and congregations; economic justice and the missional church

ADJUNCT FACULTY

The Rev. Dr. Ross Bartlett (United Church of Canada)
 The Rev. Dr. Paul Friesen (Anglican Church of Canada)

University Musician

Mr. Kevin Parks

Formation Directors

| | |
|----------------------------|---|
| Ms. Aurea Sadi | Lay Formation Director (Roman Catholic) |
| The Rev. Dr. Ross Bartlett | Formation Director (United Church of Canada) |
| The Rev. Laurie Omstead | Interim Director re Imagining Formation (Anglican Church of Canada) |

Convener of Continuing Education

Mr. James Cheatley (until October 11, 2024)
 Ms. Lydia Hood (after October 11, 2024)

Chaplains

The Rev. Heather Fraser (Summer term)
 The Rev. Sarah Reaburn (Fall and Winter terms)

Co-Co-Directors of Camino Nova Scotia

The Rev. April Hart and Amanda Cashin

Sessional Faculty 2024-25

The Rev. Ivan Gregan
 Mr. Robert Martell
 The Rev. Dr. Shawn Redden
 The Rev. Dr. Kyle Wagner
 Ms. Wing Yi Wong

Academic Program Admissions

Academic Admissions Requirements for the Master of Divinity program and the Graduate Certificate in Theological Studies program

The academic requirement for admission to these programs is a Bachelor's degree from a university recognized by the Association of Universities and Colleges in Canada or the Council for Higher Education in the United States. You have maintained an average of 70% or a B grade (or the grade point average equivalent) or higher in your undergraduate program.

Academic Admissions Requirements for the Master of Arts (Theology and Religion) Program

The academic requirement for admission to this program as a first degree in theology (thesis or course-only) is a Bachelor's degree in any discipline from a university recognized by the Association of Universities and Colleges in Canada, the Council for Higher Education in the United States, or a similarly recognized institution. You have maintained a minimum B+ average in your undergraduate program.

The academic requirement for admission to this program as a specialization in theology (thesis or course-only) is a Bachelor's degree in Theology, a Bachelor's degree in a cognate discipline, or a Master of Divinity degree from a university recognized by the Association of Universities and Colleges in Canada, the Council for Higher Education in the United States, or a similarly recognized institution, with a minimum B+ average.

Studying at AST without a Bachelor's Degree

If you do not have a completed Bachelor's degree, we encourage you to apply to AST's Bachelor of Theology program. Otherwise, you may take a first degree in any other subject prior to studying at AST. We encourage the study of the humanities (literature, history, languages, theology, philosophy, classics, or the study of religion) as the best preparation for theological studies.

Please note the program application deadlines in "Deadlines for Application for Admission to Graduate Programs" later in this section.

Accelerated Entry into Master of Divinity Program or Graduate Certificate Program in Theological Studies

AST has been approved for a three-year experiment to admit students to the MDiv or Graduate Certificate Program in Theological Studies (GCTS) who have completed two or more years of undergraduate studies and who, through an outstanding academic record, are able to demonstrate readiness for graduate studies in theology. Note that MA (Theology and Religion) program applicants must in all cases complete a full Bachelor's degree.

To apply under the Accelerated Entry process, submit to the Registrar's Office a cover letter outlining the reasons you believe that you qualify for Accelerated Entry; a completed MDiv or GCTS application; a processing fee of \$232; and an academic essay 8-10 pages in length, showcasing your best research and writing skills. Your transcript of marks must be forwarded directly from an accredited university to the Registrar's Office. Your transcript must show the following:

- a minimum of two full years of full-time undergraduate studies (equivalent to 10 year-long university courses or 20 one-semester courses)
- a minimum of 6 year-long university courses (or 12 one-semester courses) in humanities subjects (defined as literature, history, languages, theology, philosophy, classics, or the study of religion)

- a minimum A- average
- no grades in the C, D, or F range. Any grade in these ranges will disqualify you from Accelerated Entry. If a C, D, or F appears on your transcript, you will need to complete an undergraduate degree before applying to AST.

Accelerated Entry applications will be assessed by the Academic Dean and a member of the Admissions Committee. Applicants may be required to undertake further undergraduate courses prior to, or in conjunction with, graduate studies at AST.

Students who have not yet begun their university studies are warmly encouraged to contact AST to discuss their plan of studies at the undergraduate level, with a view to the best possible preparation for theological studies.

For more information about AST's Accelerated Entry process, please contact the Registrar at registrar@astheology.ns.ca.

Students from Other Universities

AST welcomes students from other universities (undergraduates and graduate students) who wish to take one or more courses at AST and to use those credits within their programs at their home university. You must arrange for a Letter of Permission from your home university authorizing your registration at AST to be sent directly to AST's Registrar (registrar@astheology.ns.ca). Your home university will determine the credit value of the course and its designation within your program. You will complete AST's standard registration forms and pay tuition and associated fees for the course directly to AST by the published payment dates. At the end of the applicable academic term, AST will send an official transcript to your home university to confirm the final grade you achieved in the course. You may not use that course credit completed by Letter of Permission toward program requirements at AST in the future.

Language of Instruction

The language of instruction at AST is English. If you are not fluent in English, you will need to take English language lessons that will make you fully capable of speaking, reading, and writing English. If your ability to communicate in English is deemed insufficient by the Faculty, you will be required to take additional English language lessons.

International Students

Please visit canada.ca/en/immigration-refugees-citizenship/services/study-canada prior to applying to AST. Students who are not citizens or permanent residents of Canada will need to apply to Immigration Canada for a Study Permit, unless you intend to study via online courses only. AST requires international students to meet all government requirements and have sufficient financial resources for the duration of their studies. AST currently provides an International Student Waiver, which reduces your tuition by \$400 per credit.

Technology Requirements

You will need a computer and high-speed internet to access online courses and online study/research resources. Familiarity with current technology is essential for your academic success, including facility with word processing, email communication, and navigating the internet. We encourage you to take technology training prior to theological studies if you do not feel prepared. AST does not provide technology training.

Admissions Process

The admissions process for the programs described above includes submission of the appropriate application form and payment of a non-refundable application fee of \$82. Be sure to include all written materials requested in the application form in one email or package. You will need to request an official transcript from each university and/or college you attended. Your official transcript(s) must be sent directly to the Registrar at Atlantic School of Theology and signed/stamped by the issuing education institution. Once your application is reviewed, you will receive an admission decision letter from the Dean's office. Please see "Admissions Process" for detailed information on the admission process for each program.

Deadlines for Application for Admission to Graduate Programs

| Program | Intended Start Date | Application Deadline |
|---|---------------------|----------------------|
| Master of Arts (Theology and Religion) | Fall term | March 1st |
| Master of Arts (Theology and Religion) | Fall term | March 1st |
| Master of Divinity (Summer Distance) | Summer term | March 15th |
| Master of Divinity (Campus) | Fall term | May 1st |
| Graduate Certificate in Theological Studies | Summer term | March 15th |
| Graduate Certificate in Theological Studies | Fall term | May 1st |
| Graduate Certificate in Theological Studies | Winter term | November 1st |
| Bachelor of Theology | Fall term | June 1st |
| Bachelor of Theology | Winter term | November 1st |
| Bachelor of Theology | Summer term | March 1st |

You may apply after these dates. However, Graduate degree program applications received after the published application deadlines may be treated as Special Student applications and be admitted, or not, by the Dean on that basis to begin studies at AST. A Special Student may be admitted to a program at a later date.

If you do not anticipate having a completed Bachelor's degree before commencing studies at AST, please apply to AST's Bachelor of Theology degree program.

Merit-Based Entrance Scholarship Deadlines

Degree program applications received by March 1st will be considered for entrance scholarships. There is no separate scholarship application process, except for the Northern Lights Scholarship. The Northern Lights Scholarship does require a separate application and must be submitted by the deadline published on the AST website.

Needs-Based Bursaries

AST students may be eligible for AST bursaries based on financial need. Application forms, along with other details, are available on the AST website: asttheology.ns.ca/future/financial-assistance. It is essential that you apply for bursaries not later than the published deadlines.

Bachelor of Theology Degree Program

BTh Admission Requirements

At a minimum, you will need a completed high school diploma (including English 12) or equivalent, with a minimum B average (70% or better). Your completion of high school must be demonstrated by a transcript issued by the school or other issuing agency. Your academic interests should be well suited to theological subjects and subdisciplines. The Bachelor of Theology degree involves an extensive amount of independent reading, research, and academic writing. Personal maturity is an important prerequisite for the program.

Duration of the BTh Program

The completion of the BTh requires 30 credits (thirty courses). A full-time student could complete the degree within three years. A part-time student may take up to six years to complete the BTh.

BTh classes, courses, and assessment

Many BTh courses are cross-listed with graduate courses. This means that for most of your BTh degree, you will be in classes with mature graduate students who are studying for a Master's degree. However, you will be assessed and given assignments that are suited to an undergraduate level. Courses are offered in a variety of formats: on-campus, online, and hybrid.

BTh Financial Assistance

Entrance scholarships are awarded annually to BTh students with outstanding academic backgrounds. All BTh applicants are considered for these awards. No additional application is required for these scholarships. AST also has a needs-based bursary fund. Bursary application forms, along with other details, are available on the AST website: astheology.ns.ca/future/financial-assistance. Additional funding may be available from your church, denomination, parish, diocese, or congregation.

BTh Admissions Process

Submit a completed BTh program application form and autobiographical essay to the Registrar's office by the published application deadlines and an \$82 non-refundable application fee sent directly to the Business Office (businessoffice@astheology.ns.ca). Request one official transcript from each of your previous and current post-secondary education institutions to be sent directly to the Registrar. Three confidential letters of reference are required and must be sent directly to the Registrar by your referees. Visit the Bachelor of Theology page on the AST website for more information: www.astheology.ns.ca/future/undergraduate/bachelor-of-theology.html. The Academic Dean and a member of the Admissions Committee will review your application and, if necessary, interview you to determine your suitability for the program. If successful, you will receive an admission letter from the Dean. If not, you will receive notification that your application was unsuccessful.

BTh Program Designs and Requirements

The completion of the BTh requires 30 credits (thirty courses or 90.0 credit hours).

The BTh has two tracks: the General BTh Degree program track and the Specialized BTh Degree program track. The Specialized BTh is for those who wish to serve faith communities, social service agencies, non-profits, charities, and similar agencies or vocations.

In the first year of study, all BTh students follow the same pattern of courses. This is called the Discovery Year.

Discovery Year (Year 1) - for all BTh students

10 credits/10 courses (30.0 credit hours)

| Courses | Subject | Credits |
|-----------------------------------|-------------------------|---------|
| RM 1000 | Research Methods | 1 |
| BF 1001 or BF 1002 | Biblical Foundations | 1 |
| PF 1001 | Pastoral Foundations | 1 |
| TE 1000 | Theological Foundations | 1 |
| Electives at AST | Any subject area | 4 |
| Electives from another university | Any subject area | 2 |

External electives may be taken at any other accredited university by Letter of Permission. AST encourages you to take these courses through Saint Mary's University, with whom we have an affiliation agreement. Credits successfully earned externally will then be transferred to your BTh record at AST. Three or more external electives in a single subject area will be recorded as a Minor on your transcript.

After the Discovery Year, you will progress to one of the following options:

1. General BTh Degree program track
2. Specialized BTh Degree program track
3. Or you may transfer your credits to another institution

Completion of General BTh Degree (Years 2 and 3)

20 credits/20 courses (60.0 credit hours) over two years of full time study

| Courses | Subject | Credits |
|-----------------------------------|--|---------|
| BF 1001 or 1002 | Biblical Foundations (whichever was not taken in Year 1) | 1 |
| Electives | Biblical studies (OT/HB or NT) | 2 |
| Elective | Ethics (ET) | 1 |
| Elective | History (CH) | 1 |
| Electives | Pastoral Theology (PT) | 3 |
| Electives | Theology (ST) | 3 |
| Electives at AST | Any subject area | 6 |
| Electives from another university | Any subject area | 3 |

OR**Completion of Specialized BTh Degree (Years 2 and 3)**

20 credits/20 courses (60.0 credit hours) over two years of full time study

| Courses | Subject | Credits |
|-----------------|--|---------|
| BF 1001 or 1002 | Biblical Foundations (whichever was not taken in Year 1) | 1 |
| MAP 1000 | Ministry Action Program 1 | 1 |
| MAP 2000 | Ministry Action Program 2 | 1 |
| PF 1002 | Preaching Foundations | 1 |
| WF 1000 | Worship Foundations | 1 |
| Electives | Biblical studies (OT/HB or NT) | 2 |
| Elective | Ethics (ET) | 1 |
| Elective | History (CH) | 1 |
| Electives | Pastoral Theology (PT) | 2 |
| Electives | Theology (ST) | 3 |

| | | |
|-----------------------------------|------------------|---|
| Electives at AST | Any subject area | 3 |
| Electives from another university | Any subject area | 3 |

MAP courses are field-based (co-op) learning placements with an accompanying AST seminar.

Course Registration Limit

Theological studies are intense and demanding. They require time for reflection and integration, as well as time for study. Students are strongly advised not to exceed 5 credits/audited courses in each of the Fall or Winter terms, and 3 credits/audited courses in the Summer term. These limits are considered to be 100% of a full course load. With the permission of their Faculty Advisor, students may register for an overload of up to 1 additional credit or audit in any term.

Field Education (co-op learning) via the MAP courses

Specialized BTh students must undertake field education (also known as co-op) placements; for General BTh students, field education is optional. Contact your Faculty Advisor to discuss the options. Your placement may be with a community of faith or with a social service agency, charity, non-profit, or in another suitable context, depending on your vocational objectives.

Denominational Courses

For General BTh Degree students, courses related to a specific religious tradition are optional electives and not required. Specialized BTh students may be required to take certain denominationally-related courses, including Denominational Formation. The Specialized BTh is approved by the United Church of Canada for Testamur. Contact your Faculty Advisor for details.

Languages

The BTh degree does not require language studies. AST offers Hebrew and Greek elective courses. You may take other language courses at another university as a Letter of Permission student and have the credit count toward your AST degree. Contact your Faculty Advisor for details.

Bachelor of Theology Thesis

AST is exploring the option of developing a thesis option for BTh students. Contact your Faculty Advisor for details.

Clinical Pastoral Education (CPE)

A maximum of two CPE credits may be counted toward the BTh program requirements. (See "Clinical (Supervised) Pastoral Education" for a complete description of the CPE program.)

Summer Term

AST offers a Summer term from mid-June to late July. Courses are offered in an intensive format, typically meeting for 10 three-hour sessions over two consecutive weeks. It is possible to take up to 3 courses toward your BTh during a Summer term. Summer term courses require a substantial investment of time, and thus other responsibilities should be kept to a minimum. You are strongly advised not to try to work at a job during the Summer term if you are also taking a course.

Bachelor of Theology Program Goals and Desired Student Outcomes

At the time of printing, these details were not finalized. Contact your Faculty Advisor after September 1, 2024, for further information.

Graduate Degree and Certificate Programs (Graduate Studies)

MASTER OF DIVINITY

MDiv Admission Requirements

You will need a Bachelor's degree from an accredited university, with a minimum of 'B' average (or grade point average equivalent). Your interests, talents, and personal goals should correspond with the program's purposes.

If you do not hold a Bachelor's degree, we encourage you to apply to AST's Bachelor of Theology program.

MDiv Financial Assistance

Generous entrance scholarships are awarded annually to MDiv students with outstanding academic backgrounds. All MDiv applicants are considered for these awards. No additional application is required for these scholarships, except for the Northern Lights Scholarship, which does require a separate application. AST also has a needs-based bursary fund. Bursary application forms, along with other details, are available on the AST website: astheology.ns.ca/future/financial-assistance. Additional funding may be available from your church, denomination, parish, diocese, or congregation.

MDiv Admissions Process

Submit your completed MDiv program application form and personal statement (3 to 4 pages describing the development of your spiritual and religious faith, church involvement, how you see your vocation in life, and your hopes for theological education) to the Registrar's office by the published application deadlines and an \$82 non-refundable application fee directly to the Business Office (businessoffice@astheology.ns.ca). Request one official transcript from each of your previous and current post-secondary education institutions to be sent directly to the Registrar. Three confidential letters of reference are required and must be sent directly to the Registrar by your referees. Visit the Applications & Course Registration page on the AST website for more information: www.astheology.ns.ca/future/application-registration-forms

The Academic Dean and a member of the Admissions Committee will review your application and, if necessary, interview you to determine your suitability for the program. If successful, you will receive an admission letter from the Dean. If not, you will receive notification that your application was unsuccessful.

MDiv Program Requirements

This program is designed primarily for individuals preparing for ordained or professional ministry. It is not required that you be a church-sponsored candidate. Please consult with your denomination concerning its requirements for ordination or any professional designation.

The MDiv program is a first or second degree in theology intended to develop competence in the major areas of theological inquiry and ministerial practice. Through this program, you will be prepared for leadership roles in congregations, healthcare settings, educational institutions, chaplaincy, and the wider community, and for further graduate studies in the theological disciplines.

If you are contemplating the MDiv program we encourage you to focus on literature, history, languages, social sciences, theology, philosophy, and classics in your undergraduate studies. Strong research and writing skills are essential in all AST graduate programs and courses.

If you are applying for the MDiv program and have completed a Master's level program in theology, you may request advanced standing when you apply.

Once you have been admitted to the MDiv program, you will be required to complete 30 academic credits and to maintain an overall B average to qualify for the degree.

You will have an opportunity during the course registration process to discuss your course selection with your Faculty Advisor. It is your responsibility to register and complete courses required to meet the MDiv program requirements and any denominational requirements that you need.

Duration of the MDiv Program

Normally, MDiv program students need a minimum of two and a half to three years to complete the degree and may take up to seven years to complete the program. This applies to the On-campus and the Summer Distance streams of the MDiv program and the Honours MDiv program. If you do not complete the program within seven years, you will need written permission from the AST Senate for an extension.

An MDiv student may register for a Leave of Absence and pay a fee of \$115. This will allow you to take an authorized leave for up to one year.

Course Registration Limit

Theological studies are intense and demanding. They require time for reflection and integration, as well as time for study. Students are strongly advised not to exceed 5 credits/audited courses in each of the Fall or Winter terms, and 3 credits/audited courses in the Summer term. These limits are considered to be 100% of a full course load. With the permission of their Faculty Advisor, students may register for an overload of up to 1 additional credit or audit in any term.

Research Methods and Practices

Research Methods and Practices (RM 1000) is a required course for the BTh and MDiv programs and is a prerequisite for all 3000-level elective courses.

Students in this course learn foundational methodologies and practices for graduate-level research in theology, including information literacy; citation style and standards; plagiarism and academic integrity; and the competencies required for qualitative research methods including the research traditions such as basic Qualitative Research, Phenomenology, Ethnography, Narrative Analysis, and Qualitative Case Study.

Exemption from Research Methods and Practices may be made on a case-by-case basis. If you have previously taken a graduate-level course that fulfills all of the elements noted above, you may send a written request for exemption, official transcript, and copy of the course syllabus to the Registrar when applying to the BTh or MDiv program. Alternatively, you may send a request to the Registrar to write a challenge exam in May or August.

Supervised Field Education

Experiential learning is a vital dimension of theological education. On-campus MDiv students are normally assigned to a ministry context in the first year of studies. Summer Distance MDiv students normally begin serving in a ministry context at the beginning of the first or second year of studies. Field settings are based in congregations and parishes, and sometimes include healthcare institutions or other appropriate placements. You will work with a qualified supervisor and a resource team of lay members from the community. Each month, you will take on greater responsibilities while developing your skills in pastoral ministries, teaching, liturgy, community analysis, and theological investigation.

If you plan to register for MAP 1000 or MAP 2000, you will need to arrange for a current Criminal Records Check and Vulnerable Sector Check to be sent to the Academic Office Coordinator (academic@astheology.ns.ca) by October 1st. You may submit an original Criminal Records Check and Vulnerable Sector Check or use MyBackCheck.com.

Denominational Courses

All MDiv courses are taken in AST's rich ecumenical environment. Denominationally specific courses meet the unique needs of our founding parties. These courses are open to all students at AST. Please discuss such course selection with your Faculty Advisor before registering. You may also wish to talk to your Formation Director or the course instructor.

Biblical Languages

Reading knowledge of Biblical Languages is invaluable if your vocation requires interpretation and proclamation of the Scriptures. AST offers introductory courses in Greek and Hebrew in alternating years as regular courses or by Directed Study. Advanced courses are offered based on demand. Up to one course credit may be counted toward fulfillment of your Scripture Studies elective requirements, and other language credits will be considered as unrestricted electives.

Graduate Project and Seminar

The Graduate Project and Seminar provides an opportunity for in-depth exploration of a ministry-related question or issue. It is taken in the final year of the MDiv program and is valued at two credits. You will choose the field setting for the development, execution, and evaluation of the project. This course is not suited to a Directed Study format due to its collaborative nature.

This project invites you to engage a variety of theological disciplines as you gain a deeper understanding of the dynamic forces within communities of faith and agencies of social responsibility. The goal is to equip you to lead in these contexts. You will be challenged to see yourself as a researcher and agent of change while gaining strength in theological engagement, social analysis, and spiritual assessment. The Graduate Seminar is an opportunity to share insights, draw on emerging resources for ministry, and stimulate creativity within a community of leaders. Examination of spiritual leadership in its many forms and manifestations is a critical focus..

Master of Divinity Thesis

You may request permission to write a thesis in the MDiv program. Please discuss your thesis topic and a potential thesis director with your Faculty Advisor. Note carefully which degree credits will be fulfilled by the thesis (Foundations courses cannot be fulfilled via a thesis). If your Faculty Advisor agrees, and a thesis director has agreed to supervise your work, you must register for the "Thesis" credits in Self Service Banner (THE 1000 CRN 18145 in Fall term and THE 1000 CRN 27489 in Winter term). (See "Thesis" in Academic Policies and Regulations for more information.)

Clinical Pastoral Education (CPE)

A maximum of two CPE credits may be counted toward the MDiv program requirements. (See “Clinical (Supervised) Pastoral Education” for a complete description.) Up to four CPE credits may be applied to the MDiv Honours degree.

World Religions

Knowledge of other religious traditions is invaluable in taking on leadership roles in an increasingly diverse world. AST, in conjunction with Saint Mary’s University, offers courses that deepen your knowledge of other religions. You may explore the selection of electives at Saint Mary’s University or other universities as possibilities for inclusion in your AST program. For MDiv students, the external course must be offered at the graduate level or have the requirements upgraded to meet graduate standards.

Summer Term

AST offers a summer term from mid-June to late July. Courses are offered in an intensive format, typically meeting for 10 three-hour sessions over two consecutive weeks. It is possible to take up to 3 MDiv courses during the summer term. Summer term courses require a substantial investment of time, and thus other responsibilities should be kept to a minimum. You are advised not to try to work at a job during the summer term if you are also taking a course.

Master of Divinity Program Designs**On-Campus MDiv Program**

The Fall term runs from September to December and the Winter term from January to April. Fall term and Winter term each lasts 13 weeks. Most classes will be 2.5 hours in length and meet once a week. Normally, 30 hours of instruction/contact hours over one term equals one credit. If you are enrolled in the On-campus MDiv program, you can take summer and internet courses in partial fulfillment of degree requirements. No more than half the credits of the MDiv program may be taken online. The Faculty may require certain credits to be taken on campus.

The general On-Campus MDiv program requirements are as follows. The requirements of your denomination can impact the courses you must take. Please consult your Faculty Advisor for details.

| | | | |
|--------------------------------------|----------|---|-----------|
| <i>Foundations Courses</i> | | <i>Graduate Project & Seminar in the Practice of Ministry (final year):</i> | |
| RM 1000 Research Methods | 1 | GS 3000A | 1 |
| BF 1001 Biblical Foundations (HB/OT) | 1 | <u>GS 3000B</u> | <u>1</u> |
| BF 1002 Biblical Foundations (NT) | 1 | subtotal | 2 |
| PF 1001 Pastoral Foundations | 1 | <i>Restricted Electives:</i> | |
| PF 1002 Preaching Foundations | 1 | Biblical Studies (2 – HB/OT and 2 – NT) | 4 |
| TF 1000 Theological Foundations | 1 | Theological/Historical Studies | 6 |
| <u>WF 1000 Worship Foundations</u> | <u>1</u> | Ethics | 1 |
| subtotal | 7 | <u>Pastoral Theology</u> | <u>4</u> |
| <i>Supervised Field Education</i> | | subtotal | 15 |
| MAP 1000 | 1 | <i>Unrestricted Electives:</i> | |
| MAP 2000 | 1 | <i>Denominational Formation Program credit:</i> | <u>1</u> |
| subtotal | 2 | <u>ON-CAMPUS MDIV PROGRAM TOTAL</u> | <u>30</u> |

Please note that this outline of requirements will be applied in a denomination-specific way if you are preparing for ordination. For candidates and postulants for ordained ministry, the MDiv program's 30 credits will include denominational course requirements and the denominational formation program credit.

Summer Distance MDiv Program

This program is designed for students who choose to do the MDiv degree while serving in a supervised ministry setting (paid or unpaid). The Summer Distance MDiv program can be undertaken by students of any denomination or faith tradition, as long as a supervised ministry placement is available and is authorized by your denomination.

The Summer Distance MDiv program consists of a minimum of 12 and preferred 15 on-campus credits taken during the Summer term. If you reside and/or work within commuting distance, you may take on-campus courses during Fall or Winter term. The remaining credits will usually be taken online.

Summer Distance MDiv students may take CPE as part of their program of study. If you wish to take courses at another institution for credit toward your AST degree, you must obtain a Letter of Permission from AST. (See "Letter of Permission for External Courses" under Academic Policies and Regulations.)

The Summer Distance MDiv program design reflects the format and requirements of the On-campus MDiv program (as noted above) but incorporates online or hybrid courses, on-campus Summer term courses, and Field Education via online seminars (Ministry Action Program).

The Summer Distance MDiv program normally takes five years to complete, but you may take up to seven years. Please consult with the Summer Distance MDiv Program Coordinator and appropriate church authorities about supervised ministry requirements.

