



# ACADEMIC CALENDAR

## 2022-2023

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*AST*  
ATLANTIC SCHOOL  
of THEOLOGY





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Academic Calendar 2022-2023

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

[astheology.ns.ca](http://astheology.ns.ca)

**Note on contents**

The contents of this Academic Calendar are current as of the time of its printing. Please note that 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](mailto: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 faith and how to draw on it to enrich the lives of others; 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 – a coming together to create one university where students are prepared to meet the theological, ethical, and leadership challenges of our world today.

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. AST has 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. 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 Religious Studies) degree. We also offer a 10-credit Graduate Certificate Program in Theological Studies, a Diploma in Theological Studies, a Diploma in Missional Leadership, and a Diploma in the New Evangelization, with online and on-campus options.

## 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, the impacts of COVID-19 may result in modifications to some aspects of AST's programs and services during 2022-2023, such as altering certain dates or moving on-campus courses to online course delivery. Please consult the AST website for the most current information: [www.astheology.ns.ca](http://www.astheology.ns.ca).

## Academic Dates 2022-2023

### Notice

At the time of printing, all elements of this Calendar were believed to be accurate. However, the impacts of COVID-19 may result in modifications to some aspects of AST's programs and services during 2022-2023, such as altering certain dates or moving on-campus courses to online course delivery. Please consult the AST website for the most current information: [www.astheology.ns.ca](http://www.astheology.ns.ca).

### Summer Term 2022

May 16 – June 10	Summer Administration hours.
June 13	Orientation and welcome events
June 13	First day of Session One classes.
June 13 – July 22	Summer Term 2022
June 16	Summer Term Matriculation Service (Thursday, 7:00 p.m.)
June 17	Due date for Summer Term 2022 tuition and fees (Friday)
July 1	Session Two classes as regularly scheduled (Friday)
July 1	AST Library is open. AST's administrative offices closed for Canada Day holiday.
July 25 – August 5	AST Library is closed.
July 25 – August 31	Summer Administration hours.
August 1	Natal Day. AST is closed (Monday)

### Fall Term 2022

September 5	Labour Day. AST is closed (Monday)
September 7	Fall Registration (Wednesday)
September 8	Orientation and welcome events (Thursday)
September 12	Fall Term classes begin, including those using Brightspace (Monday)
September 15	Matriculation Service (Thursday, 11:45 a.m.)
September 16	Last day for late registration for Fall Term courses (Friday)
September 23	Due date for Fall Term 2022 tuition and fees (Friday)
September 30	Last day to withdraw from Fall Term courses with full refund (Friday)
September 30	Last day to apply for AST Bursaries (Friday)
September 30	Final grades due for Summer Term 2022 INCs (Friday)
September 30	National Day for Truth and Reconciliation. AST is closed. (Friday)
October 10	Thanksgiving Monday. AST is closed.
October 19	Senate Meeting (Wednesday)
October 24 – 28	Reading Week. No classes. Offices and Library are open. (Monday to Friday)
November 11	Remembrance Day. AST is closed. No classes (Friday)
November 15	Last day to withdraw from Fall Term courses without academic penalty (Tuesday)
December 12	Last day of classes for the Fall Term 2022 (Monday)
December 15	Last day of Fall Term 2022. Final marks due for all courses (Thursday)
December 15	Deadline to submit Graduation Application for May 2023 Convocation
December 19 – Jan 2	Christmas holidays. AST is closed



**Winter Term 2023**

January 3	AST administrative offices and Library open (Tuesday)
January 5	Winter Term 2023 classes begin, except those using Brightspace (Thursday)
January 9	Brightspace hosted Winter Term online courses begin (Monday)
January 11	Last day for late registration for Winter Term courses (Wednesday)
January 20	Due date for Winter Term 2023 tuition and fees (Friday)
January 26	Last day to withdraw from Winter Term courses with full refund (Thursday)
January 26	Last day to withdraw from two-term courses with partial refund for Winter Term (Thursday)
January 30	Final grades due for Fall Term 2022 INCs (Monday)
February 1	Senate Meeting (Wednesday)
February 20	Nova Scotia Heritage Day. AST is closed. No classes (Monday)
February 21 – 24	Reading Week. No classes. Offices and Library are open (Tuesday to Friday)
March 1	Theses due for all programs (Wednesday)
March 6 – 17	Returning Student Registration for 2023-2024
March 6	Last day to withdraw from Winter Term courses without academic penalty (Monday)
March 30	Year-end Agape Worship Service (Thursday at 11:45 a.m.)
April 5	Last day of classes for the Winter Term 2023 (Wednesday)
April 6 – 10	Easter holidays. AST is closed.
April 13	Last day of Winter Term 2023. Final marks due for all courses (Thursday)
April 26	Senate Meeting (Wednesday)
May 13	Convocation 2023 (Saturday)
May 15 – June 16	Summer Administration hours.
May 22	Victoria Day. AST is closed (Monday)
May 31	Final grades due for Winter Term 2023 INCs (Wednesday)

**Summer Term 2023**

June 19 – July 28	Summer Term 2023
July 3	Session Two classes as regularly scheduled. (Monday)
July 3	AST Library is open. (Monday)
July 3	AST's administrative offices closed in lieu of July 1st Canada Day holiday. (Monday)
July 31 – August 31	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)

Acting Coordinator of the Summer Distance MDiv Program (July-December 2022)

Research interests: Innovative approaches to faith formation; public religiosity in contemporary contexts; intergenerational preaching; ministry with children and youth; culture and interculturalism; "childist" practical theology.