The recommended pattern for Fall and Winter terms is to take one course, and only one course, in addition to the Ministry Action Program Practicum course (MAP) that runs from September to April.

The general Summer Distance MDiv program requirements are as follows. The requirements of your denomination can impact the courses you must take. Please consult your Faculty Advisor for details.

| | | | |
|--------------------------------------|----------|---|----------|
| <i>Foundations Courses</i> | | <i>Graduate Project & Seminar in the Practice of Ministry (final year):</i> | |
| RM 1000 Research Methods | 1 | GS 3000A | 1 |
| BF 1001 Biblical Foundations (HB/OT) | 1 | <u>GS 3000B</u> | <u>1</u> |
| BF 1002 Biblical Foundations (NT) | 1 | subtotal | 2 |
| PF 1001 Pastoral Foundations | 1 | | |
| PF 1002 Preaching Foundations | 1 | <i>Restricted Electives:</i> | |
| TF 1000 Theological Foundations | 1 | Biblical Studies (2 – HB/OT and 2 – NT) | 4 |
| <u>WF 1000 Worship Foundations</u> | <u>1</u> | Theological/Historical Studies | 6 |
| subtotal | 7 | Ethics | 1 |
| | | <u>Pastoral Theology</u> | <u>4</u> |
| <i>Supervised Ministry Placement</i> | | subtotal | 15 |
| MAP 1000 | 1 | | |
| <u>MAP 2000</u> | <u>1</u> | <i>Unrestricted Electives:</i> | 3 |
| subtotal | 2 | <u>Denominational Formation Program credit:</u> | <u>1</u> |
| | | <u>SUMMER DISTANCE MDiv PROGRAM TOTAL 30</u> | |

Note: Elective requirements for Summer Distance MDiv students may vary or be limited, depending on the expectations of your denomination.

Under an agreement with the General Council, United Church of Canada students in the Summer Distance MDiv program who are preparing for ordination must include within their program of study two additional field education courses (SME 3000 and SME 4000) after completing MAP 1000 and MAP 2000. These two additional years of supervised ministry fulfill the church's Supervised Ministry Experience requirements. This results in fewer elective choices but means that SME is not required after graduation. Please contact the Summer Distance MDiv Coordinator for further information.

Each MAP and SME credit course (SME is open only to Summer Distance MDiv students) requires a paid or unpaid ministry placement, under supervision, with a minimum of 8 hours/week of service from September to April for two years. They can be undertaken in one site (preferred), or a different site in each year. If you are seeking ordination, the denominational authority to which you relate (district, synod, presbytery, credentialing board, etc.) must approve your site. You cannot do your placement in your home congregation/parish. AST actively discourages full-time appointments, as time for study and reflection must be accommodated year-round, including 6 full weeks for study on the AST campus in Halifax in June and July, in addition to a full allotment of vacation time. Study on campus should not be counted as vacation.

The Denominational Formation Program credit is done under the supervision of your denomination's designated authority. This credit provides you with an extended opportunity to explore your identity as a minister, pastor, or priest within your tradition. Contact your Faculty Advisor for planning assistance. You will need to arrange, register, and pay for a Directed Study through AST for this credit. The director of this Directed Study is paid by AST. Please see "Directed Study" in the Academic Policies and Regulations section later in this calendar. (Exception: United Church of Canada students in the Summer Distance MDiv follow a defined Formation program, led by the United Church Formation Director. This program runs online from September to April and on campus during the summer terms.)

As soon as possible, you will need to work with your denominational authorities to arrange ministry placements, giving close attention to denominational regulations relevant to supervised ministry placements and provision for supervision. It is essential to initiate and maintain contact with your denominational representatives to ensure that denominational expectations are met. This is the student's responsibility.

The same admission requirements apply to the Summer Distance MDiv program as to the On-campus MDiv program. The application deadline for the Summer Distance MDiv program is March 15 to begin studies in the summer term. Late applications will be considered. You may be admitted to courses in any term, but you can only enter the online MAP/SMP Supervised Ministry Practicum and SME Supervised Ministry Experience credit courses in September.

Summer Distance MDiv students begin courses in the summer term (on campus in Halifax, from mid-June onward) and begin their supervised ministry placement in August or September.

For a more detailed explanation of the current design of the Summer Distance MDiv program, please consult the Program Information and Handbook, which you can download from the AST website at www.astheology.ns.ca/future/graduate/master-divinity-distance.

Please contact the Summer Distance MDiv Program Coordinator for specific information about the degree program structure that applies to your denomination.

Honours MDiv Program

The Honours MDiv program is intended for students who seek a deeper exploration of one area of study for professional or personal development, or with a view to doctoral studies. The Honours MDiv allows you to concentrate on a subject area with courses beyond the standard 30-credit program. The Honours MDiv requires 35 credits for completion.

You may choose to complete a thesis (valued at two course credits). You may also choose to complete the requirements in a course-only format without the MDiv thesis. The Honours MDiv program may require more than three years of study to complete. There are no set language requirements for the Honours MDiv, but Biblical and other language studies are encouraged.

Application Process

Students enrolled in both On-campus and Summer Distance MDiv programs are eligible to apply for admission to the Honours MDiv program. After you have completed 15 academic credits with a cumulative average of not less than 80% or an A- over at least 10 credits, you can apply for admission to the Honours MDiv program.

The application deadline is November 1 and February 1 for the Winter and Fall terms respectively. Your application must be made and accepted before registration in the final year of the MDiv program. Your letter of application (addressed to the Faculty Council) should propose an area of concentration chosen in consultation with your Faculty Advisor. Send your letter to your Faculty Advisor, who will present the proposal to the Faculty Council for consideration.

Areas of Concentration for the Honours MDiv

Areas of concentration may vary from year to year depending upon the availability of faculty members to direct a thesis and/or the availability of the required resources for the Honours MDiv concentration. The area of concentration will be recognized on your transcript. Credits used for an area of concentration may include CPE units, but only two CPE credits may be applied to the first 30 credits.

Any area of study normally offered at AST will be considered. Interdisciplinary concentrations may also be considered.

MDiv Honours students have chosen areas of concentration such as:

- Biblical Studies
- Preaching
- Leadership
- Systematic Theology

Denominational Programs and Formation

Denominational communities (Anglican, Baptist, Roman Catholic and United Church) provide programs to prepare students for ministry within their own tradition. While denominational requirements are met in a variety of ways, including Supervised Field Education and designated electives, each denominational community sets aside time each week for special programming and formation activities.

Denominational groups within AST enjoy other occasions to gather for worship and retreat. Each community oversees the overall development of each student preparing for ordered or lay ministry.

Specific credit courses may be required in order to meet your denomination's expectations, especially if you are preparing for ordained or otherwise authorized ministry. Work with your Faculty Advisor to plan how you will meet these requirements.

You will receive one credit for the Denominational Formation program. The credit is normally registered and paid for in the final term of your final year of the MDiv program.

If a Formation program is not offered at AST by your denomination, please plan with your Faculty Advisor a Directed Study in your own spiritual or religious tradition to meet this requirement. This conversation needs to take place during or before your first year of studies. The relevant Directed Study should commence not later than 12 months after you begin your MDiv degree program and ideally should begin sooner.

Anglican Formation Program Requirements

Anglican students enrolled in the MDiv program have specific course requirements. They include:

- a) One course in Anglican Thought
"Roots and Branches: Anglican" will be offered in 2024-25 and 2026-27.
- b) One course on the Eucharist and Baptism
"Sacramental Action: The Anglican Narrative" will be offered in 2025-26.
- c) One course in Pastoral Leadership
A variety of courses in areas such as preaching, church music, congregational development, leadership, etc., are appropriate to fulfill this requirement. You may take these at any point in your program, in consultation with your Faculty Advisor.
- d) One unit of Clinical Pastoral Education
This course is usually taken during the summer months. You will need to apply to the CPE host institution (e.g. Nova Scotia Health Authority) for admission to the CPE Unit. You will need to register through the Registrar's Office at AST for academic credit for the CPE unit at least six weeks before the Unit begins. One CPE unit (which usually consists of 400 clinical hours) is valued at two academic credits within the 30-credit MDiv program or the 35-credit MDiv Honours program.
- e) Anglican Formation Program
Anglican students preparing for ordained ministry within the MDiv program at AST are required to participate in the Anglican Formation Program. It is sponsored by the Diocese of Nova Scotia and Prince Edward Island, the Diocese of Fredericton, and AST. Please obtain the permission of your Bishop to enter the Program. Normally, participants will be a postulant or candidate for ordination.

Please contact the Diocese of NS-PEI, the Diocese of Fredericton, or your home Diocese for more information about Formation requirements in the Anglican tradition. Completion of this program will earn you one credit.

Requirements include:

- Regular participation in a weekly program, completion of assignments, Anglican community worship, retreats and quiet days, AST's common life and worship, and the special events of the Anglican community.
- Meeting with the Anglican Formation Director as appropriate.
- Receiving instruction in the liturgical and musical requirements of worship in the Anglican tradition.
- Meeting regularly with a spiritual director.
- Participating in the annual assessment and evaluation conducted by the Anglican Faculty, the Formation Director, and the Director of Field Education at AST. Recommendations and reports on all students enrolled in the Formation Program are made to their diocesan bishop.

Formation Program for Roman Catholic Lay Students

"The need for leaders who are skilled and effective in today's Catholic Church in Nova Scotia requires not only the theological sciences but, even more the human skills, ways and means for shared and collaborative ministry as well as the development of a better understanding of co-responsibility of laity and clergy for the missionary thrust of our Church." - Archbishop Mancini

Preparation for ministry in the Church involves the study of theology as well as spiritual growth and human development, the discernment of gifts, and an understanding of issues and concerns particular to the Roman Catholic Church.

In order to integrate these perspectives, all Roman Catholic students preparing for service in the Church are encouraged to participate in the program of formation called EQUIP. Participants take part in the following components:

- the Wednesday evening denominational course
- monthly discussion groups
- webinars twice a term
- attendance at an outside experience focused on the New Evangelization (e.g. Assembly of the People of God, Alpha Leadership Conference, Divine Renovation Conference, etc.)

To receive one AST credit for the Roman Catholic denominational formation program, you are required to participate in each of the components listed above for the duration of study for your degree.

For further information and requirements for EQUIP contact Chris O'Hara is the contact. cohara@halifaxyarmouth.org 902-429-9800 ext 322 www.halifaxyarmouth.org/equip

Diaconate Formation (Roman Catholic)

If you are an aspirant or a candidate for diaconate formation in the Archdiocese of Halifax-Yarmouth, please consult with the Director of Deacons (directorofdeacons@gmail.com) before enrolling in any compulsory or elective courses.

United Church Formation Program Requirements

The requirements for ordination in The United Church of Canada are overseen by the General Council's Office of Vocation through Regional Candidacy Boards. Anyone curious about the possibility of ordination is strongly encouraged to contact their Regional Office of Vocations Minister directly. Information provided here is for general purposes only. Please consult the current guidelines.

Requirements for ordination:

- minimum two-year period of membership and active involvement in The United Church of Canada
- a period of discernment
- the MDiv degree and the Testamur
- up to two years of Supervised Ministry Experience after completing the On-campus MDiv, or the completion of the Summer Distance MDiv program at AST which incorporates the requirements of Supervised Ministry Experience in years 3 and 4 of the program.

AST grants the Testamur to students who complete a 30-credit MDiv degree which includes two courses in preaching; United Church worship, history, doctrine; and UCC Denominational Formation which now includes polity. The United Church of Canada has also approved the B.Th. (specialized ministry stream) as an educational pathway for Testamur.

The Formation Program (sponsored by Pine Hill Divinity Hall) is conducted jointly with summer-distance and on-campus students. Completing the entire program leads to one academic credit (Denominational Formation Program) granted in the final term. Candidates for ordered ministry are required to participate in the AST United Church Formation Program. Students seeking to Discern a call to ordered ministry are strongly encouraged to attend. Part-time students should contact the Formation Director to work out a schedule for completion of the Formation Program.

Students are grouped according to their year in the Formation Program and presented with a series of on-line modules from which they select a portion to complete in collaboration with their peers. There are also virtual “focus sessions” each month for all students, where external experts lead a deeper learning and reflection on issues/topics relevant to the practice of ministry.

On-campus students are expected to join in a United Church gathering for food, worship and focus sessions once a month. Summer-distance students who are close enough to campus are warmly invited to attend as well. During the six-week summer term, the Formation program includes daily student-facilitated worship; class meetings; individual check-in interviews with the Formation Director; special activities; two communion services; and fellowship meals.

A weekend retreat caps off the Formation program during the final summer of the program.

PLEASE NOTE: Effective 2024 United Church Polity and Professional Ethics is now included in the Formation Program. All candidates for United Church ordered ministry must complete the polity section of the program or provide evidence of successful completion of a polity course in another academic setting.

United Church Candidates studying for the MDiv or BTh at AST receive financial support from Pine Hill Divinity Hall. Full-time students who perceive the need for employment for financial or other reasons are required to discuss this with the Chair of the United Church Faculty Group and the Executive Director of Pine Hill Divinity Hall. Employment often necessitates a change in course load.

Students seeking a paid student ministry position in a pastoral charge must also secure permission from their Candidacy Board before accepting the position. Summer Distance MDiv program candidates should refer to the current Summer Distance MDiv Program Information and Handbook, which you can download from the “Master of Divinity Summer Distance” page on the AST website, for information related to arranging your student ministry learning site.

Additional information about United Church Formation is available through the UCC Formation Director, the Rev. Dr. Ross Bartlett (902.429.6495 or ross.bartlett@astheology.ns.ca).

Master of Divinity Program Goals (applies to both On-campus and Summer Distance streams)

The following program goals were approved by the AST Senate in October 2018.

1. Substantial grounding in critical analytical skills central to theological disciplines and their contemporary practice: biblical, theological, pastoral;
2. Cultivate excellence in practices of communicating faith that bridge traditional and contemporary styles, genres, and media;
3. Inculcating habits of bringing critical self-awareness and social awareness to pastoral leadership, fostering virtues crucial in times of foundational change such as, ingenuity, compassion and courage;
4. Nurture a committed love of learning and spiritual formation understood as integral to pastoral professional practice

Desired Student Outcomes

1. Students will be able:
 - a. to engage with theological methods and apply them to the practice of ministry
 - b. to speak, think, and write theologically and critically
 - c. to design and lead theological/ministry projects and programming for groups of all ages and sizes
2. Students will consistently demonstrate essential capacities and skills such as:
 - a. pastoral and prophetic imagination, including creative approaches to pastoral practice
 - b. skill at communicating the gospel and the Christian account of reality
 - c. competence in worship leadership, preaching, teaching, and articulating the gospel with conviction and in a local vernacular, both to the Christian community and the broader public
 - d. pastoral care
 - e. interpreting the Bible
 - f. theological and social/cultural analysis and critique
 - g. fluency in the Christian tradition as well as a specific denominational tradition
 - h. administration
 - i. collaboration
 - j. active, respectful, and responsive listening
3. Students will consistently express vital personal attributes such as:
 - a. clear vocational identity and personal integration
 - b. love of learning and critical analysis
 - c. missional commitment to the gospel
 - d. adaptability
 - e. self-critique, self-care, and self-awareness
 - f. compassion and wisdom

MASTER OF ARTS (THEOLOGY AND RELIGIOUS STUDIES)

This program brings together two complementary programs: Theology (AST) and the Study of Religion (Saint Mary's University). Graduate students will experience a diverse and rich field of expertise in the study of theology and religion.

Students have a unique opportunity to explore and articulate the relationship between Theology and the study of religion, especially as the fields have evolved both within Canada and internationally. The relationship allows MA (Theology and Religion) students to be enriched with the methods and perspectives each field offers. The result is an exceptional preparation for doctoral work that is unique in North America. Students can shape their own focus, specializing in the multicultural, religiously plural realities of Canada, the Americas, and elsewhere, and choose to study within traditional theological areas, such as biblical studies, systematic theology, ethics, and pastoral theology.

MA Program Designs

Students may pursue a thesis-based MA (Theology and Religion) designed as preparation for doctoral programs, or a course-only program designed to develop theoretical and applied skills for work in churches and other institutions as teachers, pastoral care workers, lay chaplains and so on, or for leadership within the broader society. In their application, students must specify which stream they seek to pursue. Students accepted into the thesis stream may transfer into the course-only stream. To do so, you must seek the approval of the MA program director, who will notify the Registrar.

MA Financial Assistance

Entrance scholarships are awarded annually to MA (Theology and Religion) students with outstanding academic backgrounds. All MA applicants are considered for these awards. No additional application is required. AST also has a needs-based bursary fund to which students must apply. Bursary application forms, along with other details, are available on the AST website: astheology.ns.ca/future/financial-assistance.

MA Admission Requirements

The academic requirement for admission to this program as a first degree in theology (thesis or course-only) is a Bachelor's degree in any discipline from a university recognized by the Association of Universities and Colleges in Canada, the Council for Higher Education in the United States, or a similarly recognized institution. You have maintained a minimum 'B+' average in your undergraduate program.

The academic requirement for admission to this program as a specialization in theology (thesis or course-only) is a Bachelor's degree in theology, a Bachelor's degree in a cognate discipline, or a Master of Divinity degree from a university recognized by the Association of Universities and Colleges in Canada, the Council for Higher Education in the United States, or a similarly recognized institution, with a minimum 'B+' average.

If you do not hold a Bachelor's degree, we encourage you to apply to AST's Bachelor of Theology program.

MA Admissions Process

Submit the MA program application form, a letter of intent providing information on your area of interest, your goals, and how this degree program will help you meet them, a sample of your academic writing (at least 10 pages) to the Registrar's office by the published application deadlines and an \$82 non-refundable application fee directly to the Business Office (businessoffice@astheology.ns.ca). Request one official transcript from each of your previous and current post-secondary education institutions to be sent directly to the Registrar. Three confidential letters of reference are required and must be sent directly to the Registrar by your referees. Visit the Applications & Course Registration page on the AST website for more information. www.astheology.ns.ca/future/application-registration-forms

The Academic Dean and the MA Program Director will review your application and, if successful, you will receive an admission letter from the Dean. If not, you will receive notification that your application was unsuccessful.

MA (Theology and Religious Studies) Program Requirements

Students in the MA (Theology and Religion) program fulfilling the requirements for a first degree in theology (holding a bachelor's degree in any discipline) are required to complete 16 course credits and a thesis (valued at 2 course credits). For a course-only degree, you are required to complete 18 course credits.

Students in the MA (Theology and Religion) program fulfilling the requirements for a specialization in theology (holding a bachelor's degree in theology or in a cognate discipline, or the MDiv) are required to complete 6 course credits and a thesis (valued at 2 course credits). For a course-only degree, you are required to complete 8 course credits.

A minimum grade of B- is required for GTR 6000. (See "Evaluation and Assessment at AST" under Academic Assessment for more information.)

To qualify for graduation with the MA degree, you must maintain an overall B+ average in your course work and your thesis (if you are in the thesis stream).

MA Required and Elective Course Distribution

All MA (Theology and Religion) students are required to take GTR 6000 Theory and Methods in Theology and Religion, valued at one credit. Exemptions from this course are not permitted. This course should be taken within the first 3 credits of the MA program.

One course must be taken at Saint Mary's University at the graduate level. This course must be approved by your Faculty Advisor. Students taking the MA as a second degree in theology (specialization) must take at least 1 course in biblical studies, pastoral theology, systematic theology, and historical theology. Students taking the MA as a first degree in theology must take at least 2 courses in biblical studies, pastoral theology, systematic theology, and church history. (MA students who have already taken GTR 6000 valued at two credits in previous academic years are not required to take an elective at Saint Mary's University but may opt to do so.)

MA Thesis and Defense

Thesis-stream students should consult with the MA Program Director early in their program regarding the formation of a thesis examination committee, the preparation and submission of the thesis proposal and the thesis, as well as procedures for the examination of the thesis.

Your thesis and major papers must follow the guidelines in *The Chicago Manual of Style* (17th ed. University of Chicago Press, 2017) and must abide by AST's Inclusive Language Policy. Your thesis must be between 20000 and 25000 words in length.

MA Capstone Project

Students in the course-only MA stream will complete a capstone project in their final year of study. This capstone project is an extended essay (5000-10000 words) which will be both submitted as part of course requirements for a final year course and presented publicly alongside the MDiv Graduate Projects (this public presentation requirement is currently under review). Students should discuss the capstone project with their faculty advisor during their first semester in the MA program. When students identify the course in which they would like to complete their capstone project, they must gain authorization from both the course instructor and the MA director in order to proceed.

MA Language Requirements

Candidates for the MA (Theology and Religion) in the thesis stream (specialization and first degree in theology) must demonstrate a reading proficiency in a modern language other than English, normally French or German. You may request to be examined in another modern language if it is more relevant to your specialty. You are expected to pass the modern language requirements by the end of your second term. Exemption from these requirements is granted if you have proof of reading competence in the language. The acceptable standard of proficiency is the equivalent of a "B" grade or higher in a 2000 level undergraduate language course at Saint Mary's University. You can demonstrate this standard by completing a university course or by an examination administered by Atlantic School of Theology. If your degree concentrates on Biblical Studies, you must have completed two full university courses of ancient Greek, Latin, or Hebrew with a minimum B grade prior to graduation from the MA (Theology and Religion) program.

Students in the course-only stream are not required to meet the modern language requirement.

MA Program Duration

Students enrolled in the MA (Theology and Religion) full-time as a first degree in theology (thesis or course-only) will typically take two years to complete the program (18 credits). Students enrolled in the first degree in theology who require more than eight years to complete the requirements of the program (18 credits) must request and receive permission from the AST Senate for an extension.

Typically, the program will take three academic terms (normally, Fall, Winter and Summer) for full-time specialization in theology thesis students to complete (8 credits), or two terms for full-time course-only students (8 credits). Three terms offer you two terms of course work and one term to complete your thesis. Students enrolled in the specialization in theology (thesis or course-only) who require more than six years to complete the requirements of the program (8 credits) must request and receive permission from the AST Senate for an extension.

Registration and Standing in MA Program

Students must register for courses and thesis credits during the regular registration. To maintain standing in the program, part-time students must register for a minimum of two course credits every academic year; and full-time students must register for a minimum of six course credits every academic year.

During the thesis component of the MA (Theology and Religion) program, you will be classified as a full-time student only when you register and pay for two thesis credits in one academic year. Full-time status during the thesis component will be authenticated for one year only.

If you have completed your course work, registered, and paid for two thesis credits but have not completed the thesis component, you must register during the regular registration periods through the Registrar's Office for a Thesis Continuation and pay a Thesis Continuation Fee of \$580 per academic year to maintain standing in the program.

MA students may register for a Leave of Absence and pay a fee of \$115. This will allow you to take an authorized leave for up to one year.

Master of Arts (Theology and Religion) Program Goals

The following program goals were approved by the AST Senate in October 2018.

1. Facilitate students' advanced study in the theological disciplines.
2. Prepare students for doctoral level programs, including the opportunity to study Greek and Hebrew languages.
3. Prepare students to work in specific roles, such as chaplaincy, pastoral care, education, public service, and non-ordained leadership roles.
4. Provide students with a unique opportunity to explore and articulate the relationship between Theology and the study of religion, including an understanding of religious pluralism.

Desired Student Outcomes

1. Students will attain the capacity for critical engagement with complex theological issues.
2. Students seeking to pursue doctoral work will:
 - a. produce work in the program that will enable placement in doctoral programs;
 - b. have engaged a breadth of material in their studies that prepares them for discussion in academic settings;
 - c. have prepared for public presentations at conferences and colloquia by making high level presentations within their course of study;
3. Students seeking to serve in church-related and public service contexts will:
 - a. have skills crucial for performing key roles in those settings, such as capacities for self-reflection, critical analysis, and leadership;
 - b. demonstrate intellectual virtues such as compassion, integrity, imagination, and courage.
4. Students will have acquired knowledge about the relationship between Theology and Religious Studies in Canada and internationally. They will have critically assessed the nature of this relationship and cognate relationships, such as those between the church and secular public bodies.

GRADUATE CERTIFICATE PROGRAM IN THEOLOGICAL STUDIES

The Graduate Certificate Program in Theological Studies (GCTS) is a 10-credit/10-course program. Requirements may be met entirely via online courses. The program parallels the first year of the MDiv or MA degree program and may serve as a time of discernment for further academic or professional needs. You must maintain an overall B average to qualify for the certificate. Credits obtained in the program may be brought forward to a graduate degree program at AST and will be subject to the admission requirements of that program. Courses assigned C grades are not transferable to any AST graduate program.

To complete the GCTS program you will need to complete at least 10 term credits distributed as follows:

- Two foundation courses in biblical studies (BF 1001 and BF 1002);
- One foundation course in theological studies (TF 1000); and
- Seven elective credits in biblical area, theological area (systematic theology, church history or ethics), pastoral areas (including WF 1000), or Research Methods (RM 1000).

While Research Methods and Practices (RM 1000) is not a requirement for the GCTS Program, it is a prerequisite for all 3000-level elective courses.

In the GCTS program, you may concentrate in any of the areas of biblical, theological (systematic theology, church history or ethics), or pastoral studies, but may not take more than five courses in any one area. The required Foundation courses will be included in the maximum number of courses in a subject area.

GCTS students may take up to five years to complete the program. If you are admitted to the MDiv degree program after completing the Graduate Certificate, you will be permitted five years to complete the MDiv requirements. If you are admitted to the MA (Theology and Religion) degree program after completing the Graduate Certificate you will be permitted six years to complete the MA (Theology and Religion) as a first degree in theology.

You may apply for admission to a degree program at any time during the Graduate Certificate program. If you have not completed the Graduate Certificate requirements and are admitted to the MDiv program, you will have six years from the date of admission to the MDiv program to complete the remaining MDiv program requirements.

If you have not completed the Graduate Certificate requirements and are admitted to the MA (Theology and Religion) program, you have five years from the date of admission to complete the MA (Theology and Religion) as a specialization in theology or seven years to complete the MA (Theology and Religion) as a first degree in theology.

A GCTS student seeking admission to the MA (Theology and Religion) program at AST must have an earned bachelor's degree from an accredited university with a minimum B+ average and maintain an overall B+ average or higher in their GCTS course work to be considered for admission to the degree.

GCTS Admission Requirements

To be admitted to the GCTS you will need a bachelor's degree from an accredited university, with a minimum of 'B' average (or grade point average equivalent). If you do not hold a bachelor's degree, we encourage you to apply to AST's Bachelor of Theology program.

GCTS Admissions Process

Submit the GCTS program application form and a letter of intent to the Registrar's office by the published application deadlines and an \$82 non-refundable application fee directly to the Business Office (businessoffice@astheology.ns.ca). Request one official transcript from each of your previous and current post-secondary education institutions to be sent directly to the Registrar. Visit the Applications & Course Registration page on the AST website for more information: astheology.ns.ca/future/application-registration-forms

If successful, you will receive an admission letter from the Dean. If not, you will receive notification that your application was unsuccessful.

A GCTS student may register for a Leave of Absence and pay a fee of \$115. This will allow you to take an authorized leave for up to one year.

SPECIAL STUDENT STATUS

A Special Student is a student who meets graduate studies admission requirements, is admitted to study at the graduate level at AST, but is not admitted to a graduate degree or certificate program. Courses completed as a Special Student may be transferred to a degree or certificate program at AST later (as applicable). After 5 courses, a Special Student should contact the Registrar to apply to one of the programs (GCTS, MA, MDiv.). A maximum of 7 courses may be taken as a Special Student.

Please note that Special Students are not eligible for provincial or federal student loan funding because they are not admitted (or not yet admitted) to an approved degree or certificate program.

Special Student Admission Requirements

To be admitted as a Special Student you will need a Bachelor's degree from an accredited university, with a minimum of 'B' average (or grade point average equivalent). If you do not hold a Bachelor's degree, please apply to AST's Bachelor of Theology program.

Special Student Admissions Process

Submit the Special Student application form and a letter of intent to the Registrar's office by the published application deadlines and an \$82 non-refundable application fee directly to the Business Office (businessoffice@astheology.ns.ca). Request one official transcript from a post-secondary education institution verifying your completion of a Bachelor's degree to be sent directly to the Registrar. If you are not applying to study at the graduate level, submit your high school transcript or equivalent. Visit the Applications & Course Registration page on the AST website for more information: www.astheology.ns.ca/future/application-registration-forms

If successful, you will receive an admission letter from the Dean. If not, you will receive notification that your application was unsuccessful.

Diploma Programs

AST offers three specialized diploma programs: the Diploma in Missional Leadership; the Diploma in the New Evangelization in the Roman Catholic Church; and the Diploma in Theological Studies. Completion of these programs leads to graduation at AST's Convocation celebrations and the University's attestation of the completion of the study of certain specialized areas. Please note that completion of these programs does not result in transferrable, transcriptable degree credits. Visit the Diploma Programs webpage (astheology.ns.ca/future/diploma-programs) on the AST website for more information. **These diploma programs are not eligible for study permits, student visas and are not eligible for PGWP.**

DIPLOMA IN MISSIONAL LEADERSHIP (DML)

Atlantic School of Theology launched a new Diploma program in June 2021, the Diploma in Missional Leadership. Its focus is on the development and encouragement of ministry leaders in Canada as they undertake their callings to serve God with passion, wisdom, and grace, all with a focus on the missional context of this time and place. The first cohort of DML students graduated in May 2023. **This program is not eligible for a study permit or student visa.**

For further information, visit the AST website astheology.ns.ca/future/diploma-programs or contact the Academic Dean.

DIPLOMA IN THE NEW EVANGELIZATION PROGRAM (DNE)

From Pope Francis in Rome to Archbishop Mancini in Halifax, the New Evangelization is a core focus of Catholicism today. It is an unprecedented invigoration of Roman Catholic laity, calling everyone to witness their faith, engage the culture, and propose Christ in a coherent and joyful way. This program is designed to prepare Catholic laity for this mission.

The DNE Program will enable you to be an agent of New Evangelization by:

- Giving you opportunities to learn about the core of the Roman Catholic faith tradition, showing how and why it is relevant and compelling in the 21st century;
- Forming and equipping you as a leader within the New Evangelization;
- Giving you skills to engage scripture in coherent ways; and
- Offering apologetic resources that enable you to engage others about the faith, fully informed of the challenges you may face.

DNE Program Structure

The Diploma Program is a three-year program consisting of six learning units. You may begin the program in September or January of any year, then continue until you have completed all six units.

The six learning units take place on AST's campus or via the internet in real-time: one seminar of two-and-a-half hours per week, over 12 weeks. **This diploma is not eligible for a study permit or student visa.**

- **DNE 1002 - DNE Scripture** (Sacred Scriptures in the Roman Catholic Tradition) (September to December 2024) This unit will give you a foundation in Roman Catholic Biblical Studies. Exploring Roman Catholic approaches to scripture, it will equip you with critical exegetical skills.

- **DNE 1005 - DNE Social Teaching** (Social Dimensions of Evangelization)
(January to April 2025) This unit focusses on the social teaching of the Roman Catholic Church and aims to equip students to embody, witness to, and proclaim solidarity with the poor.
- **DNE 1004 - DNE Apologetics** (Roman Catholic Apologetics)
(September to December 2025) This unit will explore the difficult questions that Roman Catholics grapple with and, in dialogue, are often challenged by. It will look at Roman Catholic positions on sexuality, the priesthood, abortion, euthanasia and more. It provides a foundation to engage such issues in a 21st century context.
- **DNE 1007 - DNE Christian Leadership** (Principles of Christian Leadership)
(January to April 2026) In this unit, you will explore your gifts, discern God's call to you and become equipped to lead in the service of this specific call.
- **DNE 1001 - The New Evangelization**
(September to December 2026) This unit offers an overview of the New Evangelization, what it is, and how it can be embodied in our context.
- **DNE 1006 - DNE Mission** (Pastoral Ministry in a Missional Key)
(January to April 2027) This unit focusses on mission within the parish and moving out from the parish to engage the wider context.

DNE Distance Options

If you have an up-to-date computer and high-speed internet access, you have the option to take units in real-time via the internet. Lectures will be streamed live and you will have the opportunity to participate in classroom discussions. International students must participate online.

DNE Program Requirements

You are expected to attend all classes, complete assigned readings and written assignments, and participate in classroom peer group discussions. All DNE courses are graded Pass/Fail.

DNE Admission Process, Application Deadline, and Registration

You must have a high school diploma or its equivalent to be admitted to the program. You may begin the program in September or January, but admission to the program is required before taking any unit.

To apply: Submit a completed application form and \$62 non-refundable application fee to the Academic Office. Visit the Applications & Course Registration page on the AST website for more information. www.astheology.ns.ca/future/application-registration-forms

The deadline for applications is August 15th for Fall term admission and November 1st for Winter term admission.

After admission to the program, you will receive an invitation to register for units for the upcoming academic year.

DNE Program Fees

Tuition for each unit is \$557. Books and resource materials will cost approximately \$100.

DNE Financial Assistance

Funding for Diploma in the New Evangelization students who are practicing Catholics and resident in the Archdiocese of Halifax-Yarmouth is available through Atlantic School of Theology. Additional funding may be available from your parish or diocese.

DIPLOMA IN THEOLOGICAL STUDIES PROGRAM (DTS) (DELIVERED ENTIRELY VIA INTERNET)

This diploma program is a two-year program intended for anyone who wants an introduction to biblical and theological studies. You must complete all four learning units in the program to graduate. You can begin the program in September or January. You will need an up-to-date computer and high-speed internet access to participate in this program. To be admitted to this program, you must have a high school diploma or its equivalent. Some post-secondary (university or college) education is desirable but not required.

DTS Program Structure

The four program units of the Diploma in Theological Studies are as follows:

- **DTS 2000 - Introduction to the First Testament/Hebrew Scriptures** (online in Fall 2024 and Fall 2026) This unit uses critical methods of biblical study to familiarize you with the Pentateuch and the Prophetic Literature of the Hebrew Scriptures (Old Testament).
- **DTS 3000 - Introduction to Pastoral Ministry** (online in Winter 2025 and Winter 2027). This unit will introduce you to the major themes in the practice of Christian pastoral ministry.
- **DTS 1005 - Introduction to the Second Testament/Christian Scriptures** (online in Fall 2025 and Fall 2027). Using critical methods of biblical study, this unit will introduce you to the Gospels and the Letters of Paul.
- **DTS 1000 - Introduction to Christian Theology** (online in Winter 2026 and Winter 2028) The purpose of this unit is to introduce you to the major themes in the Christian theological tradition.

DTS Admission Process

To apply to the Diploma in Theological Studies Program submit a completed application form to the Academic Office and a \$62 non-refundable application fee directly to the Business Office. Visit the Applications & Course Registration page on the AST website for more information.

www.astheology.ns.ca/future/application-registration-forms

DTS Evaluation Criteria

You are expected to complete all assigned readings and written assignments, participate in all group discussions and practice sessions, and engage in cooperative peer and/or faculty evaluation. All DTS courses are graded Pass/Fail.

DTS Program Fees

Tuition for each unit is \$557. Books and resource materials will cost approximately \$60 per learning unit.

DTS Financial Assistance

At this time, AST does not provide financial assistance to DTS students. Funding may be available from your church, denomination, parish, diocese, or congregation.

Continuing Education Programs and Opportunities

Continuing education benefits you and the world around you. AST's Continuing Education opportunities and offerings:

- provide opportunities for personal and vocational growth;
- provide opportunities for creative and critical self-assessment;
- assist in upgrading professional competence and leadership; and
- encourage lifelong learning in formal and informal educational programs.

For information about Continuing Education opportunities at Atlantic School of Theology, please visit the AST website. You can also contact the Continuing Education Convener, Mr. James Cheatley (James.Cheatley@astheology.ns.ca) until October 11, 2024. After October 11, please reach out to Lydia Hood (Lydia.Hood@astheology.ns.ca).

Online Continuing Education Programs

AST's online offerings enable you to engage with instructors and other learners in online discussions. As a Continuing Education participant, you will read the assigned material, as well as read the observations and reflections posted online by classmates and respond to them. The result is an interactive classroom-like learning environment. You will need an up-to-date computer and high-speed internet access to participate.

Summer Intensive Courses

AST offers several credit courses during the Summer term (mid-June to late July) on campus. Graduates of AST and other theological schools and all who qualify for admission may register for these courses (for credit or audit). Some Summer term courses are also available to Continuing Education participants.

Lecture Series

AST offers a variety of Continuing Education opportunities through the following events. Members of the public are warmly welcome to attend.

The Pollok Lectures were begun in the early 1900s to honour Dr. Allan Pollok, a former principal of Presbyterian College (the predecessor of Pine Hill Divinity Hall, a founding party of AST). The endowment for the original lecture series is now available to AST through the Board of Governors of Pine Hill Divinity Hall.

The Mackinnon Lectures were established in memory of The Rev. Dr. Clarence Mackinnon and The Rev. Dr. Ian Mackinnon, former professors of Presbyterian College and Pine Hill Divinity Hall. Dr. Clarence Mackinnon was the Principal of the College and subsequently of the Hall. Dr. Ian Mackinnon taught in the field of church history at Pine Hill. The endowment income for the lecture series is made available to AST through the Board of Governors of Pine Hill Divinity Hall.

The Nicholson Lectures were established in the early 1980s in memory of Dr. C.M. Nicholson, who was Principal of Pine Hill Divinity Hall from 1946 to 1971. The memorial fund was established by the Pine Hill Alumni Association, which has committed itself to the establishment of permanent funding for the lectures. The endowment income for the Nicholson Lectures is made available through the Board of Governors of Pine Hill Divinity Hall.

The Rev. C.D. Ed Aitken Memorial Workshops recognize Ed Aitken (1939-1995), who served with dignity and distinction in many areas: as a dedicated pastor in Sheet Harbour and Bedford, Nova Scotia, and in Moncton, New Brunswick; as Director of Continuing Education, Professor of Homiletics, Vice President, and President of AST in Halifax; and as a wise counsellor for many ecclesial boards and committees. As a memorial, and to further his high standards of proclamation, Pine Hill Divinity Hall inaugurated this workshop in homiletics in 1998.

The Atlantic Seminar in Theological Education (ASTE)

ASTE's annual seminar is held each year in June. Further information is available on the ASTE website (atlanticseminarintheologicaleducation.ca).

Continuing Education Fees

Each Continuing Education program has individualized participation. Some are free. Please note: AST does not refund Continuing Education fees after a Continuing Education program has started. Continuing Education fees are not eligible as tax deductions (T2202A forms cannot be issued).

Please visit the Continuing Education webpage for the latest offerings:

www.astheology.ns.ca/con-ed/index.html

Courses of Instruction

Notice regarding Textbooks

Students are responsible for locating and purchasing their own books for all courses. AST does not have a bookstore and does not order books for purchase. To find the list of books for each course, consult the “Students” page on the AST website, and click on “Textbooks.”

HYB (hybrid courses) – “HYB” indicates that an on-campus class will be convened at a specific time, with a simultaneous livestreamed interactive link for those who prefer or need to learn at a distance from campus. Class sessions will not be recorded.

INT ASY (Asynchronous online) - Course is completed online only. Courses are asynchronous (students participate at times that best suit their schedule). These courses will not appear at a set time on the timetable.

INT SYN (Synchronous online) - Course is completed online only. Courses are fully synchronous and happen in real time at a set time.

On campus - these courses are held in person on campus and will not have an option to join remotely.

DIPLOMA COURSES 2024-25 (DML, DNE, AND DTS)

These courses serve the Diploma in the New Evangelization, the Diploma in Theological Studies, and the Diploma in Missional Leadership. Please read the course descriptions to see which courses serve the diploma you are taking.

INTERSESSION 2024 - June 10-13

DML 3000 (On campus) Leaders in Context - Diploma in Missional Leadership Program

You must attend in person in Halifax, Nova Scotia. This module is not available in hybrid format.

Suggestions for accommodations will be provided to you.

Focus: Canadian contexts of leadership, including the realities of language, culture, ethnicities, history, religion, secularization, geography, demographics, and economics; Canada’s ecumenical landscape within a global context; continuing to learn about missional leadership.

Prerequisites: Must be in the Diploma in Missional Leadership Program.

Instructor: C. Pullenayegem

Location: On campus

Fall Term 2024 (September 4 to December 9, 2024)

Diploma in Missional Leadership

DML 2000 (one week October 2024, online) Leaders within a Tradition

Focus: Specific denominational realities, including culture, polity, practices, theology, and ethos; developing intercultural competencies; and inspiring and managing change.

Instructor: C. Pullenayegem

Diploma in the New Evangelization**DNE 1002 (HYB) DNE Scripture (Sacred Scriptures in the Roman Catholic Tradition)**

This unit will give you a foundation in Roman Catholic Biblical Studies. Exploring Roman Catholic approaches to scripture, it will equip you with critical exegetical skills.

Instructor: E. Kozitza Dean

Diploma in Theological Studies**DTS 2000 (INT SYN) Intro to the Old Testament**

This unit uses critical methods of biblical study to familiarize you with the Pentateuch and the Prophetic Literature of the Hebrew Scriptures (Old Testament).

Instructor: D. Driver

Winter Term 2025 (January 8 to April 8, 2025)**Diploma in Missional Leadership****DML 4000 (one week February 2025, online) Leaders Developing Leaders**

Focus: personal coaching and leadership mentoring, both as a mentor and mentee; additional learning needs and goals identified by participants

Instructor: C. Pullenayegem

Diploma in the New Evangelization**DNE 1005 (HYB) DNE Social Teaching (Social Dimensions of Evangelization)**

This unit focusses on the social teaching of the Roman Catholic Church and aims to equip students to embody, witness to, and proclaim solidarity with the poor.

Instructor: C. O'Hara

Diploma in Theological Studies**DTS 3000 (INT ASY) Intro to Pastoral Ministry**

This unit will introduce you to the major themes in the practice of Christian pastoral ministry.

Instructor: K. Jones

DEGREE COURSES 2024-25

(for BTh, MA, MDiv, GCTS, and Special Students)

Course Indicators

| | |
|-----|---|
| BF | Biblical Foundations |
| CH | History of Christianity |
| ET | Ethics |
| GS | Graduate Project and Seminar |
| GTR | Graduate Theology and Religion |
| HB | Hebrew Bible/Old Testament |
| MAP | Ministry Action Program |
| NT | New Testament |
| PF | Pastoral Foundations or Preaching Foundations |
| PT | Pastoral Theology |
| RM | Research Methods and Practices |
| SME | Supervised Ministry Education |
| ST | Systematic Theology |
| TF | Theological Foundations |
| WF | Worship Foundations |

Changes are Possible

The following descriptions of prerequisites, teaching methods, and requirements are summary statements only and are subject to revision. Changes may be made in course offerings and instructors due to registration numbers, ongoing curriculum revision, and faculty availability.

Additional Course Offerings and Updates

For course information not provided here, and for any changes or updates in course offerings, consult the "Students" page on the AST website: www.astheology.ns.ca/students/index.
Timetables for each term are posted on the same webpage.

INTERSESSION 2024 (MAY 13-17)

PT 3169 Introduction to ISTDP (Intense Short Term Dynamic Psychotherapy)

This intensive course takes place from Monday to Friday, May 13 -17, 2024. Students should plan to attend sessions during all mornings, afternoons, and evenings of this week. Final schedule TBA. This workshop/course in Intense Short Term Dynamic Psychotherapy (ISTDP) will introduce students to many of the central tenets of ISTDP. They will have exposure to video presentations that illustrate the techniques associated with the theory, participants will then begin the process of applying their insights within a closed-circuit video format. The course is designed to enable pastors and therapists to become familiar with the nature of the unconscious. Participants will explore the pervasive themes of life including love, attachment, trauma, guilt, and forgiveness. It is the object of the course that participants will come away from the experience with a greater sense of themselves, while acquiring new and eminently applicable pastoral skills. Additionally, class members will leave the course of study with a deeper appreciation of human resilience.

1 credit

Prerequisites: RM 1000 or GTRS 6000; PF 1001 or permission of the instructor

Requirements: Active participation and five short analytical insight papers.

Instructor: J. Clarke

Location: On campus in classroom 3 (main level Chapel building)

This course is open to Continuing Education participants (limit of 10).

June 13th at 10:00 - June 15th at 2:00

Directed Study PT 2182 Rural Context & Ministry

Rural Routes Through the Holy: 2024

This is an excellent opportunity to learn directly from those from rural contexts, what they are experiencing, how they are living their faith, what the shape of church is now and might be in the rural context. This Directed Study will provide students with an opportunity to reflect critically and creatively on rural context and culture for ministry. Students will register separately for and must attend the Rural Routes Conference at Orchard Valley United Church, New Minas, NS from Thursday, June 13th at 10:00 am to Saturday, June 15th at 2:00 pm. (The costs of the conference are separate from the cost of course tuition.) The theme of the Conference is "Beautiful to Behold; Broken Open Church". See Rural Ministries on Rev. Dr. Catherine Smith's website: <https://hemofthelight.com/>

In addition, students will meet with the instructor twice online prior to the event, and once afterward. Students will synthesize their on-site learning and assigned reading in order to reevaluate how the narrative 'sense of place' vis-à-vis their geography informs and sustains the cultural identity and spirituality of rural communities and congregations.

Theme Speaker: Rev. Dr. Catherine Smith

1 credit

Prerequisites: None

Requirements: Informed Participation in three online meetings, full participation in Rural Routes Conference - June 13th to 15th; One written essay.

Instructor: M. Anderson

Location: Orchard Valley United Church, New Minas, NS

Registration (which includes meals) \$50

Accommodation is available at Acadia University Residence nearby at a reasonable rate should you wish to stay close. For those who are commuting we end early in the evenings.

NOTE: You must register with Hem of the light. Online Registration opens February 12 at hemofthelight.com under Rural Routes. The itinerary will also be posted there. For questions contact Catherine at ruralroutesatlantic@gmail.com

To have this added to your transcript you must also register through Self Service Banner.

SUMMER 2024 (JUNE 17 - JULY 26)

Note: All Summer term courses are scheduled to take place in person on campus.

Session 1: June 17-28

CH 2183 ET 2183 ST 2183 Prayer as Pedagogy

Why pray? What does prayer teach? Can prayer mitigate our social media flared “distraction sickness”? How does prayer transform the crucible of inner life? If prayer is “familiar conversation” with God, how are our bodies and spirits educated in the exchange? To consider these and other questions, this course brings together patristic, early modern, and contemporary writings on prayer, education, and ethics.

1 credit

Prerequisites: None

Requirements: Prayer practices journal, pedagogical project description, essay.

Instructor: A. Faber

This course is open to Continuing Education participants (limit of 5).

PT 2183 Part-time Ministry

Part-time employment in ministry is becoming common across mainline denominations. This course introduces students to concepts and practical tools to thrive in this new context.

1 credit

Prerequisites: None

Requirements: Readings, class participation, short written assignments.

Instructor: R. Bartlett

This course is open to Continuing Education participants (limit of 4).

PT 2502 United Church Worship

The purpose of this course is to explore the liturgy and sacraments of The United Church of Canada, with special attention to their historical development, how our worship today reflects the varied richness of voices within our congregations and communities, and the critical challenges and opportunities facing worshipping communities as they respond to continuous change. This course will equip candidates for ministry with the tools and approaches necessary to help them in preparing and leading worship, especially the best practices for preparation, collaboration with volunteers and staff, and the use of technology within various church contexts. Students will reflect critically on the role of worship in the life of the congregation and wider community, and the minister’s role in worship as servant leader. This course is a requirement for United Church of Canada students seeking ordination.

1 credit

Prerequisites: None

Requirements:

Instructor: S. Redden

Session 2: July 1-12

NT 2105 Gospel of John Among Poets

The Gospel of John is a narrative that brims with figurative and poetic language. This course will take a literary approach to the study of the Gospel, while also situating it within its historical context. It will read the text of John closely and engage several aspects of its relationship to poetry and poetics, including: comparing features of the Gospel with ancient works of poetry and poetics; looking at ways in which poets – from antiquity to modernity – have interpreted the Gospel; and also considering the manner in which the Gospel might be said to have inspired a ‘poetic’ aspect in Christian theology.

1 credit

Prerequisites: None

Requirements: TBA

Instructor: E. Kozitza Dean

This course is open to Continuing Education participants (limit of 3).

PT 3171 Anti-Racist Preaching & Community Building

Racism is a pervasive and persistent problem that impacts every aspect of our society and church. How can preachers and the community join forces to challenge and dismantle racism from the pulpit? This course aims to engage students in the practice of community-engaged preaching, with a specific focus on race, racism, and intercultural ministry. It will explore diverse perspectives derived from critical race and postcolonial theories. Students will develop strategies for anti-racist preaching, involving biblical exegesis, critical reading reflection, contextual analysis involving community engagement, and preaching practice. The means of evaluation will include class participation through discussion, community engagement, and preparation and delivery of sermons.

1 credit

Prerequisites: PF 1002

Requirements:

Instructor: W. Y. Wong

This course is open to Continuing Education participants (limit of 5).

WF 1000 Worship Foundations

Worship beats at the heart of every Christian community. This course, will explore worship as a ‘practice’ of Christian discipleship, looking primarily at elements of various worship traditions and styles and the history from which they emerged. We will examine the work of the ecumenical movement and its implications for worship. We will also look at some of the current issues in liturgy and music, which churches face, and consider questions of hospitality in worship with different ages, cultures, and theological convictions as well as worship in virtual space. The course engages students in exploring the role of art in worship.

1 credit

Prerequisites: None

Requirements: Daily readings, class discussion, worship exploration and leadership, a creative project, and short written assignments.

Instructors: I. Gregan and S. MacAlpine-Gillis

This course is open to Continuing Education participants (limit of 5).

Session 3: July 15-26**CH 2167 ST 2167 The Social Gospel**

This course is an exploration of the distinctive themes and applications of the Social Gospel movement, its theology, and its place in Canadian Church and society. The movement's relationship to liberation theology and other disciplines (economics and sociology), and the contemporary renewal of the Social Gospel will be of special interest.

1 credit

Prerequisites: None

Requirements: Informed participation; presentation or dramatic monologue; final research essay or project.

Instructor: R. Fennell

This course is open to Continuing Education participants (limit of 10).

BF 1002 New Testament

The writings of the New Testament are foundational for Christian faith and practice. In this course, students will read selections from across the NT canon – from the four Gospels and Acts; Pauline literature; Johannine, Petrine, and other Catholic epistles. Students will learn to read the New Testament through the integrative lenses of history, literature, and theology; and will practice basic skills in the art of exegesis.

1 Credit

Prerequisites: None

Requirements: TBA

Instructor: D. MacLachlan

This course is open to Continuing Education participants (limit of 3).

HB 3116 Ecclesiastes

Ecclesiastes will be studied in the context of the Writings and other wisdom literature, and in connection with the book's reception history. By the end of the course students should be able to: understand the basic shape of the Writings; have a critical appreciation of the idea of wisdom literature; characterize some ancient and modern commentaries on Ecclesiastes; develop their own readings, supporting them with detailed exegesis.

1 credit

Prerequisites: BF 1002; RM 1000

Requirements: Weekly/daily written assignments; major paper

Instructor: D. Driver

This course is open to Continuing Education participants (limit of 2).

FALL 2024 (SEPTEMBER 4 – DECEMBER 9, 2024)

BF 1001 (HYB) Hebrew Bible/Old Testament (F24)

The First Testament of Christian Scripture is a fundamental part of Christian tradition and durable rule of faith and practice. Students in this course will be introduced to historical and literary data important for understanding the origins of the Hebrew Bible/Old Testament and its subsequent function as scripture in a variety of contexts. The outlook will be broadly ecumenical, with case studies that exemplify Jewish and Christian interpretation.

1 credit

Prerequisites: None

Requirements: Weekly readings, weekly discussions, a presentation or two, a few short papers.

Instructor: D. Driver

This course is open to Continuing Education participants (limit of 2).

CH 2108 (HYB) Early Christian Thought (F24)

This course offers an introduction to the history and theology of Christianity during its first 500 years. We will study Christian growth in this period while asking the question, "What can we learn from this growth?". We will also gain familiarity with core aspects of Christian thinking during this period, not least some emphases in their approach to scripture, liturgy, and the moral life.