Publications: *A Gospel for All Ages: Teaching and Preaching with the Whole Church* (Fortress, 2022). *Little Theologians: Children, Culture, and the Making of Theological Meaning* (McGill-Queen's University Press, 2020). "Light Art, Street Art, and the Art of Preaching: Sound-and-Light Shows as Public Proclamation," *International Journal of Homiletics*. "From Pioneer to Partner: Dismantling White Normativity in Ethnographic Theology," *Religious Education*. The three-volume *Faith Forward* series, two volumes edited with Melvin Bray (CooperHouse/Wood Lake). *Children's Ministry in the Way of Jesus* (InterVarsity, 2013), with Ivy Beckwith. *Children's Ministry that Fits: Beyond One-Size-Fits-All Approaches to Nurturing Children's Spirituality* (Wipf and Stock, 2011).

Current research/writing: a phenomenological study of sound-and-light shows; post-colonial creativity in Christian leadership and preaching; ecumenism.

**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)

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

Publications: *Nietzsche and Theology: Nietzschean Thought in Christological Metaperspective* (Ashgate, 2006). *Resisting the Tyranny of the Banal: An Approach to Catholic Moral Theology* (Rowman and Littlefield, forthcoming 2022). *Still Unhealed: Challenges of Conversion and Reform from the Sexual Abuse Crisis* (Novalis, 2019), "Banking on the church: thoughts on re-infusing virtues into church culture and leadership in response to clergy sexual abuse," *Journal of Management, Spirituality & Religion*.

In progress: *The Matter of the Spirit*, a book on the doctrine of the Holy Spirit (Cascade). Research for a book on Christian anarchism.

**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

(On sabbatical January to June 2023)

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, 2022); 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)  
(On sabbatical January to June 2022)

Research interests: Poetry, poetics and theology; religion, ethics and film; literature and religious subjectivity; feminist theory and theology; religion and violence.

Publications: *Poisonous If Eaten Raw, Dust or Fire* (Goose Lane Editions/Icehouse) 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 friendship and beauty in selected Frisian poems.

**The Rev. Dr. Rob Fennell (United Church of Canada)****Academic Dean****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: Theological interpretation of Scripture; Holy Spirit; church renewal; C.S. Lewis; Dietrich Bonhoeffer; Reformations history; evangelism; The United Church of Canada; pilgrimage.

Publications: Author of "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." Author of *31 Short Spiritual Practices; Turning Ourselves Inside Out: The Thriving Christian Communities Project (with Russ Daye)*; and *The Rule of Faith and Biblical Interpretation: Reform, Resistance, and Renewal*. Co-editor of *The Theology of The United Church of Canada*; *Living Traditions: 500 Years of Re-Forming Christianity*; and of *Three Ways of Grace: Drawing Closer to the Trinity*. Editor of *Intercultural Visions: Called to be the Church and of 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: *Camino Close to Home* (Novalis, 2022); 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: *Aesthetic Piety and the Infant Christ: Seeing and Hearing in Infancy Traditions from the New Testament to Origen*. 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)****Assistant Professor of Pastoral Theology****Coordinator of the Summer Distance MDiv Program**

BA (Dalhousie University), MDiv (Atlantic School of Theology), DMin (Bangor Theological Seminary) (On sabbatical July to December 2022)

Research interests: Congregational dynamics; Field Education

Publications: "Mentoring the Pastoral Caregiver," *Empower: A Guidebook for Supervisor Mentors in Theological Education*; "Excellence in Supervision: Practical Wisdom from Supervisors/Mentors," *Reflective Practice: Formation and Supervision in Ministry* with Eileen R. Campbell-Reed, Catrina Ciccone, and Marcus Hong. *Reflective Practice: A supervision of Pliable Presence during a Pandemic* (2021), with Melvin Baber, Joanne Lindstrom, and Christian Zaker.

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) (On sabbatical July to December 2022)

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**

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

Research interests: Liturgy, worship, and music; Paul Tillich; ministry and leadership; missional church; ecumenism; economics and justice.

Publications: “The Sacraments – Baptism and Eucharist,” in *Called to Be Disciples: an introduction to membership in the United Church of Canada*, ed. Taylor Croissant (2022); “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: Christian faith and contemporary secularism; social justice and market society reformation; preaching with poetry.