1 credit

Prerequisites: None

Requirements: Reading, class discussion, short and longer writing.

Instructor: D. Deane

This course is open to Continuing Education participants (limit of 15).

CH 2164 ST 2164 (INT SYN) Roots and Branches: Anglican (F24)

An Historical-theological Introduction to Anglican Theology.

1 credit

Prerequisites: None

Requirements: Short Essays and participation

Instructor: P. Friesen

This course is open to Continuing Education participants.

ET 2012 ST 2012 (HYB) Ethics & Climate Change (F24)

This interdisciplinary conversation on the climate crisis navigates the shoals of eco-grief, various forms of denial, and the real possibility of despair. Among others, we will discuss thinking like an eco-system, the wild, environmental rights, eco-justice reformation, a multi-species lens, commanding hope, and earth as creation and home.

1 credit

Prerequisites: None

Requirements: Critical questions, Creative project, essay.

Instructor: A. Faber

This course is open to Continuing Education participants (limit of 10).

GTR 6000 (INT SYN) Theory and Methods (MA) (F24)

Theology and Religious Studies are multidisciplinary fields of inquiry. Theology is the scholarly exposition of the practices and thought of religious practitioners. It includes the disciplines of Biblical Studies, Systematic Theology, ethical theory and practice, and pastoral training. Religious Studies considers religions in their diverse cultural and social settings and through time and space. It encompasses the theories of religion, the social scientific study of religious experience, comparative study of religions and cultures, and comparative ethics. The course will require students to study and compare the theories and methods of Theology and Religious Studies.

1 credit

Prerequisites None

Requirements: 2 short essays, chapter presentation, book review, reading journal

Instructors: A. Faber and S.A. Hussain

All MA students are required to take GTR 6000. Exemptions from this course are not permitted. This course is the sole required course for all MA students and should be taken in the first term of study. This course is open only to MA students.

HB 2201 (HYB) Beginning Biblical Hebrew I (F24)

For students who wish to read, hear, and even (to an extent) produce Hebrew, this course offers a textually immersive introduction to classical Hebrew. Grammatical features like morphology, phonology, and syntax are learned inductively, through a cycle of illustrated readings drawn from Genesis. Techniques of second-language acquisition are also used to help develop language competency. Continuation in HB 2202 is strongly recommended.

1 credit

Prerequisites: None. The course is required for HB 2202 and advanced biblical Hebrew.

Requirements: Daily assignments and in-class work, periodic quizzes, one or two longer interpretive exercises or exams.

Instructor: D. Driver

This course is open to Continuing Education participants (limit of 3).

NT 3000 (On campus) Reading the Greek NT (F24)

This course builds on the foundation laid in New Testament Greek II and is recommended for students who wish to read longer passages of the New Testament independently. Students will master more complex Greek grammar, and gain proficiency in the translation and interpretation of selections from the Greek Bible and surrounding literature. An added facet of this course will be a basic introduction to reading Greek on ancient material artifacts related to the New Testament, including papyri and inscriptions.

1 credit

Prerequisites: NT 1000 (or equivalent)

Requirements: TBA

Instructor: E. Kozitza Dean

NT 3108 (INT SYN) The Gospel of Luke (F24)

A study of the major themes and interpretive issues in Luke's Gospel. The relationship to other Gospels (canonical and not so) and the Acts of the Apostles will also be briefly examined as an ongoing aid to interpreting and preaching from this Gospel.

1 credit

Prerequisites: BF 1002; RM1000

Requirements: Weekly written assignments; major paper

Instructor: D. MacLachlan This course is open to Continuing Education participants).

NT 3117 (On campus) Galatians & Ephesians (F24)

This course will study the major literary, theological and exegetical issues in the epistles of Paul to the Galatians and Ephesians. These two documents represent the two sides of Pauline theology and raise for readers important theological and interpretive issues in the early church and in our churches today. They are both important and influential letters in the history of the church and in the study of Paul. They each have exercised great influence in New Testament studies and Christian theology, hermeneutics and liturgy today. Preaching from these epistles will also be a subject for discussion each week.

1 credit

Prerequisites: BF 1002, RM, TF 1000: Greek used but not required

Requirements: Weekly assignments, group discussion, major paper

Instructor: D. MacLachlan

This course is open to Continuing Education participants (limit of 5).

PF 1001 (HYB) Pastoral Foundations (F24)

The purpose of this course is to explore the very substance of ministry. With equal vigor we will explore how we are shaped and formed as pastoral professional. Pastoral Foundations is a venture in learning how to live our spirituality in a way that connects theory with practice, action with reflection and service with mission. This course of study places a primacy on the human search for meaning, connection, and relationship as well as dimensions of life that we have not yet discovered. As the course unfolds, we will explore contemporary methods and themes that enhance our appreciation of practical theology, with a focus on assessing, interpreting, and contributing to the current state of the church and the world.

1 credit

Prerequisites: None

Requirements: Readings and short responses, presentations, brief essay, final project. This course includes an arts component.

Instructor: J. Clarke

This course is open to Continuing Education participants (limit of 5).

RM 1000 (INT SYN) Research Methods (F24)

Students learn foundational methods and practices for undergraduate and graduate level research such as information literacy awareness; citation style and standards; plagiarism and academic integrity; and the writing style required for annotated bibliographies and literature reviews.

Students will also receive a basic introduction to qualitative research methods such as Grounded Theory, Phenomenology, and Narrative Analysis.

1 credit

Prerequisites: None

Requirements: Assessment includes class participation and exercises, a quiz, short and mid-length written projects.

Instructor: R. Martel

ST 2204 (INT ASY) Holy Spirit in International Perspective (Global Holy Spirit) (F24)

This course investigates the doctrine of the Holy Spirit, her relations within the Trinity, and the role of the Holy Spirit in Christian practices. Special attention will be given to the contributions of the United and Uniting Churches within the World Council of Churches, as well as Early Church and Reformation influences.

1 credit

Prerequisites: None

Requirements: Informed participation in online discussions; short written assignments.

Instructor: R. Fennell

This course is open to Continuing Education participants (limit of 50).

ST 3146 (INT SYN) The Doctrine of God (F24)

This course examines the doctrine of God. Over 4 modules we will explore (i) the God of classical theism (ii) debates around the existence of God (iii) issues surrounding God and gender and (iv) questions such as “How can God be good and all powerful in a world in which there is so much suffering?”

1 credit

Prerequisites: TF 1000

Requirements: Reading, class discussion, short and longer writing.

Instructor: D. Deane

This course is open to Continuing Education participants (limit of 15).

TF 1000 (HYB) Theological Foundations (F24)

An exploration of the questions, tasks, methods, and habits of Christian theology. Through a combination of lectures and seminar discussions, the course will investigate the substance and architecture of the ecumenical core of Christian doctrine in running conversation with a wide range of theological perspectives.

1 credit

Prerequisites: None

Requirements: Informed class participation; short writing assignments; quiz; choice of mid-length essays or presentations

Instructor: R. Fennell

This course is open to Continuing Education participants (limit of 5).

TWO-TERM COURSES: SEPTEMBER 4, 2024 – APRIL 8, 2025

GS 3000 (HYB) Grad Project and Seminar (F24-W25)

This course will provide students with opportunities for in-depth exploration of questions emerging from the practice of ministry. Each project will be based in a research context chosen by its author. With support of peers and the instructor, students will develop their project proposal. After approval by the AST Research Ethics Board, students will research, draft, present, and evaluate their projects. Students will become familiar with current trends in qualitative research methodologies. They will also sharpen their capacity to analyze phenomena in ministry. Participants are expected to demonstrate in a public event the results of original research that has consequence for the student and the wider church.

2 credits

Prerequisites: For MDiv students: all Foundations courses; SMP 2000, SFE 2002, or MAP 2000. For MA students: GTRS 6000.

Requirements: Research Ethics Board proposal, essays, field research, public presentation, final essay. Both fall and winter terms must be completed to earn the course credit.

Instructors: J. Clarke

This course begins in September and concludes in April. This course is a required course for all MDiv students in their final year of study. It may be taken by MA students in their final year, if desired. This course is not open to BTh or GCTS students.

MAP 1000 (HYB) Ministry Action Program (F24-W25)

This course is the first half of a two-year cycle of courses (followed by MAP 2000). It is about the disciplined study of ministry as it is lived out in the lives of ministerial personnel and people. The Ministry Action Program works directly with students as they experience a learning context within which they can explore, practice, and reflect on the nature of ministry, congregational life, worship, and mission. This action/reflection format focusses on the current and future needs of the church and the world. Students in this course must work (paid or volunteer) within an approved ministry placement site.

1 credit

Prerequisites: Must be serving in an approved learning site.

Requirements: The course begins in early October after all students are placed in learning sites and concludes in April. Students are expected to spend approximately 8 hours per week in the learning site. Seminars and short papers. Both fall and winter terms must be completed to earn the course credit.

Instructor: K. Wagner

This course is required for all MDiv students and should normally be taken in the first year of studies.

MAP 2000 (HYB) Ministry Action Program (F24-W25)

This course is an expansion of the work that begins in MAP 1000. Students in this course continue to explore their identity as pastoral leaders as they move in a disciplined way into the emotional and spiritual needs of the context they serve. This action/reflection format focuses on the current and future needs of the church and world. Students in this course must work (paid or volunteer) within an approved ministry placement site.

1 credit

Prerequisites: MAP 1000; must be serving in an approved learning site.

Requirements: Pastoral visit forms, case study, preaching assignments, and a learning/teaching opportunity. Both fall and winter terms must be completed to earn the course credit.

Instructor: J. Clarke

This course is required for all MDiv students and should normally be taken in the second year of studies.

SME 3000 (INT SYN) Supervised Ministry Education (F24-W25)

This course is the first of two two-term courses (followed by SME 4000) that provides the online seminar component for United Church of Canada students undertaking Supervised Ministry Education placements (SME), formerly known as "internship." The focus is on theological, pastoral, and personal reflection on the practice of ministry within the United Church, and the integration of academic and pastoral concerns.

1 credit

Prerequisites: MAP 2000 or SMP 2000. Students enrolling in this course must have an Office of Vocation-approved SME placement and a local ministry supervisor prior to beginning this course.

Requirements: Readings; informed participation; reflection papers. Both fall and winter terms must be completed to earn the course credit. Both SME 3000 and SME 4000 must be completed to fulfill denominational SME requirements.

Instructor: S. MacAlpine-Gillis

The course is required for all United Church of Canada Summer Distance MDiv students and is open only to United Church students in that program except by special permission.

SME 4000 (INT SYN) Supervised Ministry Education (F24-W25)

This course is the second of two two-term courses (preceded by SME 3000) that provides the online seminar component for United Church of Canada students undertaking Supervised Ministry Education placements (SME), formerly known as "internship." The focus is on theological, pastoral, and personal reflection on the practice of ministry within the United Church, and the integration of academic and pastoral concerns.

1 credit

Prerequisites: SME 3000. Students enrolling in this course must have an Office of Vocation-approved SME placement and a local ministry supervisor prior to beginning this course.

Requirements: Readings; informed participation; reflection papers

Instructor: S. MacAlpine-Gillis

The course is required for all United Church of Canada Summer Distance MDiv students and is open only to United Church students in that program except by special permission.

WINTER 2025 (JANUARY 8 – APRIL 8, 2025)

BF 1002 (On campus) New Testament (W25)

The writings of the New Testament are foundational for Christian faith and practice. In this course, students will read selections from across the NT canon – from the four Gospels and Acts; Pauline literature; Johannine, Petrine, and other Catholic epistles. Students will learn to read the New Testament through the integrative lenses of history, literature, and theology, and will practice basic skills in the art of exegesis.

1 credit

Prerequisites: None

Requirements: TBA

Instructor: E. Kozitza Dean

CH 2013 ET 2013 ST 2013 (INT SYN) The Sin Debate (W25)

Is the theme of sin in Christian theology necessary for self-understanding and a nuanced understanding of political culture? Can sin-talk help us tell a more complex narrative about tragic Canadian histories (residential schools and slavery, among others)? Does an understanding of sin adequately plumb the strains between tragic circumstances and personal responsibility? These and other questions animate the conversation about sin and grace in this course.

1 credit

Prerequisites: None

Requirements: Personal reflection, three short essays, creative project

Instructor: A. Faber

This course is open to Continuing Education participants (limit of 5).

CH 3172 PT 3172 ST 3172 (INT SYN) Liturgical Theology (W25)

This course will explore theologies of worship within the Christian tradition (especially Protestant, Catholic, Orthodox), including: the historical and theological foundations of worship, sacramental theology, the relationship of discipleship to the gathered community, and an intercultural approach to mission in the secular West. We will engage central liturgical theological concepts including mystery, theosis, and our reunion with God in created purpose. Following the dialectical approach of ecumenical resources such as the World Council of Churches' Baptism, Eucharist, and Ministry (1982), students will be encouraged to engage critically with their own denomination's liturgical theology and to receive the theologies of denominations other their own as gifts to deepen Christian understanding and mutuality.

1 credit

Prerequisites: WF 1000

Requirements: Readings; informed participation; reflection paper; digital presentation; final paper

Instructor: A. O'Neill

This course is open to Continuing Education participants (limit of 5).

DFA 3000 Denominational Formation: Anglican Tradition (W25)

This course is specially designed to assist MDiv students to explore the practice of ministry in the Anglican tradition.

1 credit

Prerequisites: MDiv students participate in the Formation program throughout your MDiv studies, but you enroll for this credit in the final term before graduation.

Requirements: TBA

Instructor: L. Omstead

This course is required for all Anglican MDiv students. Please contact your Faculty Advisor for more information.

DFC 3000 (HYB) Denominational Formation: Roman Catholic Tradition (W25)

This course offers students a practical and pastoral approach to forming their ministry identity and deepen their understanding of the faith as a member of the Roman Catholic Church. Reading, reflections, and small group conversations will put in to practice theory they are learning in other coursework as they continue their journey of missionary discipleship.

1 credit

Prerequisites: MDiv students participate in the Formation program throughout your MDiv studies, but you enroll for this credit in the final term before graduation.

Requirements: TBA

Instructor: TBA

This course is required for all Roman Catholic MDiv students. Please contact Aurea Sadi, the Roman Catholic Formation Director, for more information.

DFU 3000 (HYB) Denominational Formation: United Church of Canada Tradition (W25)

In Formation, students learn to become reflective ministry practitioners through encountering a wide variety of subjects, exercises, and integrative papers.

1 credit

Prerequisites: MDiv students participate in the Formation program throughout your MDiv studies, but you enroll for this credit in the final term before graduation.

Requirements: Completion of modules; attendance at class gatherings; submission of reflections and responses to peers.

Instructor: R. Bartlett

This course is required for all United Church of Canada MDiv students. Other students may participate with the permission of the instructor. Please contact Ross Bartlett, the United Church Formation Director, for more information.

HB 2202 (INT SYN) Beginning Biblical Hebrew II (W25)

The natural continuation of HB 2201, this course is for those who wish to have a complete introduction to the basics of biblical Hebrew. Students will progress through encounters with less regular paradigms and more complicated syntax, building confidence as they master select readings from Genesis. The goal of the full course series, in two parts, is a proficiency in the rudiments of Hebrew that is sufficient for the independent reading of biblical books.

1 credit

Prerequisites: HB 2201

Requirements: Daily assignments and in-class work, periodic quizzes, one or two longer interpretive exercises or exams.

Instructor: D. Driver

NT 3114 (HYB) Epistle to the Romans (W25)

This course will explore the major literary, theological, and exegetical issues in Paul's epistle to the Romans. Students will prepare the respective passages assigned for each class. The subject matter will arise from the exegetical, theological and application issues arising from the assigned text and commentary readings for the day's class.

1 credit

Prerequisites: BF 1002; RM 1000

Requirements: Weekly/daily written assignments; major paper

Instructor: D. MacLachlan

This course is open to Continuing Education participants (limit of 3).

NT 3128 (HYB) Sacraments & Ecclesiology NT (W25) *CANCELLED*

This course will explore the seven sacraments named by the churches and as depicted in the New Testament. The ecclesiologies evident in New Testament documents will provide the basis and context for the examination of the use and exercise of sacraments or ministerial actions in the early church and today. The concepts of God's action and human action as well as the use of terms such as, sacrament, grace, faith, mystery, Spirit will also be considered.

1 credit

Prerequisites: BF 1002; RM 1000

Requirements: Weekly written assignments; major paper

Instructor: D. MacLachlan

This course is open to Continuing Education participants (limit of 3).

NT 3133 (On campus) Hebrews: Theology and Literature (W25)

The Epistle to the Hebrews is one of the most theologically rich writings of the New Testament. In recent decades, scholars have sought to contextualize the theological drama of Hebrews with various proposals about how it relates to ancient Jewish and early Christian liturgy. This course will conduct a close reading of the epistle, with a special focus on this interrelation between theology and liturgy.

1 credit

Prerequisites: BF 1001 and 1002

Requirements: TBA

Instructor: E. Kozitza Dean

This course is open to Continuing Education participants (limit of 3).

PT 2179 (INT SYN) The Intergenerational Church (W25)

This course introduces students to theories and practices for intergenerational ministry in local church contexts. Bringing different generations together in parishes is not as easy as it seems. It involves swimming against well-established currents and building relationships among people with different world views, assumptions, and ideas about what matters most. Students will engage with contemporary voices in intergenerational ministry and learn about biblical foundations, theological understandings, and ministerial practices for transforming worship, preaching, religious education, and other aspects of congregational ministry into all-age experiences.

1 credit

Prerequisites: None

Requirements: Participation, readings, theological papers, arts assignment, ministry practice. This course includes an arts component.

Instructor: D. Csinos

This course is open to Continuing Education participants (limit of 10).

PT 3138 (HYB) Homiletical Theology (W25)

This advanced course in preaching will explore how proclaiming the gospel leads to revitalized theological thought and practice within the minister, the congregation, and the wider world. By investigating the preaching task as a theological method, students will not only discover how to communicate theologically through sermons and homilies, but also how the act of preaching is itself a form of theological construction. Students will experiment with traditional and innovative methods of preaching that will help them better understand what this gospel message is that they are proclaiming and how to go about sharing the message in order to catalyze vibrant, living faith among faith communities and the broader world in which they minister.

1 credit

Prerequisites: PF 1001, PF 1002, RM 1000 or GTR 6000

Requirements: Sermons/homilies, theological papers, participation.

Instructor: D. Csinos

PT 3170 (HYB) Ministerial Leadership (W25)

Participants will learn both solid management tools (governance, financial management, volunteer management) and engage with theories around adaptive and transformational change and their implications for ministerial leadership. Theological examination of secular leadership studies will complement a focus on the practice of ministry and the person of the Christian leader.

1 credit

Prerequisites: MAP 1000

Requirements: Essay; reflection papers; personal leadership development plan; class discussion.

Instructor: H. McCance

This course is open to Continuing Education participants (limit of 25).

ST 3102 (INT SYN) United Church Doctrine (W25)

An in-depth study of the sources, norms, and content of doctrine within The United Church of Canada, with a special emphasis on ecclesiology, Christology, and the sacraments. This is a required course for students seeking ordination in The United Church of Canada. It is open to other students.

1 credit

Prerequisites: RM 1000; TF 1000

Requirements: Informed participation in weekly online discussions; oral presentation; final research essay

Instructor: R. Fennell

This course is open to Continuing Education participants (limit of 5).

ST 3144 (HYB) Moltmann and Eschatology (W25)

An in-depth consideration of the doctrines of creation and eschatology in Jürgen Moltmann, whose influential work makes important connections with liberation theology, feminist theology, ecological concerns, and the renewal of present-day Christian communities.

1 credit

Prerequisites: RM 1000; TF 1000

Requirements: Learning covenant, consisting of seminar participation and choice of written and/or oral assignments.

Instructor: R. Fennell

This course is open to Continuing Education participants (limit of 10).

WF 1000 (On campus) Worship Foundations (W25)

Worship beats at the heart of every Christian community. This course, will explore worship as a 'practice' of Christian discipleship, looking primarily at elements of various worship traditions and styles and the history from which they emerged. We will examine the work of the ecumenical movement and its implications for worship. We will also look at some of the current issues in liturgy and music, which churches face, and consider questions of hospitality in worship with different ages, cultures, and theological convictions as well as worship in virtual space. The course engages students in exploring the role of art in worship.

1 credit

Prerequisites: None

Requirements: Weekly readings, class discussion, worship exploration and leadership, a creative project, and a research paper.

Instructors: D. MacLachlan

This course is open to Continuing Education participants (limit of 5).

Please note that the following AST courses have been discontinued:

SFE 1000 (replaced by MAP 1000)

SFE 2000 (replaced by MAP 2000)

SMP 1000 (replaced by MAP 1000)

SMP 2000 (replaced by MAP 2000)

Notice regarding Revisions

Descriptions of prerequisites, teaching methods, and requirements are summary statements only and are subject to revision. Changes may be made in course offerings and instructors due to registration numbers, ongoing curriculum revision and faculty availability. The alpha and numeric designations for courses will be used on the timetables. A combination of alpha abbreviations means that the course may be considered in one of the subject areas for degree and certificate program purposes.

External Courses

AST students who wish to take courses at another accredited university toward completion of AST degree or GCTS program requirements require a Letter of Permission from AST (see "Letter of Permission for External Courses" in Academic Policies and Regulations).

Additional Course Offerings and Updates for 2024-2025

For course information not provided in this Calendar and any changes or updates in course offerings, please consult AST's website. Timetables for each term are available on the AST website.

Clinical (Supervised) Pastoral Education

PT 3901 and PT 3902 AST in conjunction with the Canadian Association for Spiritual Care (CASC) provides unique clinical educational experiences for students. Clinical Pastoral Education (CPE) is offered in accredited health care settings. The educational methodology is based on praxis pedagogy. Students work closely with patients and staff in a variety of health care settings. They then analyze and theologically examine the experience. Academic credit for Clinical Pastoral Education falls in the area of electives in pastoral theology.

One basic unit of CPE is valued at two (2.0) credits. A unit consists of 400 clinical hours, divided among direct service, supervision, clinical presentations, didactic seminars, and peer group work.

C

Clinical Pastoral Education grounds students in the lived experience of individuals, relational units, and institutions. It is out of these experiences that students are challenged to hone their skills and ask critical questions of themselves and their world while forming their identity as practitioners of spiritual care.

All CPE units registered for credit through AST will form part of a student's academic record. CPE units will be designated as PT 3901 or PT 3902 on a transcript for the term in which the unit is completed.

In addition to fees payable to the institution providing the CPE program (usually a hospital), students must pay a CPE credit authentication fee to AST. For AST-enrolled students, the fee is \$115 per credit. For AST Special Students, the fee is \$231 per credit.

Credits for CPE included in AST's determination of a student's status as full-time or part-time for student loan purposes are subject to the student loan specifications.

Academic Assessment

Categories of Students

A **“Diploma Student”** is one who has been admitted to a Diploma program at AST (the Diploma in the New Evangelization program, the Diploma in Theological Studies program, or the Diploma in Missional Leadership program).

An **“Undergraduate Student”** is one who has been admitted to the Bachelor of Theology program at AST, either full or part-time.

A **“Graduate Student”** is one who is a registered student in either the MA or MDiv degree program or in the Graduate Certificate in Theological Studies program, either full or part-time.

A **“Special Student”** is a student who meets degree or certificate admission requirements, is admitted to study at AST, but is not admitted to a degree or certificate program. Courses completed as a Special Student may be transferred to a degree or certificate program at AST at a later date (as applicable). After 5 courses, a Special Student should contact the Registrar to apply to one of the programs (GCTS, MA, MDiv). A maximum of 7 courses may be taken as a Special Student.

A **“Letter of Permission Student”** is a student from another university who has the permission of that university to take a course or courses at AST for credit and have them counted in a program at the student’s home university.

Undergraduate and graduate students enrolled in a program at AST must obtain a Letter of Permission from the Registrar of AST to take courses outside AST for credit in their program. For GCTS, MA, and MDiv students, permission will be granted only for courses offered at the Master’s level or higher. Letter of Permission request forms are available on the AST website on the “Students” page.

An **“Auditor”** is a student admitted and registered in a credit course or non-credit course, but is not seeking credit for the course. To qualify as an auditor, you must meet all the admission requirements of graduate students. An auditor fulfills the class preparation and participation requirements of the course and has the permission of the course instructor to audit the course. AST is currently reviewing this definition and it is subject to change.

A **“Continuing Education Participant”** is a person who has registered for and participates in a Continuing Education program, event, or course at AST. Continuing Education participants do not receive academic credit for their participation, and their participation is not recorded on a transcript.

Evaluation and Assessment at AST

AST has a responsibility to students, to ecclesial bodies, to the academy, and to society at large to evaluate and assess students’ academic performance, their personal maturity, and professional skills relevant to the qualification sought.

The admissions procedures of AST include gathering evaluative material which forms part of a student’s file while at AST. In some cases, ecclesial bodies produce evaluative material which is sent to AST and included in a student’s file.

Course names, final grades, academic term and pertinent registrarial details appear on a student's official academic record.

Academic, professional, and personal evaluations (as appropriate) appear on the standard evaluation forms for courses in Ministry Action Program, Supervised Ministry Experience, and Clinical Pastoral Education. The Faculty Council reflects on students' academic, personal, and professional development at its regular meetings. Once in the Fall term and once in the Winter term, the Council assesses each AST undergraduate and graduate student via standardized evaluation instruments. Any concerns raised in this evaluation process are communicated to the student by his or her Faculty Advisor. The evaluation of students in this twice-yearly process is undertaken in relation to the goals and outcomes of the program in which the student is enrolled.

From time to time, in classes and in other settings, there may be informal evaluation, including peer evaluation of academic, personal, and professional progress and qualities. There are also evaluations and assessments of candidates/postulants for ordination if required, sponsored, or conducted by a student's ecclesial judicatory.

AST reserves the right to require a student to undertake additional assessment and evaluation as deemed appropriate to the qualifications sought for admission or continued registration at AST. AST may require evaluations or courses (including remedial work) as appropriate in order for a student to continue in studies at AST.

Students are given an opportunity in each course and at other times to evaluate courses, instructors, curricula, and programs offered by AST. Students are also represented on the Board of Governors, the Senate, the Worship and Chaplaincy Committee, the Senate Curriculum Committee, and the Student Union.

Grading System for AST Diploma Learning Units (DML, DNE, DTS)

P '**Pass**' The student has submitted sufficient assignments of a suitable quality to complete the learning unit.

F '**Failure**' The student has not submitted sufficient assignments of a suitable quality to complete the learning unit.

Grading System for AST Undergraduate Courses (BTh)

A+ (90-100%) '**Exceptional**' Along with other qualities of the A range, an exceptional and comprehensive grasp of the subject matter, outstanding evidence of original thought; sound critical evaluation of the material; an excellent ability to organize, analyse, synthesize and to express thoughts; mastery of an extensive knowledge base.

A (85-89%) '**Outstanding**' Along with other qualities of the A- to B+ range, work exhibits an outstanding capacity for original, creative, and/or logical thinking; excellent ability to organize, analyse, synthesize, and integrate ideas; broad knowledge base in the subject matter.

A-(80-84%) '**Excellent**' Excellent knowledge of the subject matter and understanding of the relevant issues; familiarity with relevant literature and techniques; ability to organize, analyse, and examine the material in a constructive and critical manner.

B+ (77-79%) 'Very Good' Very good knowledge of the subject matter; good critical and analytical understanding of relevant issues; ability to work with relevant literature and technique; very good ability to develop solutions to difficult problems related to the subject material.

B (73-76%) 'Good' A good familiarity with the subject matter; some critical and analytical understanding of relevant issues; good clarity of purpose in attempts to solve moderately difficult problems related to the subject material.

B- (70-72) 'Fair' Familiarity with the subject matter and fair critical and analytical understanding of relevant issues; fair clarity of purpose in attempts to solve problems related to the subject material.

C+ (67-69) 'Satisfactory' Some familiarity with the subject matter; limited critical and analytical understanding of relevant issues; satisfactory clarity of purpose in attempts to solve problems related to the subject material.

C (63-66%) 'Less Satisfactory' Some familiarity with the subject matter; very limited critical and analytical understanding of relevant issues; little clarity of purpose in attempts to solve problems related to the subject material. Credit is given for the course, but the student is encouraged to strengthen their performance in future courses.

C- (60-62%) 'Marginal' Limited familiarity with the subject matter; extremely limited critical and analytical understanding of relevant issues; very little clarity of purpose in attempts to solve problems related to the subject material. Credit is given for the course, but the student is encouraged to strengthen their performance in future courses.

D (50-59%) 'Unsatisfactory' Little familiarity with the subject matter and understanding of relevant issues; lacks clarity of purpose in attempts to solve problems related to the subject material. Credit is given for the course, but this grade indicates that the student's work is of poor quality, and that they are in danger of failing future courses without a marked improvement. A reduced course load in future terms is advisable until grades improve.

An undergraduate student may carry two D grades without penalty in all courses except the following:

- Foundation Courses
- Ministry Action Program
- Supervised Ministry Experience
- Graduate Project and Seminar

In these courses, a minimum grade of C+ is required to obtain the credit for completion of the degree.

An undergraduate student who receives a D or F in a Foundation course, or in a course required for the Testamur (United Church of Canada requirement for ordination) must repeat the course to achieve a C+ or better, and cannot use the D grade to meet prerequisite requirements for advanced courses. If the student repeats one of these courses and receives a C+ or better, the previous D grade remains on the transcript and is counted toward the total of unsatisfactory grades that may lead to academic dismissal. Credit will be given only once for any course. (See Policy on Unsatisfactory Academic Performance in the "Academic Policies and Regulations" section later in this Calendar.)

F (0-49%) **'Failure'** Student has not grasped subject matter; does not understand issues involved; cannot work with relevant literature. No credit is given for the course.

P **'Pass'** Credit is given, but no mark is assigned.

W **'Withdrew'** This indicates that the student has withdrawn from a course by the deadline to withdraw from courses. There is no academic penalty associated with this designation.

WF **'Withdrawal Failure'** This indicates that the student withdrew from the course after the deadline for withdrawal.

INC **'Incomplete'** This indicates that an appropriate extension has been granted by the instructor (temporary designation.) When the allowable extension has expired, this designation will be converted to a final letter grade.

FP **'Failure due to Plagiarism'** A student will receive this grade only after proven incident(s) of plagiarism in a course.

Grading System for AST Graduate Courses (Graduate programs)

[Approved by Senate on 18 October 2023 for academic year 2024-2025]

At the outset of each course, the instructor defines the course's objectives, requirements, and the basis of evaluation in the syllabus. Final marks and composite marks are designated according to letter grades with corresponding values as noted below.

A+ (90-100%) **'Exceptional'** A superior performance with consistent evidence of a comprehensive, incisive grasp of all aspects of the subject matter; a very wide knowledge base; insightful critical evaluation and analysis of the material; an exceptional capacity for original, creative, and/or logical thinking; an exceptional ability to organize, analyse, synthesize, and to express thoughts fluently.

A (85-89%) **'Outstanding'** A comprehensive grasp of the subject matter, outstanding evidence of original thought; sound critical evaluation of the material; an excellent ability to organize, analyse, synthesize and to express thoughts; mastery of an extensive knowledge base.

A-(80-84%) **'Excellent'** All the qualities of a B-level performance and an excellent capacity for original, creative, and/or logical thinking; excellent ability to organize, analyse, synthesize, and integrate ideas; broad knowledge base in the subject matter.

B+ (77-79%) **'Very Good'** Substantial knowledge of the subject matter and understanding of the relevant issues; good ability to work with relevant literature and techniques; very good ability to organize, analyse, and examine the material in a constructive and critical manner.

B (73-76%) **'Good'** Good knowledge of the subject matter; a fair understanding of relevant issues; good ability to work with relevant literature and techniques in a critical and analytical manner; some ability to develop solutions to difficult problems related to the subject material.

B-(70-72%) **'Marginally Acceptable'** Some familiarity with the subject material and understanding of relevant issues; satisfactory ability to work with relevant literature and techniques in a critical and analytical manner; needs to demonstrate a stronger clarity of purpose in attempts to solve moderately difficult problems related to the subject material.

C (60-69%) **'Unsatisfactory'** Very limited familiarity with the subject matter and understanding of relevant issues; needs to demonstrate clarity of purpose in attempts to solve problems related to the subject material. At the discretion of the instructor, supplemental work may be negotiated to upgrade the mark to a B range.

A graduate student may carry two C grades without penalty in all courses except the following:

- Foundation Courses
- Ministry Action Program
- Supervised Ministry Experience
- Graduate Project and Seminar
- Theory and Methods in Theology and Religion (GTR 6000)

In these courses, a minimum grade of B- is required to obtain the credit for completion of the degree.

A graduate student who receives a C or F in a Foundation course, GTR 6000, or in a course required for the Testamur (United Church of Canada requirement for ordination) must repeat the course to achieve a B- or better, and cannot use the C grade to meet prerequisite requirements for advanced courses. If the student repeats one of these courses and receives a B- or better, the previous C grade remains on the transcript and is counted toward the total of unsatisfactory grades that may lead to academic dismissal. Credit will be given only once for any course. (See Policy on Unsatisfactory Academic Performance in the "Academic Policies and Regulations" section later in this Calendar.)

F (0-59%) **'Failure'** Student has not grasped subject matter; does not understand issues involved; cannot work with relevant literature. (See Policy on Unsatisfactory Academic Performance in the "Academic Policies and Regulations" section later in this Calendar.)

P **'Pass'** Credit is awarded, but no mark is assigned.

W **'Withdrew'** This designation indicates that the student has withdrawn from a course after the last day to make course changes and by the deadline to withdraw from courses as set out in the Academic Dates. There is no academic penalty associated with this designation.

WF **'Withdrawal Failure'** This indicates that the student withdrew from the course after the deadline for withdrawal and did not complete the requirements for the course.

INC **'Incomplete'** This designation indicates that an appropriate extension has been granted by the instructor in accordance with the Late Submission of Assignments Policy. The designation "INC" is a temporary designation. When the allowable extension has expired, this designation will be converted to a final letter grade.

FP **'Failure due to Plagiarism'** A student will receive this grade only after proven incident(s) of plagiarism in a course.

Academic Policies and Regulations

The following descriptions are a summary of policies governing academic life at AST. For further information or clarification please consult the AST website or contact the Registrar's Office.

Accessibility

AST has developed an Accessibility Plan. It is available on the AST website.

Aegrotat Standing

Aegrotat standing indicates that a student has gained credit (but not a mark) for a course without having completed all course requirements due to ill health.

Conditions: The student must complete at least one-half of the course in the applicable academic term. The instructor must judge on the basis of performance that the student has fulfilled the minimum requirements for a pass in the course. Aegrotat standing is given only for reasons of ill health.

Certification in writing is required from an appropriate health professional: (a) of illness, and (b) that completion of the remaining required work would be inadvisable. Aegrotat standing may not be given for more than 5.5 credits. Aegrotat Standing is noted on a student's academic record by the notation "Aegrotat" under the grade column, and appropriate credit noted under the credit column.

Application: Students who wish to receive Aegrotat standing for a course or courses must submit a letter addressed to the Academic Dean requesting Aegrotat standing. The letter must list the course or courses for which Aegrotat standing is requested, clearly state the basis for the request, and include as an enclosure the original certification in writing from an appropriate health official confirming the student's illness or condition, and that completion of the remaining course work would be inadvisable.

Deadline: The student's letter of request for Aegrotat Standing must be received by the Academic Dean no later than the last day of the applicable term. Applications for Aegrotat Standing received after the last day of the applicable term will be denied, unless extraordinary circumstances prevail.

Decision: If the Academic Dean is satisfied with the student's request, the Dean will consult with the course instructor. If the course instructor judges that the student has completed at least one-half of the course and that on the basis of performance the student has fulfilled the minimum requirements for a pass in the course, the Dean will authorize the course instructor to assign "AEG" for the student on their transcript.

Advanced Standing Policy

[The following policy was approved by Senate on 27 April 2022.]

Advanced standing means that a student is exempt from taking a specific required course. In its place, an elective course in the same subject area must be taken. Students must request advanced standing at the time of application on the basis of prior studies that are recorded on a university transcript. In the case of graduate courses, prior studies must have been at the graduate level.

In the case of RM 1000 Research Methods and Practices, students in this course learn foundational methodologies and practices for research in theology, including information literacy; citation style and standards; plagiarism and academic integrity; and the competencies required for qualitative research methods including the research traditions such as basic Qualitative Research,

Phenomenology, Ethnography, Narrative Analysis, and Qualitative Case Study. Requests for advanced standing in RM 1000 are considered on a case-by-case basis. If a student has previously taken a course that fulfills all of the elements noted above, the student may send a written request for exemption, official transcript, and copy of the course syllabus to the Registrar when applying to their program. (Exemption for MDiv students must include evidence of such a course taken at the graduate level.) Alternatively, the student may send a request to the Registrar to write a challenge exam in May or August.

In exceptional circumstances, variants to the Advanced Standing Policy will be considered by the Academic Dean on a case by case basis.

Attendance Policy

In all courses 100% attendance at all classes or related events is expected. Instructors have the right to require students with cumulative absence totalling one-sixth of the course (two weeks or equivalent) to demonstrate a grasp of the material missed. Grades for participation will be reduced for those students who are consistently late or who miss classes. Advance notice of absence from class to the instructor is expected of all students in a course.

Audio or Video Recording Policy

No audio or video recording of classes and discussion groups, common worship, denominational worship, and other campus events (whether online or in person) is permitted without explicit permission from all parties involved. Different regulations may apply to outside persons or groups given permission to use AST facilities, including the Chapel.

Audit Policy

[The following policy was approved by Senate on 27 April 2022.]

An auditor is an AST student enrolled in an AST course but not seeking credit for the course. Only students admitted to studies at AST may audit courses and must pay the applicable fees.

Auditors may attend all classes. Auditors may not write tests or examinations, nor submit other forms of work for evaluation unless explicitly permitted by the instructor.

A maximum of 5 auditors may register per course. Registration priority is given to students registering for academic credit. Auditor registrations are excluded from the calculation used to determine class size limits or cancellation of courses due to low course enrolment. Not all courses are suitable for auditing.

Audited courses are not eligible for credit. Audited courses appear on the auditor's academic record with "AUD" (or similar) in the grade column and "0" in the credit column. Audited courses are not counted into a student's maximum course load.

Audit to Credit and Credit to Audit

Course registration changes from audit to credit must be made not later than the last day for course changes as set out for the term in the list of dates for the current Academic Year. The student will be responsible for the appropriate tuition fee for the change from audit to credit at the time of change of registration. Moving from audit to credit status is only available to students in degree programs or the GCTS.

Course registration changes from credit to audit must be made 30 days prior to the last day of classes in the term (or the 7th day of a Summer term course). In this case, tuition will not be refunded.

Course changes from audit to credit and/or credit to audit must be made using a Course Leave and Enter Form (available on the AST website on the “Students” page) and approved by the student’s Faculty Advisor and the instructor of the course in question.

See “Course and Program Changes” for deadlines to change course registration from audit to credit and from credit to audit.

Complaints regarding Accreditation Standards of the Association of Theological Schools

A complaint regarding Atlantic School of Theology’s adherence and fulfillment of ATS Standards is to be made in writing and addressed to the President. The complaint is logged by the Executive Assistant to the President and retained in the President’s office (or archive) in a locked filing cabinet. A copy of the complaint is provided to the Executive Committee (President, Academic Dean and Chief Administrative Officer) and to the Chair of the Board of Governors. Within 30 days, the President convenes a working group to investigate the complaint, consisting of the President, the Academic Dean, and one member of the Board of Governors. One or more staff or faculty members may be added to the working group if needed. The working group investigates the complaint. The complainant is invited to speak to the working group as part of the investigation. The President then responds in writing to the complainant within 60 days of the receipt of the written complaint. Copies of the written response are provided to the working group, the Executive Committee, the chair of the Board of Governors, and added to the original complaint in the file held by the President’s office. In cases in which the President is implicated in the complaint, the President will be excluded from access to the complaint and adjudicating the complaint, and the President’s role will be fulfilled by the Academic Dean. In cases in which the Academic Dean is implicated in the complaint, the Academic Dean will be excluded from adjudicating the complaint, and the President will appoint a tenured faculty member to fulfill the Academic Dean’s role.

Course Changes and Course Withdrawals

All course changes (adding or withdrawing) must be completed in Self Service Banner. Please refer to the Registration User Guide available on the Self-Service Banner page, accessible under the Quick Links tab on the AST website, for detailed instructions.

Students who register late for courses are responsible for the full tuition and associated fees for the course. (See Academic Dates.)

Please refer to the Course Withdrawal and Refund Schedule (2024-2025) for information regarding tuition refunds and final grade implications based on withdrawal dates.

Course Withdrawal and Refund Schedule (2024-2025)

Tuition is refunded based on the following schedule:

INTERSESSION 2024**PT 3901 (CPE) April 22 - July 9**

| <i>Dates</i> | <i>Final Grade</i> |
|-----------------|--|
| Until May 12 | N/A - course removed from registration |
| May 13 – June 2 | W (“W” is not an academic penalty) |
| June 3 – July 9 | WF (Withdrawal Failure) |

PT 3169 May 13-17

| <i>Dates</i> | <i>Tuition Refund</i> | <i>Final Grade</i> |
|--------------|-----------------------|--|
| May 13 | 100% | N/A - course removed from registration |
| May 14 | 50% | W (“W” is not an academic penalty) |
| May 15-17 | 0% | WF (Withdrawal Failure) |

DML 3000 June 10-13

| <i>Dates</i> | <i>Tuition Refund</i> | <i>Final Grade</i> |
|--------------|-----------------------|--|
| June 10 | 100% | N/A - course removed from registration |
| June 11 | 50% | W (“W” is not an academic penalty) |
| June 12-13 | 0% | WF (Withdrawal Failure) |

PT 2182 June 13-17

| <i>Dates</i> | <i>Tuition Refund</i> | <i>Final Grade</i> |
|--------------|-----------------------|--|
| June 13 | 100% | N/A - course removed from registration |
| June 14 | 50% | W (“W” is not an academic penalty) |
| June 15-17 | 0% | WF (Withdrawal Failure) |

SUMMER 2024 (June 17— July 26)

Session 1: June 17-28 **CH 2183/ET 2183/ST 2183 / PT 2183/ PT 2502**

| <i>Dates</i> | <i>Tuition Refund</i> | <i>Final Grade</i> |
|--------------|-----------------------|--|
| June 17-19 | 100% | N/A - course removed from registration |
| June 20-21 | 50% | W (“W” is not an academic penalty) |
| June 22-28 | 0% | WF (Withdrawal Failure) |

Session 2: July 1-12 **NT 2105 / PT 3171 / WF 1000**

| <i>Dates</i> | <i>Tuition Refund</i> | <i>Final Grade</i> |
|--------------|-----------------------|--|
| July 1-3 | 100% | N/A - course removed from registration |
| July 4-5 | 50% | W (“W” is not an academic penalty) |
| July 6-12 | 0% | WF (Withdrawal Failure) |

Session 3: July 15-26 **CH 2167/ST 2167 / BF 1002 / HB 3116**

| <i>Dates</i> | <i>Tuition Refund</i> | <i>Final Grade</i> |
|--------------|-----------------------|--|
| July 15-17 | 100% | N/A - course removed from registration |
| July 18-19 | 50% | W (“W” is not an academic penalty) |
| July 20-26 | 0% | WF (Withdrawal Failure) |

FALL TERM 2024 (Sept. 4 – Dec. 9, 2024)

September 10 - Last day for late registration for Fall Term courses.

| <i>Dates</i> | <i>Tuition Refund</i> | <i>Final Grade</i> |
|------------------|-----------------------|--|
| Until Sept 24 | 100% | N/A - course removed from registration |
| Sept 25 – Oct 14 | 50% | W ("W" is not an academic penalty) |
| Oct 15 – Nov 11 | 0% | W ("W" is not an academic penalty) |
| Nov 12 – Dec 9 | 0% | WF (Withdrawal Failure) |

WINTER TERM 2025 (Jan. 8 – April 8, 2025)

January 14 - Last day for late registration for Winter Term courses (Friday)

| <i>Dates</i> | <i>Tuition Refund</i> | <i>Final Grade</i> |
|-----------------|-----------------------|--|
| Until Jan 28 | 100% | N/A - course removed from registration |
| Jan 29 – Feb 7 | 50% | W ("W" is not an academic penalty) |
| Feb 8 – Mar 6 | 0% | W ("W" is not an academic penalty) |
| Mar 7 – April 8 | 0% | WF (Withdrawal Failure) |

TWO-TERM COURSES (Sept. 4, 2024 – April 8, 2025)

September 2024 to April 2025 (Two-Term Courses)

| <i>Dates</i> | <i>Tuition Refund</i> | <i>Final Grade</i> |
|------------------|-----------------------|--|
| Until Sept 24 | 100% | N/A - course removed from registration |
| Sept 25 – Jan 28 | 50% | W ("W" is not an academic penalty) |
| Jan 29 – April 8 | 0% | WF (Withdrawal Failure) |

Exceptions to this withdrawal and refund schedule may be granted for reasons of health and/or other substantial reasons with the approval of the Academic Dean. If an exception is desired, students must make a request to the Dean in writing. Exceptions for reasons of health must enclose or attach original certification in writing from an appropriate health official confirming the student's illness or condition.

Overdue Accounts

Students who have an outstanding balance owing to AST are not permitted to register for subsequent courses until the outstanding balance is paid in full. Student accounts must be paid in full prior to graduation. Unpaid accounts will result in the withholding of all academic records, certifications to ecclesial bodies, and degree or diploma parchments. Please ensure that your account is settled with the Business Office before the end of each academic term.

Course Registration Limit

Theological studies are intense and demanding. They require time for reflection and integration, as well as time for study. Degree and GCTS students are strongly advised not to exceed 5 credits/audited courses in each of the Fall or Winter terms, and 3 credits/audited courses in the Summer term. These limits are considered to be a full course load. With the permission of their Faculty Advisor, students may register for an overload of up to 1 additional credit or audit in the fall or winter term.

Deadline for Completion of the Requirements for a Degree or Certificate

Students must complete all requirements for a degree, certificate, or diploma no later than forty-eight hours before the meeting of Senate which approves candidates for degrees, certificates, and diplomas in the spring of intended graduation. The names of students not fulfilling this requirement will not appear before the Senate for confirmation of graduation and will not be recognized as graduates at Convocation.

Directed Studies

Directed Studies are meant primarily to provide course credits needed by AST students who, in their final year of studies, require certain courses to graduate. A secondary purpose of Directed Studies is to permit AST students to pursue an area of research that is not normally covered by the AST curriculum. A Directed Study can be developed in conjunction with a special learning opportunity such as attending a conference. Each Directed Study is normally counted as one course credit.

Students wishing to undertake a Directed Study should consult with their Faculty Advisor and review how it will assist in meeting degree requirements and learning goals. Faculty Advisors will provide students with a guide, "How to develop a Directed Study proposal," which is also available from the Academic Office.

For any one student's program, the maximum number of Directed Studies is three (3). This applies to all programs. A fourth Directed Study is permissible as a Formation Credit for students not within AST's Founding denominations; for students requiring a Directed Study in order to undertake an advanced language course; or under extenuating circumstances (e.g. illness); for a maximum of four (4) Directed Studies in any one program. For students with more than 3 Directed Studies on their transcript as of June 1, 2021, all credits will be recognized as valid, but no further Directed Studies may be organized unless they arise due to illness, for advanced language studies, or as a Formation credit as noted above.

Extracurricular Responsibilities

Students enrolled full-time in studies at AST and who also have significant extracurricular responsibilities (other studies, employment, volunteer work etc.) that inhibit effective full-time studies should consider changing their status to part-time. An appropriate profile for part-time studies should be discussed with your Faculty Advisor and the relevant denominational Faculty Group (when appropriate). The faculty as a whole and/or the Dean may be involved in establishing the accepted course load.

Inclusive Language Policy

AST seeks to reflect the value of full inclusivity in its language both written and spoken. Inclusive language for human beings (e.g. "humankind" rather than "mankind") is the norm for university-level work across North America and is required of all AST students in their academic work. Assignments that do not meet this standard may need to be revised and resubmitted in order to receive credit. Students also need to be aware of individual churches' policies with respect to gendered language for God. AST seeks to take these policies into account.

Late Submission of Assignments and Extended Deadlines to Complete Course Work

Assignments are due at the time specified by the instructor in the course syllabus. This is to be interpreted as meaning at the class scheduled for the specified day, or, if there is no class that day, by 5:00 p.m. Atlantic time. Instructors must be informed in advance if work will be submitted late. For assignments submitted late, graduated penalties should be levied. Instructors may make exceptions to the above for compassionate reasons, but these do not include claims of excessive workload. Instructors are not obliged to accept work submitted late.

If a student cannot complete the course requirements as outlined in the course syllabus, the student may request from the instructor an extension of time to complete the requirements. If a granted extension prevents the instructor from submitting a final grade, the instructor will indicate the designation "INC" in place of a letter grade by the deadline to submit final grades at the end of

the term. Instructors are required to submit a final grade to replace the “INC” as follows: for the Summer term by September 30th; for the Fall term by January 31st; for the Winter term by May 31st. If the instructor does not submit a final grade by these dates, the “INC” will be converted a failing grade, “F”. If a student wishes a further extension beyond the dates identified above, the request and reasons must be made in writing to the course instructor, who will then present it to the Faculty Council. Both the instructor and Faculty Council have the right to decline the request for an additional extension. Additional extensions approved by Faculty Council must be confirmed in writing by the Academic Dean to the Registrar within five days of the extension’s approval by Faculty Council.

Learning Challenges and Other Special Needs

A student who experiences identified perceptual or learning challenges, or other special needs, must confer, in confidence, with the instructor during the first week of term. Student and instructor will then negotiate and agree on any adaptations to class presentations, assignments, or examinations that may be required to meet the student’s needs. Any agreement will be documented and followed by student and instructor in the same way as any other direction in the course syllabus. Any relevant medical or specialists’ reports must be furnished to the Academic Dean in advance and will be kept in confidence in the student’s academic file. Without such reports, students may not reasonably expect accommodation of their needs.

AST students may make use of the resources, staff, and programs of the Writing Centre and the Fred Smithers Centre for Support for Students with Disabilities at Saint Mary’s University to assist them in their academic success.

Letter of Permission for External Courses

In all cases, a student must first discuss plans to take courses offered by an external institution with the student’s Faculty Advisor.

Degree and GCTS students enrolled in a program at AST must have written permission to take courses outside AST for credit in their program. For GCTS, MA, and MDiv students, permission will be granted only for courses offered at the Master’s level or higher. Students must complete a Letter of Permission form (available on the AST website on the “Students” page) and have it signed by the Registrar.

The maximum number of Letter of Permission courses offered by external institutions that may be counted toward AST graduate programs is eight for BTh students; three for MDiv students; two for MA (Theology and Religion) students; and one for Graduate Certificate in Theological Studies students. An exception to these limits may be made if, in the final year of studies, a specific course is needed for graduation and is not offered by AST.

If a student transfers credits from another institution when first admitted to an AST program, the combined number of transfer credits and subsequent Letter of Permission courses offered by external institutions cannot exceed one-half of the total credits required for the program.

Notification of Disclosure of Personal Information to Statistics Canada and the Maritime Provinces Higher Education Commission

Statistics Canada

Statistics Canada is Canada's national statistical agency. As such, Statistics Canada carries out hundreds of surveys each year on a wide range of matters, including education.

It is essential to be able to follow students across time and institutions to understand, for example, the factors affecting enrolment demand at postsecondary institutions. The increased emphasis on accountability for public investment means that it is also important to understand outcomes. In order to conduct such studies, Statistics Canada asks all colleges and universities to provide data on students and graduates. Institutions collect and provide to Statistics Canada student identification information (student's name, student ID number, Social Insurance Number), student contact information (address and telephone number), student demographic characteristics, and enrolment information.

The federal Statistics Act provides the legal authority for Statistics Canada to obtain access to personal information held by educational institutions. The information may be used for statistical purposes only, and the confidentiality provisions of the Statistics Act prevent the information from being released in any way that would identify a student.

Students may contact Statistics Canada via e-mail if they have any questions:

statcan.PSIS-SIEP.statcan@canada.ca.

Maritime Provinces Higher Education Commission

The MPHEC collects the data described above on behalf of Statistics Canada. In addition, it archives these data and uses them to generate basic statistics, research products, as well as the sampling frame for its university graduate survey. These activities support its mandate, which is to assist institutions and governments in enhancing the post-secondary learning environment. The legal authority for these activities is provided by the Maritime Provinces Higher Education Commission Act. The Act also requires that all data received by the Commission is kept confidential and ensures the protection of personal information.

For more information, consult the MPHEC's Privacy Statement at: www.mphec.ca.

Policy on the Prevention and Resolution of Harassment and Discrimination

Atlantic School of Theology is committed to establishing and maintaining a safe place and community for all who study and work with us. A detailed Policy on the Prevention and Resolution of Harassment and Discrimination is in place at AST and governs behaviour of all who study, work, and live at AST. The policy can be found on the AST website.

Research Ethics Board (REB)

All research involving human subjects undertaken at Canadian universities is subject to ethics review in order to be sure that researchers have taken into consideration any potential risk to participants involved in their research. Researchers must design a procedure for consent in which potential participants are fully informed of possible risks and are not subject to undue pressure in giving their consent to join the research project. Atlantic School of Theology's Research Ethics Board consists of one AST faculty member and four external reviewers. Students undertaking research on human subjects must complete Form 1B "Student Application for Ethics Review of Research Involving

Humans” available on the Saint Mary’s University website. Students then submit this completed form to their faculty supervisor at AST. Students must indicate on the form that data from their research will be retained for one year and then shredded, destroyed or deleted. Researchers must not store data or personal information about research participants on external flash drives or CDs. The faculty supervisor will submit the researcher’s completed Form 1B to the AST faculty member serving on the REB. He or she will send the form to the REB members. The AST faculty member will then report the review of the REB to the faculty supervisor who will discuss it with the student. If necessary, the student may be required to submit a revised form to the REB for final approval. AST faculty who undertake research involving human subjects must also fulfill REB requirements.

Storm Day Policy

Students should exercise their own judgment as to whether or not they appear for class during inclement weather. Whenever possible, notification of AST’s closure will be given through the media. Students are expected to make their own decisions regarding the necessity of leaving AST in the event of a sudden storm. If instructors are not able to hold a class due to the weather, the instructor will record a notice as an office telephone message and/or send an email message.

Student Academic Records

Students’ academic records, including their application materials and their official AST files, are maintained by the Registrar’s Office and are the property of AST. Access to records and release of information from them is governed by AST’s policies and laws of the Province of Nova Scotia (Freedom of Information and Protection of Privacy Act, S.N.S. 1993, Ch. 5) and the Country of Canada (Personal Information Protection and Electronic Documents Act.)

In addition to the internal policies, procedures, and practices of AST and the requirements of the provincial FOIPOP legislation and the national PIPEDA legislation, as a public institution, AST is mandated to collect and report annually to Statistics Canada through the Maritime Provinces Higher Education Commission (MPHEC). For more information, please see “Notification of Disclosure of Personal Information to Statistics Canada and the Maritime Provinces Higher Education Commission” in Academic Policies and Regulations.

International students also should be aware that AST is required to report on international student enrolment status to Citizenship and Immigration Canada. For more information, please visit their website at: www.cic.gc.ca.

AST’s Student Records Policy is available at the Registrar’s Office. Requests for access to student academic records are directed to the Registrar’s Office.

Termination of Studies by a Student

Students taking courses or enrolled in programs of AST may wish or be required by circumstances to terminate their studies before their courses or programs are completed. In all cases the Registrar must be notified, in writing, by the student. Termination of studies begins on the day the Registrar is notified.

When a student terminates studies at AST by transfer to another institution, it rests with the other institution to determine how many credits completed at AST may be transferred. When a student voluntarily withdraws from courses or programs after the last day to withdraw from courses without academic penalty in the Summer, Fall, or Winter terms, the student is responsible for all fees (including tuition and associated fees) incurred by academic registration for the term of the withdrawal and

may be responsible to AST for other fees. Students who withdraw after the last day to withdraw from courses without academic penalty in the Summer, Fall, or Winter terms because of sickness, or other reasons, are subject to the regulations governing course changes and course withdrawals.

Textbooks

Students are responsible for locating and purchasing their own books for all courses. AST does not have a bookstore and does not order books for purchase. To find the list of books you will need for your courses, consult the “Students” page on the AST website, and click on “Textbooks.” Alternatively, contact the course instructor for details.

Thesis

An MDiv student wishing to write a thesis must discuss the thesis topic and a potential thesis director with the student’s Faculty Advisor. Note carefully which degree credits will be fulfilled by the thesis (Foundations courses cannot be fulfilled via a thesis). If the Faculty Advisor is in agreement, and a thesis director has agreed to supervise the work, the student must register for the “Thesis” credits in Self Service Banner (THE 1000 CRN 18145 in Fall term and THE 1000 CRN 27489 in Winter term).

See “Thesis and Defense” in the MA (Theology and Religion) program requirements section for guidelines for MA (Theology and Religion) thesis proposal submission.

At the time of printing, a thesis option is not available to BTh students.

Students preparing a thesis for any program at AST are required to submit their theses in final form prior to March 1st in the year of intended graduation according to the schedule of dates as published in the Calendar. Once accepted and passed by the examiners, one fully corrected, unbound copy of the thesis is to be deposited in AST Library by the end of the Winter term. The AST Library does not arrange for binding of personal copies of theses. In lieu of a paper copy, students can submit a fully corrected PDF copy for inclusion with the online Atlantic School of Theology Theses collection accessible through the Saint Mary’s University Institutional Repository.

Styles for theses and major papers must follow the conventions in *The Chicago Manual of Style* (17th ed. University of Chicago Press, 2017). Theses must also abide by the Inclusive Language Policy.

Transfer of Credits into AST

AST may accept up to one-half of the total credits required for a degree program in transfer from another recognized university into AST. Courses considered for transfer must be earned at a recognized university or accredited theological school, earned at the equivalent level of study (undergraduate or graduate) or higher, received a grade of B- or higher, and be consistent with AST’s curriculum. Each course proposed for transfer of credit is considered on its own merit. Transfer courses must not have been used for credit in another completed degree program. Academic credit—not marks—is accepted in transfer.

Transfer credit assessment should be requested by the applicant at the time of program application. AST reserves the right not to assess a request for credit transfer if the request was not made at the time of program application.

To assess credits for transfer you will need to send to AST’s Registrar a request indicating the course(s) you wish to have assessed for transfer into AST, and an individual, scanned PDF of the syllabus of each such course.

D

Your request and the course syllabus PDF must be sent in one email message to the Registrar. The course number must be included in the PDF document name (e.g. SAB2261H.pdf).

You will need to arrange for your official transcript to be sent directly from the university where the courses were completed to the Registrar at AST. Only courses with final grades can be assessed for transfer.

All courses intended for transfer are reviewed by the Dean and Faculty for suitability for the program. Processing time is dependent on the number of courses being requested for assessment and the availability and schedule of the Dean, Faculty, and Registrar.

Please note that academic credit cannot be granted on the basis of prior work or life experience.

Transfers between Graduate Programs

Students who wish to transfer from one AST program of study to another are required to apply, meet the admission standards, and fulfill the course requirements of the program to which they wish to transfer. They will be given appropriate credit for the courses they have already completed in their former program. Once admitted to the new program of study, the student ceases to be a student in the previous program.

| <i>Transfer from</i> | <i>Transfer to</i> | <i>Eligible?</i> |
|----------------------|---------------------|------------------|
| Diploma programs | Degree programs | No |
| Degree programs | Diploma programs | No |
| BTh | GCTS or MA or MDiv | No |
| GCTS | BTh or MA or MDiv | Yes |
| MA | BTh or GCTS or MDiv | Yes |
| MDiv | BTh or GCTS or MA | Yes |

Academic Discipline Policies and Procedures

Definitions

Academic Committee: The Academic Dean (chair), Registrar, and Core Faculty. **Academic Dean:** The chief academic officer of AST.

Academic Decision: A decision by a faculty member, the Faculty as a whole, the Dean, Registrar, President, or Senate about an academic issue concerning an individual student, such as grades, student standing, academic discipline, suspension or termination of studies.

Board of Governors: An appointed body charged with the oversight of all matters relating to AST, with the exception of academic matters. Consists of representatives of the Founding Parties (Anglican, Roman Catholic, and United Church of Canada), faculty, and students.

Registrar: The academic officer responsible for course timetables, student course registration, recording of grades, and continuing maintenance of student records.

Senate: An appointed body responsible for academic programming, integrity and discipline. Consists of representatives of the Founding Parties (Anglican, and Roman Catholic, and United Church of Canada), faculty, students, Dean, and President (chair); normally meets three times in the academic year.

Suspension of Studies: A defined period away from registration for courses and participation in student life, usually required for reasons of academic discipline. A suspended student may return and register for courses when the period of suspension ends, without re-application and re-admission.

Appeals Policy and Procedure

[The AST Senate discontinued and rescinded the "Appeal of Final Marks Policy" (1991) and the "Senate Appeals Policy and Procedure" (2006) on Feb 3, 2021. The following policy was approved by Senate on 3 February 2021.]

This policy applies only to academic matters at Atlantic School of Theology.

Students currently enrolled at AST who believe they have been treated unjustly may appeal an academic decision made by an employee or body of the University. An appeal must be based on evidence of significant substance. An appeal suspends the effect of the decision being appealed until the Senate Appeals Committee considers the request and while the appeal itself is being adjudicated.

Senate Appeals Committee (ad hoc)

The Senate Appeals Committee is convened only when needed. The Committee will consist of the President of AST (as chair, non-voting), two Faculty members, and one member of Senate or the Board of Governors who is not a student and not an AST Faculty member. The Academic Dean will appoint the Committee members. If the Academic Dean is an interested party in the appeal, the President will appoint the Committee members. None of the members of the Committee may be individually involved in the decision that is being appealed. In the event that a member of the Senate Appeals Committee must be excused from the Committee, the Dean or President will appoint another Senator or Governor to serve on the Committee.

*Appeal Process***STAGE 1**

A student undertaking an appeal should contact the person or body who made the academic decision to request that the decision be reconsidered. All relevant information should be provided at that time.

STAGE 2

If Stage 1 has been completed, and the student wishes to further appeal the decision, the student may contact the Registrar in writing to request a review of the decision. A complete dossier must be provided to the Registrar within 21 calendar days of the date of the decision being appealed.

The following information must be supplied to the Registrar in a single dossier:

- A letter stating the academic decision in question, any penalty that was applied, and the basis for appealing the decision (for example, errors of calculation or weighting of assignments)
- If the student does not have access to materials considered relevant to the appeal, the student shall indicate this in the letter
- All relevant documents (such as letters, course syllabus, grading rubrics, assignments, instructor's and/or supervisor's assessments, or other documents)
- Any responses received by the student in Stage 1

The Registrar will acknowledge the receipt of the dossier. Written materials supplied by the student after this dossier has been submitted will not be taken into consideration.

STAGE 3

The Registrar will provide the dossier to the Senate Appeals Committee. The members of the Committee will read and then meet to review the dossier. The Committee will normally request a statement from the person or body who made the academic decision under review. However, the Committee may determine that it has sufficient information and does not require such a statement. If applicable, aspects of courses that are graded in relation to observation of a student's performance (e.g. field education courses) will be reviewed on the basis of the supervisor's observations, and of any direct documentary evidence the student or instructor may submit. At its discretion, the Committee may request that another professor assess disputed assignments (if applicable) and make a report to the Committee. If any additional relevant documents are considered by the Committee, copies will be provided to the student.

If the Committee believes that the Appeal does not have merit, the student will be notified in writing, with reasons provided.

If the Committee believes that the Appeal has merit, it may arrange to interview the student and any other relevant parties, normally within two weeks of the first sitting of the Committee. The Committee will also determine the format of any interviews in an appeal hearing process if the Committee deems interviews appropriate. The student has the right to bring an advocate to the interview process besides any witnesses called to the interview. The interviews of all relevant parties in the appeal will be conducted in the presence of the student or the student's designate. The Committee may decide not to convene any interviews.

Following interviews (if any), the Appeals Committee will render a decision in writing to the student and appropriate parties within one week of the conclusion of the interview process.

STAGE 4

After the Senate Appeals Committee has rendered its decision(s), a written copy of the decision(s) will be sent to the student and other parties involved. A copy of the decision(s) will be added to the dossier, and the dossier will be kept in the Academic Office and be subject to the Student Records Policy. If required by the Committee's decision(s), the Registrar will amend the student's transcript.

Decisions of the Senate Appeals Committee are final and not subject to further appeal.

General Principles binding all involved in an Appeal

All parties involved will respect confidentiality with respect to all names, documents, and proceedings in an appeal. The Chair of the Appeals Committee will ensure early in the process that potential conflicts of interest between members of the Committee and the student have been addressed.

Fees

Fees for use of the appeal procedure will be established by the Administration. The fee will be published in the Academic Calendar.

Plagiarism Policy

(Approved by Senate October 30, 2019)

1. Principle: Plagiarism is a serious breach of integrity both for the individual and the institution, and it requires serious sanctions.

2. Definition: Plagiarism is the presentation of another person's words, ideas or information as if they were one's own, e.g. by unacknowledged quotation, derivation, paraphrase, or summation. There is no distinction made between intentional and unintentional plagiarism.

3. Sanctions: The sanctions are as follows:

- (a) For a first incident of plagiarism, failure of the assignment in question. A copy of the assignment concerned, along with all relevant documentation of plagiarism, will be kept in the student's academic file.
- (b) For a second incident of plagiarism (in this or any other course), failure of the course, with the final grade FP (Failure due to Plagiarism) appearing on the student's transcript. A copy of the assignment concerned, along with all relevant documentation of plagiarism, will be kept in the student's academic file.
- (c) For a third incident of plagiarism (in this or any other course) suspension from further studies at AST, effective immediately, by action of the Dean.

A meeting among the student concerned, the instructor, and the Dean may be convened. The student may request support from the student's faculty advisor or other support person. No credits (for any course) will be awarded for the term in which the third incident occurred. Notice of the reason for the suspension will be recorded in the student's academic file and a copy of the assignment concerned, along with all relevant documentation of plagiarism, added to that file. The student will be suspended from all studies at AST for a minimum of 12 months. Permission to resume studies will only be granted at the discretion of the Dean in consultation with the Faculty and, where the student is a member of a formation program at AST, the appropriate Director of Formation.

4. Procedures:

- (a) When a case of plagiarism is discovered, the professor(s) involved will consult the student's academic file to determine if a previous incidence of plagiarism has been recorded.
- (b) The professor will inform the student in writing of the discovery of plagiarism and indicate to the student the sanctions that will be imposed.
- (c) When the case involves the first or second incident of plagiarism committed by the student, the professor(s) involved shall invoke the appropriate sanction outlined above in Section 3 Sanctions.
- (d) The professor will inform the Dean and the student's Faculty Advisor in writing to summarize the details of the case and to indicate steps taken above (4a-c). The Dean will then notify the rest of Faculty of the case as soon as possible.
- (e) When a professor reports a case that represents a third incident of plagiarism, the student will be suspended. See section 3(c) above – Sanctions.
- (f) If a student sanctioned for plagiarism is a participant in a formation program at AST, the appropriate denominational Director of Formation will also be informed of the sanction by the Dean.
- (g) At any stage, the student may request a meeting with the professor and the student's Faculty Advisor (or a second member of Faculty not otherwise involved in the case) within 30 days of any sanction taking effect. The student may bring a support person to the meeting.

5. Right to appeal: There are two grounds to appeal a sanction for a judgment of plagiarism:

- (i) That the work or portion of the work in question is not plagiarized, but is the student's original work.
- (ii) That the procedures outlined in Section 4 have not been followed.

There is no right to appeal on the basis of:

- ignorance of the policy or the definition of plagiarism;
- no conscious intent to mislead; or
- extenuating circumstances – e.g. stress, learning disability, inconvenience of the sanction.

6. Appeal process:

- (a) In the case where there is an argument that the work or portion of the work in question has not been plagiarized, the student may request to the Dean in writing (not later than 30 days after receiving first notice of the sanction) that the assignment be reassessed. The student must give written reasons and evidence that the work or portion of the work in question is his/her own original work.

The Dean will compile a portfolio including the material filed by the professor(s) involved and the student's submission. The Dean will request a second member of Faculty and a non-Faculty member of Senate to consider the complete portfolio and to confer with the Dean on the finding of plagiarism. The Dean will make a final determination on the case.

(b) In the case where the student thinks that there has been lack of due process as outlined in Section 4, the student has a right to appeal to Senate. In such a case, the student must write to the Chair of the Senate (usually the President of AST) outlining the way in which due process has not been followed. The Chair of the Senate will request a member of Faculty (who has not yet been involved in the case) and a non-Faculty, non-student member of Senate to reassess the student's work and to confer with the Chair and the Dean on the finding of plagiarism. The Chair of Senate will make a final determination on the case.

Please review the Appeals Policy and Procedure for detailed information on the appeal process.

Suspension or Termination of Studies for Academic or Other Reasons

Through the President and/or the Academic Dean, AST reserves the right to suspend a student's presence from classes, the residence, AST property, and all events and gatherings of AST for cause and until such time as the cause or causes have been investigated and resolved. Reasons for suspension will be documented in writing and, if possible, discussed with the student.

AST may terminate a student's studies for academic or other reasons, including contravention of the Code of Conduct. This action may be taken on its own merits or in association with another AST policy. Before such action is taken the Academic Dean will meet with the student(s) along with the Faculty Advisor(s) as appropriate in order to hear and to address the issues involved. Students' academic progress is reviewed each term by the faculty. Students whose studies are terminated may re-apply for admission no sooner than 12 months after the termination of their studies.

Although satisfactory academic performance is necessary to continuance, it is not the sole criterion. Students are evaluated for suitability in terms of the goals and objectives of the program in which they are enrolled. If for academic or other reasons a student's suitability to remain in or return to studies at AST is in question, the Faculty reserves the right to require a student to undertake evaluations as deemed appropriate in order to continue or return to studies. Any conditions governing continuation of or return to studies will be stipulated in writing.

The Academic Dean or Faculty Council may suspend a student for a given period or terminate a student's studies at AST. When a student's studies are suspended or terminated, the reasons for the decision shall be given to the student in writing and the student will meet with the Academic Dean and his/her Faculty Advisor to receive this communication when possible. In cases of suspension or termination all members of the AST community are expected to respect the rights of an individual's privacy and the confidentiality of all the parties involved.

Students have the right to appeal the termination or suspension of studies decision through the Appeals process. Appeal to the Senate suspends dismissal until the Senate committee renders a decision, unless the termination or suspension of studies is due to threats or violence against AST property, personnel, or students, including self-harm by the student in question.

Please review the Appeals Policy and Procedure for detailed information on the appeal process.

Unsatisfactory Academic Performance Policy (applies only to AST's graduate programs)
(Approved by Senate on 21 March 2007)
(Revised by Senate on 16 March 2011)

An average of B is required for graduation in the MDiv Program and the Graduate Certificate Program in Theological Studies. An average of B+ is required for graduation in the MA Program.

A course grade of C or F (a failing grade) is unsatisfactory academic performance. There are key exceptions in a few courses in which a grade of B- or better is required. See Section 3D of this Calendar, Grading System at AST. Students may carry a maximum of two unsatisfactory or failing grades. When a second unsatisfactory or failing grade is awarded, a letter stating the policy for unsatisfactory academic performance is issued to the student from the Academic Dean.

If a student receives three grades at an unsatisfactory or failing level, the student will be dismissed from further studies at AST. The student may reapply for admission to a graduate program 12 months after the end of the term in which the third unsatisfactory grade was received, giving written evidence or documentation of having addressed the concern that contributed to the unsatisfactory grades. If a medical condition contributed to the unsatisfactory academic performance, a medical certificate should be provided when the student seeks re-admission. (Note: The course in which a third C was received will not count toward graduation requirements.) If a student is readmitted under the terms of this policy, any further unsatisfactory grades will lead to termination of studies.

Code of Conduct

Approved and adopted by the Board of Governors and Senate of AST (January 2019)

Purpose and Scope

This Code of Conduct is intended to promote a harmonious, respectful environment for all who study, work, and serve at Atlantic School of Theology. It encourages all who participate in the AST community to conduct themselves appropriately, and it outlines procedures to be followed if there is a complaint against a member of the AST community. We believe that all persons are created equal and all are called to live in respectful and mutual relationships. AST is committed to providing an environment that upholds these beliefs in what we say and what we do.

This Code of Conduct applies to all students enrolled in all programs; to all paid personnel (including those appointed to work at AST by other bodies); and to all volunteers, including field education supervisors and members of the Senate and Board of Governors. All persons within these categories agree to this Code of Conduct by virtue of registering for AST courses or programs (students); accepting employment at AST (paid personnel); or agreeing to serve AST (volunteers). A copy of this Code is provided at the time of admission, employment, or service. The Code is printed in the Academic Calendar and appears on the AST website.

This Code of Conduct applies in all places that involve AST activities, including but not limited to classrooms (on land and online), meetings, gatherings, and worship services. It also applies in places in which AST community members carry out AST business, learning, or teaching, including field education sites.

Standards of Conduct

The members of the AST community together commit that we will:

- seek the well-being and dignity of others, and AST as a whole, through our actions and words, treating all with respect and care
- conduct ourselves with honesty and integrity
- live in just and right relations with one another
- make appropriate use of AST's assets, resources, and property, both real and virtual, including its computer network

We further pledge that we will not:

- assault, harass, harm, discriminate against, or coerce others
- make direct or indirect threats against persons or property
- instigate circumstances or conditions that endanger the health and safety of others
- misrepresent ourselves or AST
- disrupt classes, meetings, or other gatherings (on land or online) to the extent that others are unable to learn, work, serve, converse, or associate with others effectively
- use large amounts of computer network bandwidth at the expense of other users
- engage in illegal downloading and peer-to-peer (P2P) distribution of software or other files that are not academic in nature or that infringe copyright

Related Policies

This Code of Conduct further assumes that all AST community members will adhere to the Criminal Code of Canada as well as local, provincial, and municipal laws, together with all other AST policies, including but not limited to policies on Sexual Violence, Harassment and Discrimination, Wireless Network Usage, and Plagiarism. AST students, personnel, or volunteers who live in AST residences must also abide by AST Residence policies.

Disciplinary Procedures and Appeal

Disciplinary processes will respect privacy and will take note of power differentials between members of the community and the implications of those differentials.

Infractions of this Code of Conduct that involve criminal infractions will be referred to law enforcement. AST may pursue disciplinary procedures unrelated to what the law requires.

Complaint Processes

Stage 1 – Any person(s) who is/are concerned that a member of the AST community has violated this Code of Conduct should speak informally and promptly to that person, when possible, and seek a sensible resolution.

Stage 2 – If Stage 1 has not resulted in a satisfactory result, or was not possible, a signed complaint may be made in writing to:

- the Academic Dean (for complaints concerning students);
- the Chief Administrative Officer (for complaints concerning paid personnel);
- the President (for complaints concerning volunteers).

If there is a possible conflict of interest relating to any of these administrators, the complaint is to be addressed by one of the others.

The complaint must provide sufficient reason or evidence to conduct an investigation. Spurious or merely defamatory complaints are themselves considered infractions of this Code of Conduct.

In Stage 2, the administrative officer concerned will undertake to resolve the complaint by speaking with the person accused of a violation. The person accused will be notified in writing of the accusation. The administrative officer and the person accused may each bring up to two advocates or witnesses to this conversation. Redress, as outlined below, may be required. In egregious cases or situations of threat or danger, the administrative officer may act immediately, as an interim measure, to distance the person accused from any other persons and/or the campus or other settings.

Redress

In Stage 2 of the Complaint Process outlined above, redress may be required in the form of restorative justice process or via penalties.

Restorative Justice

- A process of dialogue and resolution may be sought that does not involve penalties.
- Training or education in the area of offense may be part of this process.

Penalties

Penalties may be levied, including any of the following:

- a warning letter stating that the person has violated the Code of Conduct
- a letter of reprimand
- requirement to apologize or to make restitution or compensation
- a period of probation
- removal of AST financial support (to a student)
- removal of privileges
- prohibition or suspension from campus or other AST activities, including online classes
- suspension or removal from academic programming, employment, or service for a defined period or permanently

Failure to cease a violating behavior will result in additional penalties.

The person who has violated this Code of Conduct will be informed of any penalties in writing. Penalties will be noted on the relevant academic or employment record, and will be communicated appropriately (e.g. to course instructors, field supervisors, church judicatories, or AST colleagues).

Penalties stipulated here cannot exceed or contradict the provisions of collective agreements with paid personnel.

Appeals

If penalties are imposed on a member of the AST community, that person may appeal the decision of the administrative officer within 15 calendar days only if

- not all facts were considered, or new facts have come to light since the penalty was imposed;
- the penalty is unreasonable; or
- the administrative officer made an error in applying this Code of Conduct.

A written appeal must be filed by the person penalized and submitted to the Chair of the Board of Governors. The appeal must indicate the grounds for the appeal.

Within 30 calendar days, a formal hearing will be convened by a person named by the Chair of the Board of Governors who is not the administrative officer first involved in hearing the complaint.

The formal hearing panel will include the convener; one member of the core faculty or another AST employee; one member of the Senate or Board of Governors; and one student appointed by the Student Union. Any party may each bring up to two advocates or witnesses to the formal hearing, which will be a confidential proceeding. Penalties, as outlined above, may be reconsidered, dismissed, or applied in a different way. The person accused will be notified in writing within 10 days of the panel's decision.

In all cases and at all stages, AST will not pay any financial costs incurred by the person accused.

Campus, Community, and Environment

Halifax – A Great City for Study

Founded in 1749, Halifax is a port city that offers many opportunities for study, community and reflection. The city has seven post-secondary institutions, with graduate schools in law, medicine, engineering, music, education, art, and theology. Each is enriched and supported by a series of libraries, art galleries, museums, and concert halls.

A short walk away from the AST campus, Point Pleasant Park is a 186-acre Acadian forest that was given to the people of Halifax by Queen Victoria in 1873. Each year more than one million people walk and jog along the pathways of this beautiful, peaceful oasis in the heart of the city's historic south end.

AST is also conveniently located near Halifax Transit bus routes, connecting you within minutes to shopping, restaurants, and entertainment sites in the city's downtown core. Many of these sites are also within walking distance of our campus.

Our Physical Campus

Nestled along the lovely Atlantic Ocean shoreline of the Northwest Arm of Halifax Harbour, AST's worship, classrooms, and residence facilities are all located on campus. The Library, Saint Columba Chapel and Teaching Centre, and the Student Residence form the core of our campus.

Saint Columba Chapel

Chapel services, matriculation, and public lectures and presentations take place in Saint Columba Chapel throughout the year. In the Fall and Winter terms, chapel services are scheduled on Tuesdays and Thursday at 12:00 noon. Wednesdays are reserved for denominational formation programming and worship. Chapel services are also organized during the summer term.

Residence

The AST residence has accommodations for postsecondary students. We offer both single and double rooms, and a small number of apartments featuring a sitting room, bedroom, kitchenette, and bathroom that are suitable for an individual, couple or two roommates. AST students are given preference for apartments.

Given AST's proximity to several Halifax universities, we also provide accommodations for full-time students from other institutions seeking a quiet environment that encourages study and reflection. The residence embraces principles of community and consideration for others, and in that spirit, we are a smoke and scent-free campus. This extends to all our buildings and property. (See "AST Residence Rates and Policies" for additional information.)

The Residence Council oversees and sets guidelines for life in residence, arranges social activities, and represents the interests of residents. Extensive quiet times have been established to encourage graduate study. The residence includes a television lounge/common room and common kitchen areas.

The Atlantic School of Theology Library

The library offers access to an extensive array of resources in theology and related fields and disciplines. They include more than 90,000 books, compact discs, DVDs, a print periodicals collection, and electronic subscriptions to journals and databases, access to e-books, a rare book collection, and archival materials relating to the history of Atlantic School of Theology.

Library computers provide access to catalogues and databases, Microsoft Office software, and internet access for research purposes. Wireless internet access is also available to students, staff, and faculty of AST.

Research Appointments: Librarians are available by appointment to help you learn more about our resources or provide research assistance. Tutorials, information literacy sessions, and general tours are also available. Please call the Circulation Desk for more information at 902.423.7986.

Borrowing: AST students can borrow materials from all Novanet Libraries: Atlantic School of Theology, Saint Mary's University, Mount Saint Vincent University, Dalhousie University, University of King's College, Nova Scotia College of Art and Design, St. Francis Xavier University, Cape Breton University, Université Sainte-Anne, Acadia University, Nova Scotia Community Colleges, and Mount Alison University. Items from these libraries can be delivered directly to AST Library by Novanet Express within 3-5 business days. Interlibrary loan is also available to bring in books and copies of articles for your use from all over North America. Fees may apply.

Library Borrowing Cards: You can use your AST student photo ID card for in-person borrowing at any of the above-listed libraries. CAAL (Council of Atlantic Academic Libraries) Borrowing Cards are available to all students and faculty for in-person borrowing from most academic libraries anywhere in Canada.

The AST Library website houses the Novanet Catalogue, which lists all library material available at AST, as well as the collections of all Novanet member-libraries. It also provides access to electronic databases.

Distance Education students who live more than one hour away from a Novanet Library may borrow and return books and journal articles via Canada Post at no cost to the student. Novanet Express, Inter-Library Loans and CAAL borrowing cards are available to all Distance Education students. Call the Circulation desk for information at 902.423.7986.

Please visit the AST website (www.astheology.ns.ca/ast-library) for hours of operation and contact information.

Our Campus and Community

Arts and Theology Initiative

This program explores the relationship between the arts and theology. It offers AST students the opportunity to both learn and use the vast media that shape how people think and feel within the 21st century context.

Mobile Phones and Devices

It is expected that all mobile phones and devices will be turned off in classes, meetings, library, and chapel services. If emergency calls are anticipated, groups are to be informed in advance. Those receiving calls are expected to leave the area to respond.

Orientation

At the beginning of the Summer and Fall terms, the AST Community comes together to welcome new and returning students; and orient new students to AST by introducing them to social and worship life at AST, the library system, and AST's policies and curricula.

Registration

During designated registration periods, students meet with their faculty advisors to make course selections and discuss program and denominational requirements. Information about Registration is posted on the Students page of the AST website.

Scent-Free Campus

Due to significant allergies among students and staff, please refrain from the use of scented products of any kind, including perfume, cologne, lotion, powder, aftershave, and related products. Please take this concern seriously.

Service Animals

In the case of a documented medical need, trained service animals may accompany persons on campus. However, AST is not a suitable environment for the training of service animals. Other animals and pets cannot be on campus at any time. Due to significant allergies among students and staff, pets are not allowed in classes, events, the library, meeting rooms, offices, the chapel, or the residence rooms. Please make other arrangements.

Smoke-Free Campus

All smoking, vaping, and use of smoking products is prohibited on campus. This includes but is not limited to all forms of tobacco, and all smokable forms of cannabis. The burning of sage, cedar, sweetgrass, or tobacco is an integral part of cultural ceremonies and therefore these substances may be burned on campus for such purposes with written advance permission of Atlantic School of Theology. A copy of the full policy is available on the AST website.

Worship and Formation

The AST community is made up of people from many walks of life. Some students live in residence, some live in the city or in a more distant suburban or rural setting. Some live hundreds or thousands of kilometres away from the Halifax campus, or outside Canada. Most of our students belong to Christian denominations; some belong to other religious traditions, or none. We welcome students from every part of the world who wish to study with us.

Chapel services

Community worship is a vital tradition at AST and is central to our common life. Morning chapel services take place at Saint Columba Chapel during the Summer, Fall, and Winter terms. These services are in keeping with our Christian identity, as expressed in our Mission Statement. Whatever your tradition, we welcome you to join us for these services. Thursday worship during the fall and winter terms is hybrid and the link is circulated within the AST community.

The Senate Worship-Chaplaincy Committee oversees common worship in Saint Columba Chapel. Students and faculty work together to plan worship services.

Music

Music is integral to the AST experience. There are many opportunities for you to participate, whether it is singing or preparing and playing music for the community in chapel worship.

Mr. Kevin Parks, distinguished organist, and choirmaster, is University Musician of Atlantic School of Theology and Director of Music for St. Andrew's United Church in Halifax. You may reach him at astmusician@astheology.ns.ca.

Formation

AST and various denominations co-operate in maintaining Formation Programs and Directors for ordination candidates/postulants and lay persons. Each denomination approaches preparation or formation for ordination and ministry in a distinct way that honours their traditions. All recognize that readiness for ministry is more than intellectual preparation, and that preparation processes may differ. All MDiv students, and BTh students seeking to serve in church contexts, must participate in a Formation program and earn one Formation credit to graduate.

Funding and Financial Assistance

To reduce the burden of study-related debt, students are encouraged to pursue various funding sources, and to seek part-time employment as necessary. A list of external funding opportunities can be found on the AST website, on the “Students” page, under “Financial Assistance.” AST also provides students with internal funding opportunities, as noted here.

Thanks to the generosity of donors, AST offers need-based bursaries for its students. (Financial assistance available through churches of our founding denominations is detailed below.) Bursaries are awarded by AST’s Bursary Committee based on terms and conditions set by donors, or by the Committee. Both full-time and part-time students are eligible to be considered for bursary assistance. Application deadlines: September 30 (for Fall and Winter term applications), May 31 (for Summer term Applications). All bursary applicants must be admitted and registered at AST to be considered for bursaries.

Emergency funding requests throughout the academic year will be evaluated on a case-by-case basis. Students who are experiencing unexpected and unforeseen financial difficulties that make it difficult to continue with their studies may apply for special consideration. Inquiries can be sent to bursary@astheology.ns.ca

Application forms, along with other details, are available on the AST website: astheology.ns.ca/future/financial-assistance

Questions about bursaries can be directed to the AST Bursary Committee: bursary@astheology.ns.ca

BURSARIES AND AWARDS ADMINISTERED BY AST FOR ITS STUDENTS

The Rev. Alison Etter Social Justice award: Each year, The Rev. Alison Etter Social Justice award will be provided to an alumnus of Atlantic School of Theology to follow in her footsteps focusing on actively linking faith, spirituality and ministry to community development, the environment, social justice and the affirmation of languages and cultures. This can take many forms including study leave in one of her areas of interest, tuition to take a course, or develop/implement a project in one of her areas of interest.

The Neale Bennet Leadership Award: Established to support new students at Atlantic School of Theology—and in recognition of the contributions made to AST by Neale (M.Div. 2004) during his service as President of the University from 2015 to 2021—The Neale Bennet Leadership Award will be given to an entering (first-year) domestic or international student in any of AST’s full- or part-time graduate degree or diploma programs. The award will be given on an annual basis to students who have financial need and demonstrate excellence of leadership in a non-religious sector (before beginning theological studies). The successful applicant will be visionary, courageous, committed to social justice, and a recognized organizational changemaker whose positive values are evident in their leadership work. This award has been established with generous donations, which will be held in an endowment fund to provide for annual disbursements. The first award will be made in 2023 and each year thereafter in perpetuity.

C.D. Ed Aitken Bursary: Income from a bursary fund given in memory of the Rev. C.D. Ed Aitken. For students preparing for lay or ordained ministry, with preference given to students from Prince Edward Island.

Dr. Douglas Archibald Memorial Bursary: This bursary was established in 1992 employing funds given to Atlantic School of Theology in the memory of Dr. Archibald by family and friends. Bursaries from this fund will be awarded to students requiring financial aid who wish to study at AST with priority given to applicants with a background in the health professions.

Atlantic School of Theology Bursary: In the spring of 1991 the Board of Governors established an Atlantic School of Theology Bursary Fund by combining numerous gifts which had been given through the years to assist students. Bursaries from this fund will normally be awarded to full-time students who are not candidates/postulants for ordination, or who are making application to become candidates/postulants for ordination. Bursaries from this fund may be awarded in any year of study and may be received in more than one year. Bursaries will be awarded on the basis of financial need.

The Rev. Dr. Wallace J. Baker Bursary: This Bursary was created in 2015 to honour the ministry and memory of Dr. Baker. Bursaries will be granted to students at AST who are from Newfoundland and Labrador and who intend to be ministers in The United Church of Canada.

Burchill Family Memorial Bursary: Awarded from a trust fund established by the Burchill family in 1992. Bursaries are to be awarded to Anglican students studying at AST from the Diocese of Fredericton. Priority will be given to students who are candidates/postulants for ordination in the Anglican Church of Canada. In the event that no applications are received from candidates/postulants for ordination, applications from other Anglican students from the Diocese of Fredericton will be considered.

The Phyllis Dakin Dickson Scholarship Fund: For students preparing for lay or ordained ministry and on the basis of financial need.

Marion C. Dill Bursary: For students preparing for lay or ordained ministry and on the basis of financial need.

Chris Elliott Memorial Bursary: This bursary was established by friends and family of Chris Elliott following his premature death. Annual assistance is to be given to one or more lay persons to study, full-time or part-time, in the MA program at AST, in preparation for more effective service in the congregation/parish and the community.

Emmanuel Anglican Church Bursary: This bursary was established in September 2004 upon the closing of the church in Dartmouth, N.S. The use of the funds is for students enrolled at AST who are candidates/postulants for ordination in the Anglican Church of Canada.

The Jean Munro and Fred W. Gordon Fund: A bequest from Jean Munro Gordon in 2005, with the income therefrom to be used primarily for the funding of student bursaries. By motion of the Board of Governors on December 7, 2007, this fund is dedicated for use for students in the Master of Arts (Theology and Religion) program.

G. Russell Hatton Bursary: This bursary was established in 1986 by the Board of Governors on the occasion of the departure of Rev. Dr. G. Russell Hatton from the presidency of Atlantic School of Theology. It is awarded to a student of AST who requires financial assistance. Students who have been victims of injustice, or who have declared an intention to concentrate their studies in the area of the Church in Society, or students who have felt called to exercise ministry among the socially disadvantaged will be given preferential consideration.

Holy Trinity Church (Granville Ferry) Bursary: Income of a trust fund given in memory of the J.L. Shafner family is awarded annually, with preference to Anglican students from Annapolis County. The earnings may be divided if more than one person meets the criteria. If no person meets the criteria in any given year, the earnings may be awarded at the discretion of AST.

J. Elliot Hudson Memorial Fund: Funds donated by the late Ruth Hudson to create a memorial fund for her husband. The original purpose was changed in 1997 so that the monies earned would be divided between the purchase of books in Pastoral Theology and monies to be given for bursary or scholastic award to students at AST.

Alexander E. Kerr Bursary Fund: A fund, originally held by Dalhousie University, from a former president of Dalhousie and previously principal of Pine Hill Divinity Hall. Funds are to “provide bursaries for students” who are accredited candidates for the ministry of The United Church of Canada, with preference for persons who have graduated from Dalhousie.

St. Lazarus Ecumenical Bursary: Income from monies given by the Military and Hospitaller Order of Saint Lazarus of Jerusalem is awarded annually. Applicants must be a Canadian Citizen or presently seeking Canadian citizenship, and preparing for ministry in one of the degree programs of AST and demonstrate, through a letter addressed to the bursary committee, their commitment to ecumenism. The Bursary Committee, in accord with the wishes of the donors, will assure that this bursary is distributed to students from the founding or other denominations on an equitable basis. Applicants must provide a recent photo and curriculum vitae (CV), which may be published in the Order’s Gazette.

Long Pond Bursary: This bursary is for students preparing for lay or ordained ministry and on the basis of financial need.

The Penzie Matheson Trust: This bursary is for students primarily from Prince Edward Island studying at AST for ministry in The United Church of Canada. Students from other regions, however, will be considered.

The Maunder Bursary: This bursary was established in late 2011 from the Estate of Tony Maunder, an alumnus of AST, for students studying at AST for ministry in The United Church of Canada.

People’s Ecumenical Foundation Fund: This bursary was established as a result of a gift from L. Dean Evans of Chimney Corner, Cape Breton. The proceeds of the fund may be used to assist any resident of Cape Breton who desires to study at Atlantic School of Theology.

Marion Robertson Trust Fund: The proceeds of this fund are disbursed annually to assist needy candidates for the ministry of The United Church of Canada.

Rev. J. George Russell Fund: In fall 2004, AST was advised of a bequest from the estate of Mr. and Mrs. James H. (Bud) Russell. The first income from this fund would be made available by the administrator, CIBC Trust Corporation, in fall 2005. The terms of the will read as follows: “... to a student or among students selected by the Atlantic School of Theology or any successor institution. The student selected shall be in attendance in a program of studies leading to ordination and shall be, in the opinion of AST, in need of financial assistance.”

Martin and Barbara Rumscheidt Memorial Scholarship: This award is for students who have completed half or more of their studies at AST and who have demonstrated integration of a significant contribution to social justice and/or human rights with their program of study. The AST faculty recommends to the Rumscheidt Family Memorial Committee.

Allen R. Wayte Music and Liturgy Award: This award is to be given each year to a deserving student of any year who has demonstrated an interest in the integration of music and liturgy with their study of theology and preparation for ministry. The recipient of this award will be chosen by the Faculty of AST.

belairdirect Award: This award is presented to the graduate, who in the opinion of the Faculty, has contributed greatly to the life of the AST community during his or her studies in a degree program. Life at AST encompasses more than studies, it embraces many aspects including, but not limited to: worship, committee work, personal relations with peers, faculty and staff, extracurricular involvement, and most importantly community building.

Merit-based scholarships for AST students

Drs. Suk and Shu H. Yoon Scholarship: The annual income from the endowment will be paid in perpetuity to attract and assist the very best students of theology. Recipients of this scholarship are known as Drs. Suk and Shu Yoon Scholars.

Andrew Eisenhower Scholarship: An annual award will be made from this fund to a student preparing for ministry who clearly exhibits leadership skills and a commitment to community involvement while maintaining a good academic standing. Preference will be given to an Anglican student preparing for ordination in the Anglican Church of Canada.

Bursaries for alumni/ae of Atlantic School of Theology

Johnson-Hinman Memorial Bursary: This bursary was established by Mr. and Mrs. Joseph Hinman and Miss Helen Johnson in memory of Walter and Sadie Johnson and their grandson, Charles Joseph Walter Hinman, who died suddenly at the beginning of a very promising career as a chemist.

The bursary provides financial assistance for people who are taking not less than a complete unit of Supervised Pastoral Education under a certified supervisor at an accredited centre for such training. The applicant must ordinarily have completed one or more units of accredited Supervised Pastoral Education with a supervisor's recommendation for further training. Preference will be given to those who envisage eventually proceeding to seek certification as a Specialist or Teaching Supervisor.

The applicant must have graduated from Atlantic School of Theology with a BTh, MDiv, MTS, or MA degree or will do so before embarking on the course for which the bursary is awarded. The amount to be awarded annually is up to \$1000; it may be divided between two persons. Deadline for application: January 31. An interview may be required subsequently. The bursary will be awarded by March 15 for tenure over a twelve-month period beginning in May each year.

AWARDS ADMINISTERED BY AST'S FOUNDING PARTIES

Financial Assistance for Candidates/Postulants for Ordination

Students are encouraged to speak with their Formation Directors or other denominational officials regarding their church's financial assistance while studying at AST.

Anglican Church of Canada: Anglican students studying at AST can access financial support from a variety of sources. AST itself offers bursaries that Anglicans can apply for each year. The Anglican Faculty also administers bursaries available to Anglicans through the University of King's College Divinity Scholarships and Bursaries. (See King's College Divinity Bursaries and Prizes.) Anglican students are also encouraged to seek financial support from sources external to AST. All should consider applying for support from the Anglican Foundation of the Anglican Church of Canada.

Similarly, they are encouraged to consult with their bishop regarding diocesan scholarships. Some dioceses are able to cover full tuition costs for students recognized as postulants. Many local ACW groups, Eastern Star organizations, and individual churches also offer scholarships for divinity students. For further information, contact your bishop and the chair of the Anglican Faculty at AST.

Roman Catholic Church: Bursary assistance from external sources is available to Roman Catholic students and varies according to the diocese. Persons seeking such information are advised to contact the Vocations Office of their diocese or the Roman Catholic Formation Director at AST.

United Church of Canada: The Board of Governors of Pine Hill Divinity Hall, one of the Founding Parties of Atlantic School of Theology, provides financial assistance for United Church of Canada students preparing for ordered and lay ministry. A Bursary Endowment Fund has been accumulated through the years as a result of gifts from those interested in the support of training for Christian ministry as well as memorial donations from friends and relatives of clergy and laity who wished to honour those who have faithfully served God and the Church. A complete record of such gifts and memorials is maintained by the Board of Governors of Pine Hill Divinity Hall. Recipients must be members of The United Church of Canada in full communion, studying for the ministry at Atlantic School of Theology, and willing to commit to at least two years ministering within The United Church of Canada after they have finished their training at AST.

Ordered Ministry Bursary through Pine Hill Divinity Hall

Assistance for tuition allowance is available for qualified United Church of Canada students of Atlantic School of Theology. Completed financial forms must be submitted to Pine Hill Divinity Hall on an annual basis. All UCC candidates for ordered ministry who are certified by their Candidacy Board are eligible for full tuition bursary of required credits. The relevant Candidacy Board is required to confirm the student's candidacy in writing to Brenda Munro, Executive Director of Pine Hill Divinity Hall. This confirmation must be in place before any funds will be released to the student or Atlantic School of Theology. If the student is a confirmed candidate at the time of enrollment, Pine Hill Divinity Hall will pay required tuition fees directly to Atlantic School of Theology on the student's behalf. If the student expects to become a confirmed candidate during the fall semester, the student is responsible for tuition to Atlantic School of Theology and will be reimbursed as determined by Pine Hill Divinity Hall after the student's candidacy has been confirmed as outlined above.

Pine Hill will reimburse United Church of Canada students for their portion of the Vocational Assessment as well as the cost of any mandatory workshops required by The United Church of Canada.

If a student is studying for diaconal ministry at an approved United Church of Canada institution, applicable courses taken at AST will be covered at the approved rate.

Lay Ministry Bursary through Pine Hill Divinity Hall

To be eligible a person must: (a) be a member in good standing with The United Church of Canada; (b) be enrolled in Master of Divinity degree, Graduate Certificate in Theological Studies, or Diploma in Theological Studies at Atlantic School of Theology; and (c) be planning to exercise lay ministry within The United Church of Canada. The amount to be awarded will be equal to up to 10 credits of tuition per year. Students must present a budget with their application for bursary assistance. Forms should be returned to the Executive Director of Pine Hill Divinity Hall before September 1st. A maximum of two Lay Ministry Bursaries will be awarded each academic year.

Pine Hill Seeker Bursary

This bursary reimburses tuition for up to two courses at Atlantic School of Theology. It is available to members of The United Church of Canada who have not yet commenced theological studies and are not candidates for ordination or commissioning at the time of application. A maximum of six Seeker Bursaries will be awarded per year. Courses accepted may be in the Master of Divinity degree, Graduate Certificate in Theological Studies, or Diploma in Theological Studies at Atlantic School of Theology.

Pine Hill Applicant Bursary

Through an Applicant Bursary, Pine Hill may reimburse tuition of up to six credits to students who are awaiting candidacy status while studying toward the Master of Divinity at AST.

Bachelor of Theology

Pine Hill will cover tuition for up to 25 courses taken at AST for United Church of Canada students in the specialized ministry stream who have been confirmed as candidates for ministry. Pine Hill does not cover tuition for the 5 courses required to be taken at another university.

For further information, please contact Ms. Brenda Munro, Executive Director of Pine Hill Divinity Hall, at 902.423.3158 or pinehill@astheology.ns.ca.

INTERNATIONAL STUDENT FUNDING

International Student Tuition Waiver 2024-2025: All undergraduate and graduate students (new or returning) who are subject to international tuition rates at Atlantic School of Theology are eligible for financial assistance through the International Student Tuition Waiver in academic year 2024-2025. To qualify, you must be admitted to the Bachelor of Theology program, the Graduate Certificate in Theological Studies program, the Master of Arts (Theology and Religion) program, or the Master of Divinity (on-campus or Summer Distance streams) program. Special Students and Diploma students are not eligible.

International student tuition for 2024-2025 is \$1772 per undergraduate or graduate credit. The value of the International Student Tuition Waiver in 2024-2025 is \$400 per undergraduate or graduate credit course making international tuition \$1372. The maximum value of the International Student Bursary corresponds to the number of AST credits required in your program:

- Bachelor of Theology: maximum 25 credits (5 of 30 credits for this degree are taken elsewhere)
- Graduate Certificate in Theological Studies: maximum 10 credits
- Master of Arts (Theology and Religion): maximum 8 or 18 credits
- Master of Divinity (on campus or Summer Distance streams): maximum 30 credits

Credits earned through another institution (including CPE) do not qualify for the International Student Bursary.

The ability of AST to offer this tuition waiver is reviewed annually and may be suspended at any time.

Pine Hill Full Communion Bursary: Pine Hill Divinity Hall offers one full tuition bursary per year to a student from a denomination in full communion with The United Church of Canada. If the student is subject to international tuition rates, this bursary will be granted at the rate for applicable to Canadian students. For further information, please contact Ms. Brenda Munro, Executive Director of Pine Hill Divinity Hall, at 902.423.3158 or pinehill@astheology.ns.ca.

Gordon Memorial Fellowship (not available in 2024-20245): Pine Hill Divinity Hall, through its bursary fund, offers from time to time a bursary for an international student to participate in study at Atlantic School of Theology for one academic year. An applicant for the bursary must be a practicing minister of a church outside of Canada (normally from the global South); be recommended by the General Council of The United Church of Canada (People in Partnership); and meet the admission requirements of Atlantic School of Theology. Atlantic School of Theology is responsible for overseeing the study program. The recipient of the bursary will be expected to return to his or her own church after the year of study to share the experience of study with his or her community. The bursary is known as the Gordon Memorial Fellowship in memory of the brothers Gordon, the martyrs of Erromanga. Interested persons should seek application forms from the General Council of The United Church of Canada (People in Partnership), 3250 Bloor Street West, Etobicoke, Ontario, Canada, M8X 2Y4.

The Evelyn Hilchie Betts Memorial Fellowship (not available in 2024-2025): The Evelyn Hilchie Betts Memorial Fellowship Fund was established to encourage ministry personnel, either ordained or lay, from the global South to attend and study at Atlantic School of Theology. The Betts Fellowship is intended to introduce persons from Christian communities in the global South to Canadian churches and theological education and to foster existing scholarly or creative activities at AST.

FINANCIAL ASSISTANCE FROM EXTERNAL SOURCES

Additional United Church Bursaries

St. George's United Church Centennial Bursary Fund: : This fund provides amounts for candidates for the ministry of The United Church of Canada or for an ordained minister presently in post-graduate studies. The deadline is September 1. Please contact Eglinton St George UCC for information. esgunited.org

The St. Stephen's Broadway Foundation Bursary: This bursary is for certified candidates who are accepted to or are in a program of studies leading to ordination for ministry. For students from Manitoba, Northwestern Ontario and Saskatchewan only. The deadline is May 31.

Trinity United Church Foundation Bursary: Administered by the trustees of Trinity United Church in Ingersoll, ON. This bursary enables a member of The United Church of Canada to pursue a career in the order of ministry and to give faithful life and mission to the Church. The deadline is May 31st. Contact the church secretary for the application form at 1 519-485-0820

Vera Dickey Bursary: This bursary is for candidates for ordained or diaconal ministry. Application is made to the Candidacy Board of the student's home Region. The deadline is November 15.

Roman Catholic Bursaries and Prizes for Lay Students

Honoria Conway Scholarship Fund: This fund is for the formation of Roman Catholic women for service within the community. Presented by the Sisters of Charity of the Immaculate Conception. For details, use an internet search engine to search for "Honoria Conway Scholarship Fund."

The Archbishop James M Hayes Trust & the Patrick Power Trust Scholarships: The purpose of this fund is to provide financial assistance to persons wishing to pursue a program of studies in theology or ministry formation. Application deadline is May 18. Contact the Archdiocese of Halifax/Yarmouth.

The Leonard Foundation: leonardfnd.org. The eligibility criteria places emphasis on financial need rather than high academic achievement. The recipients of this award should have qualities for leadership. Applicants must be Canadian citizens or permanent residents. Students must be enrolled in their first undergraduate program as a full-time student. A student is considered to be full-time if when enrolled for a program's full year credit. Only students pursuing a post graduate degree in Education or Divinity are eligible for continuing support.

The following prizes are awarded to graduating Roman Catholic students. AST's Roman Catholic faculty members determine the criteria for merit.

Father John L. Hayes prize

This prize is sponsored by the Archdiocese of Halifax in memory of the late Fr. Jack Hayes, a priest of the Archdiocese of Halifax, graduate of Holy Heart Seminary, a former Board member, Senator and Associate at AST, and a faithful supporter of ecumenical education.

Sisters of Saint Martha of Prince Edward Island Prize

This prize is sponsored by the Sisters of Saint Martha of Prince Edward Island. This prize is normally awarded to a Roman Catholic member of the graduating class who has demonstrated academic excellence and a spirit of hospitality in keeping with the charism of the Sisters of Saint Martha.

King's College Divinity Bursaries and Prizes for Anglican students

The following scholarships, bursaries and prizes are tenable at Atlantic School of Theology. Anglican Faculty of AST advise on their disposition. Information on these should be sought from the Chairperson of the Anglican Faculty Group at AST.

Anglican Foundation - Owen Family Memorial Scholarships - Canon W.S.H. Morris Scholarship - The Alexa McCormick Sutherland Memorial - The Ernest H. MacDonald Fund - The Mabel Rudolf Messias Bursary - The H. Terry Creighton Scholarship - Anderson Scholarships - The Margaret Draper Gabriel Bursary - The Reverend Canon H. Douglas Smith Bursary Fund

George Gabriel Bursary - John Clark Wilson Memorial Bursaries - Moody Exhibition - The Countess de Catanzaro Exhibition - The Wiswell Trust Divinity Studentship

Wiswell Missionary Bursary - Johnson Family Memorial Bursary - Agnes W. Randall Bursary - Kenelm Eaton Memorial Scholarship - Fenwick Vroom Exhibition

The Bullock Bursary - The Harris Brothers Memorial - The Carter Bursaries - Royal Canadian Air Force - Protestant Chapel Bursary - The Reverend Dr. W.E. Jefferson Memorial Bursary

The Archdeacon Harrison Memorial Bursary - The Clarke Exhibition - The George M. Ambrose Proficiency Prize - The George Sherman Richards Proficiency Prize - St. Paul's Garrison Chapel Memorial Prize

The McCawley Hebrew Prize - Junior McCawley Hebrew Prize - Archdeacon Forsyth Prize - Prince Prize in Apologetics - Clara E. Hyson Prize

The Wallace Greek Testament Prize - Bennett-Cliff Memorial Prize - Dr. C. Pennyman Worsley Prize - The Florence Hickson Forrester Memorial Prize

Pine Hill Divinity Hall Postgraduate Scholarship

Pine Hill Divinity Hall, on behalf of the former Pine Hill Alumni Association and the United Church Faculty Group of Atlantic School of Theology, offers a scholarship once every three years to assist United Church of Canada graduates of Pine Hill Divinity Hall or Atlantic School of Theology in pursuing postgraduate theological studies. It is awarded in concert with the Campbell–Carmichael scholarship and the total value of the award is \$7,500. The scholarship is intended to allow successful applicants to enroll at recognized institutions of learning other than Atlantic School of Theology. It allows for studies on a full-time or part-time basis, but requires registration at the chosen institution. For further information, please contact Ms. Brenda Munro, Executive Director of Pine Hill Divinity Hall, at 902.423.3158 or pinehill@astheology.ns.ca.

Pine Hill Divinity Hall Merit-Based Scholarships (no application is required):

Rev. Nelson B. and Mrs. Violet (Nicholl) Hodder Scholarship is an annual entrance scholarship to an inquirer in the candidacy process, and who will not become a candidate during the first year of the Master of Divinity Program at Atlantic School of Theology.

Hazel May Fraser Memorial Scholarship is awarded to graduate with 1st standing overall in M. Div. degree.

Reverend Doctor James MacGregor Scholarship is awarded to student(s) based on financial need (any program of study).

Harvey MacHattie Memorial Scholarship is a Scholarship awarded to an M.Div. student (candidate for ordination) with 1st standing after 10 credits.

Edith MacPherson Entrance Scholarship is an annual entrance Scholarship for an incoming M.Div. student (candidate for ordination) with 1st standing, based on prior studies

The J.J. Risser Memorial Scholarship is awarded to an M. Div. student (candidate for ordination) with 1st standing after 20 credits.

Pine Hill Divinity Hall wishes to record the following Bursary Funds, which are supplemented by additional funds from General Trust Accounts, to provide bursary assistance for students enrolled as candidates for the United Church ministry:

Margaret J. Adams - The Mary Elizabeth Auld Fund - Elizabeth McLean Beairsto - Bedeque-Bordon-Albany Student Assistance Fund -William Anderson Black Memorial

Evelyn C. Blois Bursary - Rev. Nathan and Mrs. Margaret Bowering Memorial Fund -James William Carmichael Bursary Fund - Phillip Brooks Chisholm Memorial - Allan Robertson Crookshank Memorial

The Crowe Bursary - Herbert Crowe - Raymond D. Doucett - Earle Memorial Bursary -Alexander Louis Fraser

Mrs. Donald Fraser Foundation - Geddie Memorial Bursary Fund - George Frederick Gordon Trust Bursary - Jerusalem Trust Bursaries -The Edgar Kaulbach Foundation Bursary

Lewis W. Kilcupp Bursary - The George K. King Trust - Rev. Frank H. Littlejohns - Mary E. MacDonald Bursary -William Allan MacDougall Bursary

Rev. J.A. MacKeigan Memorial Fund - Mrs. George MacKellar - The R.B. and Annie J. MacLennan Bursary

Rev. Dr. Murray H. Manuel and Mrs. Manuel Trust Bursary -Maritime Layman's Association Trust Fund - Helen Annie Blanche Marshall

Rev. Hugh Miller Bursary - Jean and Evan D. Murray Memorial Bursary - Rev. Dr. George Murray - The W.D. Piercey Bursary - Royal Canadian Air Force Protestant Chapel

Bursary for Theological Students - St. Paul's Garrison Chapel Memorial Bursary - William Emerson Taylor Memorial Bursary Fund - George & Mary Warr Bursary - Alumni Association Living Endowment

Charles F. Inglis - Islington United Church - William Johnston Trust Fund - Newfoundland Bursary Foundation - Leonard V. Smith Bursary Trust

The Hon. David Wark Trust Bursary - Charles Archibald Bursary - Robert Ferrier Burns Memorial - Elizabeth M. Crowe Memorial - G.R. Crowe Bursary

Rev. Dr. Levi Curtis Bursary - Rev. Dr. Kenneth James Grant Foundation - John A. Gray Memorial - Joseph Hyndman Memorial Harold Kirk Memorial

Oscar Howe Kirk Memorial - J.D. MacFarland Bursary - MacGregor Bursary - MacKenzie Bursary - James Malcolm Memorial

George D. McEwan Memorial - Bessie McLean Bursary - John McMillan Memorial - Robert Pollok Memorial - Mrs. Robert J. Potts Bursary

James A. Richardson Bursary - A.S. Ross Foundation Bursary - Soldiers' Memorial Bursary - Warren S. Walker Memorial Fund -Rev. Ralph John Knock Bursary

Mary Paisley Regan Memorial Fund - Dr. Ralph C. Chalmers Memorial Fund - Mary Rae Bursary Fund

Pine Hill Divinity Hall Prizes - awarded each year based on academic standing and in accordance with the following criteria:

The Katherine May (Macdonald) and A.P. (Andy) Anderson Prize awarded to the graduate with first standing overall in Pastoral Theology courses, including Field Education.

The Willard Brewing Prizes for Stewardship Sermons, the income from this sum is awarded in Recognition of Stewardship in Ministry.

Mr. and Mrs. Alexander J. Campbell Memorial Prize is awarded to the student with first standing in Theological Foundations.

John J. Colter Memorial Prize awarded to the student with 1st standing in UCC History and Doctrine. John Currie Hebrew Prize for excellence in First Hebrew Class.

J.W. Falconer Prize in Senior New Testament awarded by Pine Hill and Fort Massey United Church, Halifax to the graduating student with first standing overall in New Testament studies.

Mrs. E.F. Grant Prize in New Testament Literature awarded to the student with 1st standing in introductory NT Foundations.

Robert J. Grant Memorial Prize awarded to the student with first standing in elective work New Testament studies after 20 credits.

The R.B. Layton Prize in Memory of Dr. James Smith for excellence in Senior Hebrew.

The Ida McCaskill Fraser Prize recognizing first standing in a first Greek course (NT 1001/1002).

Charles D. MacIntosh Memorial Prize to the Senior Student in Theology who attains first standing in Church History.

A. Gladstone Ramsey Memorial Bursary (Essay Prize), to the student with first standing in UCC Worship Course (PT2502)

J.J. Risser Church Music Prize is awarded to the student contribution to music leadership in Formation Program or Chapel.

Rebecca A. Starr Prize awarded to the graduating student with first standing overall in the study of Senior Old Testament.

W.G. Watson Memorial Prize awarded to the student with first standing in Old Testament Foundations.

Wiswell Elocution Prize award by faculty for a high standard of excellence in the public reading of scripture.

Pine Hill Alumni Leadership Award granted to a student based on significant contributions to AST Community Life.

Maritime Conference Prize awarded to the graduate with first standing overall in Systematic Theology courses.

Newfoundland & Labrador Conference Prize is awarded by Faculty based on significant contributions to chapel life.

Leni Groeneveld Grant for Research Assistance

Research funding grants are available from Pine Hill Divinity Hall to all core faculty members at Atlantic School of Theology. This funding assists faculty members with research and furthering opportunities for research experience for AST students. Three RA research allowances are awarded annually. Total funding available is \$3,000 per annum.

Tuition and Administration Fees and Policies for Academic Year 2024-2025

All amounts shown in Canadian dollars and are effective June 1, 2024 to May 31, 2025.

Tuition Fees

| | |
|--|---|
| One-credit course (1.0 credit) | \$837 |
| One-credit course BTh - Nova Scotian | \$830 |
| One-credit course BTh - Other Canadians | \$837 |
| One-credit course (1.0 credit) – Undergraduate and Graduate International students | \$1772 |
| One-credit course (1.0 credit) for Canadians aged 65 or older | \$418 |
| One-credit course for Nova Scotians aged 65 or older | \$418 |
| One-Credit course for Undergraduate and Graduate International aged 65 and older | \$886 |
| Audit fee for a one-credit course (0 credits awarded) – Graduate | \$419 |
| Audit fee for a one-credit course (0 credits awarded) – BTh | \$415 |
| Thesis tuition (based on rate charged per 1.0 credit) | \$837 |
| Thesis tuition (based on rate charged per 1.0 credit) – International students | \$1772 |
| Unit fee for all Diploma Programs – all students | \$557 |
| CPE credit authentication fee (per 1.0 credit) – AST-enrolled students | \$115 |
| CPE credit authentication fee (per 1.0 credit) – Special Students | \$231 |
| CPE unit fees | Fee is set by outside institution that is offering the CPE unit |

Qualified residents of Nova Scotia are eligible for a reduction in tuition bursary under the Province of Nova Scotia University Student Bursary Program.

International Tuition Waiver reduces tuition by \$400 so tuition is \$1372 per credit

Tuition fees for senior citizens (persons sixty-five years of age or older as of June 1, 2024) is one-half of the regular course fee for graduate courses. Diploma, Directed Studies, Audit, Thesis, and CPE credit authentication fees are all payable at the regular rate. Fees for CPE Units offered through an outside institution (e.g. Nova Scotia Health Authority) and for which AST authenticates academic credit are payable according to the fee schedule set by the outside institution.

Tuition for AST faculty and staff (employed at AST at 50% time or more) and their immediate family members is one-half of the regular tuition fee for graduate courses. Diploma, Directed Studies, Audit, Thesis, and CPE credit authentication fees are all payable at the regular rate. Fees for CPE Units offered through an outside institution (e.g. Nova Scotia Health Authority) and for which AST authenticates academic credit are payable according to the fee schedule set by the outside institution.

Tuition for Saint Mary's University faculty and their immediate family members is one-half of the regular tuition fee for graduate courses. Diploma, Directed Studies, Audit, Thesis, and CPE credit

authentication fees are all payable at the regular rate. Fees for CPE Units offered through an outside institution (e.g. Nova Scotia Health Authority) and for which AST authenticates academic credit are payable according to the fee schedule set by the outside institution.

Charges Relating to Course Withdrawals

Changes in course registration must be completed by the student in Self Service Banner in accordance with the Course Withdrawal and Refund Schedule (2024-2025) in the “Course Changes and Course Withdrawals” section of this Calendar.

Please refer to the Course Withdrawal and Refund Schedule (2024-2025) for information regarding tuition refunds based on withdrawal dates.

Exceptions to the withdrawal and refund schedule may be granted for reasons of health and/or other substantial reasons with the approval of the Academic Dean.

Ancillary Fees

| | |
|---|------|
| Combined Campus Renewal, Technology, and Copyright fees, per 1.0 credit | \$24 |
| BTh, MA, MDiv, and Graduate Certificate Application Fee | 82 |
| Special Student Application Fee..... | 82 |
| Diploma Program Application Fee (all Diploma Programs) | 62 |
| Prior Learning Portfolio Processing Fee..... | 750 |
| Assessment of Accelerated Entry | 232 |
| Thesis Continuation Registration Fee per academic year | 580 |
| Thesis Processing Fee | 163 |
| Leave of Absence Fee (all programs) | 115 |
| Letter of Confirmation (for those not in course) | 29 |
| Graduation and Lifetime Transcript Fee (all programs) | 141 |
| In Absentia Graduation Fee and Lifetime Transcript Fee (all programs) | 87 |

Student Union Fees (for those enrolled in the BTh, GCTS, MA, and MDiv programs only)

An agreement between the AST Student Union (ASTSU) and the Saint Mary’s University Student Association (SMUSA) provides for a number of services to AST students enrolled in the BTh, GCTS, MA, or MDiv programs. This includes access to SMU’s health centre, fitness centre, Husky Patrol Safe Drive Access as well as a variety of sports, social and education events.

All students registered as a full time student in Fall term qualify for the UPass.

A full-time student is a BTh, GCTS, MA, or MDiv student taking 2 or more credits in one term.

The Upass is full, unlimited access to Halifax Metro Transit services for the duration of the academic year. If you want the UPass you must obtain a letter from the Registrar indicating you are a full time student and the UPass can be picked up from SMU, Monday – Thursday 9am-5pm from the fifth floor of the Student Centre.

For more information about these and other services, please refer to the SMUSA’S website (smusa.ca) or contact any member of the ASTSU executive (aststudentunion@astheology.ns.ca).

The following fees applied in academic year 2024-2025:

Full-time AST Students

| | |
|---|-------------------------------|
| ASTSU Fee | \$15/credit to a max of \$150 |
| SMUSA Student Fee (Full-time students registering in September) | \$184 |
| SMUSA Student Fee (Full-time students registering in January) | \$92 |
| U-Pass (Bus Pass) | \$89.00/4 month term |

Part-time AST Students (BTh, GCTS, MA, and MDiv programs only)

| | |
|---|-----------------|
| ASTSU Fee | \$12 per credit |
| SMUSA Student Fee (Part-time students registering in September) | 69 |
| SMUSA Student Fee (Part-time students registering in January) | 34.50 |

MEDICAL AND DENTAL INSURANCE PLANS

These plans are administered by the Saint Mary’s University Student’s Association.

Contact SMUSA for details: healthplan.smusa@smu.ca or smu.ca/healthclinic/student-health-plan

| 2024-2025 Rates* | 12 months Sept. registration | 8 months Jan. registration |
|--|---------------------------------|-------------------------------|
| Canadians Extended Health Care Single | \$260 | \$173 |
| Canadians Dental Benefit Premiums Single | \$125 | \$83 |
| International Basic Health Single | \$1060 | \$705 |

FAMILY RATES

For family rates (including dependents), contact the SMUSA Health Plan Office at healthplan.smusa@smu.ca or 902-496-8754

All students taking at least 0.5 academic credit will be automatically billed and enrolled in the SMUSA Extended Health & Dental Plan unless you Opt-Out. Students wishing to opt-out must also submit an opt-out application **each** academic year (SMU’s academic year [Sept. 1- Aug. 31] not AST’s academic year [June 1- May 31]). Opt-outs are only approved if the plan is unused and proof of alternative coverage is provided. Students may also apply to enroll their dependents during the appropriate period above for an additional fee. You can submit an opt-out application during the term in which you begin your studies for that academic year:

| Term | Date Student Begins | Opt-Out Period & Opt-In Period for Dependents (if applicable) |
|-------------------|---------------------------|--|
| Summer Term Start | May 1 – May 31 | April 15 - May 25 |
| Summer Term Start | June 1 – August 31 | June 15 - July 25 |
| Fall Term Start | September 1 – December 31 | August 15 – September 25 |
| Winter Term Start | January 1 – April 30 | December 15 - January 25 |

Visit the SMU Student Health Plan website for instructions on how to Opt-out smu.ca/healthclinic/student-health-plan

INTERNATIONAL STUDENTS must ensure that they are aware of the medical coverage they have to assist in determining what coverage they need.

Tuition and Administration Policies

Tuition Fee Payment Due Dates

| | |
|---------------------|---------------------------|
| Summer term tuition | Due by June 21, 2024 |
| Fall term tuition | Due by September 18, 2024 |
| Winter term tuition | Due by January 22, 2025 |

Late Payment Charges

Students who do not pay all amounts owing to AST by the dates noted above are subject to late payment charges and may be required to leave classes until the balance owing is cleared. The charges are \$5 for each business day the account is in arrears, to a maximum of \$50 per semester or ten percent (10%) of the outstanding balance, whichever is the lesser. Students who delay payments because they are awaiting student loan funds must provide a copy of their loan application to the Business Office.

Refunds

Tuition is refunded in accordance with the Course Withdrawal and Refund Schedule (2024-2025) in the “Course Changes and Course Withdrawals” section of this Calendar. Exceptions to the withdrawal and refund schedule may be granted for reasons of health and/or other substantial reasons with the approval of the Academic Dean.

Canada Student Loans and Bursaries

Students are responsible for applying for and negotiating a student loan in sufficient time to ensure that the full tuition and residence fees are available in time for registration. If a student is relying on a bursary that will not become available to them until after registration, it is their responsibility to provide the amount due at registration by another source of funding. Otherwise, the amount will be considered unpaid and late payment charges will be applied. To have your registration status confirmed to Canada Student Loans and/or provincial student loans by AST, or if you have any questions, please contact the Registrar (registrar@astheology.ns.ca)

U.S. Student Loans

Atlantic School of Theology (OPE ID School #04123100) is recognized by the U.S. Department of Education as a deferment-only or eligibility-only institution. While AST is not authorized to certify new U.S. Federal student loans for U.S. students, U.S. students attending AST who have a pre-existing U.S. Federal Student loan may qualify for a temporary suspension of the student loan repayment obligation (an “in-school deferment”) while attending AST at least half-time.

Unpaid Balances

All fees and outstanding debts to AST are to be paid upon registration at the beginning of each term. Please ensure that your account is settled with the Business Office before the end of each term.

NOTE: Students who have an outstanding balance owing to AST will not be permitted to register for subsequent courses until the balance is paid in full.

In addition to the late payment charge, interest calculated at a rate of one percent (1%) per month will be charged on accounts outstanding to AST (including but not limited to tuition, student association fees, library accounts, residence and parking) after June 30th in the Summer term, September 30th in the Fall term and January 31st in the Winter term for the number of days overdue.

A student whose account is delinquent for more than 30 days will be denied AST privileges including library access, official and unofficial copies of transcripts, all other official communications to outside bodies, and documentation of degrees, certificates, and diplomas.

Official and unofficial transcripts will be made available to students when all outstanding accounts with AST have been paid in full. Degrees, certificates, and diplomas will be awarded on the condition that all outstanding accounts with AST are paid in full one month prior to the student's intended date of graduation.

Students with ongoing delinquent accounts may be expelled from AST and/or the AST residence.

NSF Cheques

NSF cheques will result in a \$25 fee to the student. The account will be considered unpaid until this fee is received.

AST Residence Rates and Policies

During academic terms, preference for residence rooms and apartments is given to full-time students. AST is a smoke-free, scent-free, and animal and pet free campus. This includes all buildings and property.

Important Residence Dates

| | |
|-------------|--|
| February 28 | Deadline for Summer Distance Master of Divinity Program students to apply for residence for the Summer term. |
| March 15 | Deadline for current residents to request continuation of their rental agreement beyond May 31st. |
| April 1 | Rental rates are subject to increase on April 1st of each year. |
| May 31 | Deadline for all current residents to vacate the residence. All residents must move out by this date unless they have been given permission to extend their rental period. |
| June 1 | Deadline for applications for AST residence room rentals commencing August 1st or later |

Residence and Apartment Rates and Policies

Damage deposit: Your damage deposit must be paid when you apply for a residence room.

Payments due on arrival: On arrival, you will provide payment for your first month's rent, a residence activity fee, and parking and other fees, if applicable.

Payments are due on the first day of every month: Please ensure your rent is paid on the first day of each month via a series of post-dated cheques, by e-transfer, or by credit card.

Eviction for non-payment: If you are more than two months behind in your rent payments, your door lock will be changed and you will be subject to eviction.

Smoke-free campus: All smoking, vaping, and use of smoking products is prohibited on campus. This includes but is not limited to all forms of tobacco, and all smokable forms of cannabis. The burning of sage, cedar, sweetgrass, or tobacco is an integral part of cultural ceremonies and therefore these substances may be burned on campus for such purposes with written advance permission of Atlantic School of Theology. A copy of the full policy is available from the Business Office.

Pet policy: Animals and pets cannot be on campus at any time. Due to significant allergies among students and staff, pets are not allowed in residence rooms, apartments, or residence common areas, classrooms, the library, meeting rooms, offices, the chapel, or at campus events. In the case of a documented medical need, an exception can be made for trained service animals. However, AST is not a suitable environment for the training of service animals. Untrained service animals may not be brought to campus.

A meal plan is not offered at AST.

Residence Rental Rates and Fees (2024-25)

Subject to change - All rates in Canadian \$

Monthly Rental Rates (all months of the year)

| | |
|---|-------|
| Large Single room – 1st floor | \$768 |
| Standard Single room – 3rd floor..... | \$660 |
| Large Single room – 2nd floor | 743 |
| One-Bedroom Apartment | 1050 |
| One-Bedroom Apartment shared by two students..... | 1375 |

Note: Apartments are unfurnished, with the exception of a fridge and stove in each unit.

Other Residence Fees

| | |
|--|------|
| Residence Activity Fee (annual) | \$58 |
| Residence Application fee (for June & July residency only; non-refundable) | 110 |
| Security Deposit (for rentals from August to May only; refundable depending on condition of room at departure | 330 |

On-campus parking (for residents only)

| | |
|---|-----|
| January through April..... | 174 |
| May through August..... | 174 |
| AST's 6 week summer term (mid-June to late July)..... | 110 |
| September through December | 174 |

Apartment Allocation

Apartment allocation takes place as apartments become available.

How to Apply for a Residence Room at AST

For further information, please see "The Residence at AST" information on the Students page of the AST website or contact Ms. Bobbi Zahra at 902.223-2974 or bobbi.zahra@asttheology.ns.ca.

asttheology.ns.ca/future/residence

Governing Bodies

Atlantic School of Theology is led within a bicameral system, with a Board of Governors and a Senate.

The Board of Governors

The Board of Governors is responsible for the totality of AST's life and resources.

The Board of Governors has 20 members. Each of AST's founding parties names five members. The remaining five members are the President, two faculty members, and two students. Through the Board, the founding parties (and their churches) continue to sponsor the life and work of AST. AST considers itself blessed in this relationship, one which keeps it constantly aware of the constituency it serves and reminds it of the need to be faithful to the task entrusted to it. The following is a list of Board of Governor representative membership categories:

- Archdiocese of Halifax (Roman Catholic Church)
- Pine Hill Divinity Hall (United Church of Canada)
- University of King's College (Anglican Church of Canada)
- Diocese of Nova Scotia and Prince Edward Island
- Diocese of Fredericton
- Core Faculty
- Students
- The President (Secretary of the Board)
- Officers of the Board

The Senate

The Senate is responsible for AST's academic life, and especially the development, implementation, and review of programs of theological education, as well as continuing education opportunities.

The Senate consists of all core faculty members, one part-time faculty representative, two alumni/ae representatives, one representative of each of the founding parties, three student representatives, the Library Chair, the Academic Dean (Secretary of Senate), and the President (Chair of Senate).

Accreditation

Atlantic School of Theology is accredited by the Association of Theological Schools in the United States and Canada, and the following degree programs are approved:

Master of Divinity

Master of Arts (Theology and Religion)

Approved for a Comprehensive Distance Education Program

The Association does not oversee undergraduate degree programs.

The Commission contact information is:

The Commission on Accrediting of the Association of Theological Schools in the United States and Canada

10 Summit Park Drive

Pittsburgh, PA 15275 USA

Telephone: 412-788-6505

www.ats.edu



The Association of Theological Schools
The Commission on Accrediting

Working Partners

The Anglican Diocese of Nova Scotia and Prince Edward Island

The Anglican Diocese of Fredericton

Pine Hill Divinity Hall

The Roman Catholic Archdiocese of Halifax

The Regions and General Council of The United Church of Canada University of King's College

Saint Mary's University

The Province of Nova Scotia



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