**ADJUNCT FACULTY**

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

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

The Rev. Sandra Morrison

**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)

TBA Formation Director (Anglican Church of Canada)

**Chaplains**

The Rev. Heather Fraser (Summer term)

The Rev. Wendy Kean (Fall and Winter terms)

**Director of Camino Nova Scotia**

The Rev. Dr. Matthew Anderson

**Sessional Faculty 2022-23**

Dr. Marvin Anderson

The Rev. John Bell

The Rev. Dr. Hugh Farquhar

The Rev. Ivan Gregan

The Rev. Dr. Stephen Harper

The Rev. Éric Hébert-Daly

Mr. Adrian Jacobs

The Rev. Alcris Limongi

Mr. Robert Martel

The Rev. Dr. Kimberlyn McNabb

Mr. Chris O’Hara

The Rev. Dr. Susan Slater

## Academic Program Admissions

### **Academic Admissions Requirements for the Master of Divinity Program, Graduate Certificate Program in Theological Studies, and as a Special Student**

The academic requirement for admission to these programs, or as a Special Student, 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 Religious Studies) 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.

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.

### **Studying at AST without a Bachelor's Degree**

If you do not have a Bachelor's degree, but have a combination of prior post-secondary studies and significant life experience, you may apply to the Master of Divinity Program, Graduate Certificate Program in Theological Studies, or as a Special Student [but not to the Master of Arts (Theology and Religious Studies) Program] after successful completion of AST's Prior Learning Assessment process.

Your Prior Learning Portfolio will be strengthened by taking as many university courses as possible before you apply, preferably within the humanities (literature, history, languages, theology, philosophy, classics, or religious studies) and normally including at least 5 year-long university courses (or 10 one-semester courses).

The Prior Learning Assessment process is normally appropriate for persons 30 years of age or older.

Please note that the "shorter course" option within The United Church of Canada is expressed at AST via the Prior Learning Assessment process.

AST's assessment for and determination of Bachelor's Equivalency is for the purpose of application and admission to AST. AST's assessment and determination is not transferrable for application to other universities.

If you do not have a completed Bachelor's degree and wish to begin the Prior Learning Assessment process, please contact the Academic Office at [academic@asttheology.ns.ca](mailto:academic@asttheology.ns.ca).

### Prior Learning Portfolio Target Submission Dates

Intended Start Date for Graduate Studies	Target Submission Date for Prior Learning Portfolio
Summer Term	February 1st
Fall Term	March 15th
Winter Term	October 15th

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 Religious Studies) 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 \$206; 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 religious studies)
- 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 902.425.3691 or [registrar@astheology.ns.ca](mailto:registrar@astheology.ns.ca).



### **Undergraduate Students and Students from Other Universities**

AST welcomes students from other universities who wish to take one or more courses at AST and to use those credits within their programs at their home university. Please begin by contacting AST's Registrar at 902.425.3691 or [registrar@asttheology.ns.ca](mailto:registrar@asttheology.ns.ca) and indicate the course you wish to take at AST. You must arrange for a Letter of Permission from your home university authorizing your registration at AST. Your home university will determine 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 considered to be insufficient by the Faculty, you will be required to take additional English language lessons.

### **International Students**

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. Please visit [StudyCanada.ca](http://StudyCanada.ca) for contact information for your nearest Canadian Consulate or High Commission. AST requires international students to meet all government requirements and have sufficient financial resources for the duration of their studies. AST does not provide tuition waivers, but you may apply for an International Student Bursary from AST in September, which will reduce your total tuition costs.

### **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.

### **Admissions Process**

The admissions process for the programs described above, and as a Special Student, includes submission of the appropriate application form and payment of a non-refundable application fee of \$75. Be sure to include all written materials requested in the application form. You will need to request an official transcript from each university and/or college you attended. Your official transcript(s) must be sent to you in an envelope sealed and signed/stamped by the issuing education institution. Do not open the envelope containing your official transcript. Include all of your official transcript(s) in their original signed/stamped, sealed envelopes with the application package you submit to the Registrar at Atlantic School of Theology. 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 Religious Studies)	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

You may apply after these dates. However, 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 graduate program at a later date.

If you do not anticipate having a completed Bachelor's degree before commencing studies at AST, please see "Studying at AST without a Bachelor's Degree" earlier in this section for information about our Prior Learning Assessment option. If you wish to begin the Prior Learning Assessment process, please contact the Academic Office at [academic@astheology.ns.ca](mailto:academic@astheology.ns.ca).

#### Merit-Based Entrance Scholarship Deadlines

Master of Arts (Theology and Religious Studies) and Master of Divinity program applications received by March 1st and May 1st respectively 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: [www.astheology.ns.ca/future/financial-assistance.html](http://www.astheology.ns.ca/future/financial-assistance.html), it is essential that you apply for bursaries not later than the published deadlines.

## 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, please see the "Academic Program Admissions" section above for information about studying at AST without a Bachelor's Degree and our Accelerated Entry option.

#### ***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: [www.astheology.ns.ca/future/financial-assistance](http://www.astheology.ns.ca/future/financial-assistance). Additional funding may be available from your church, denomination, parish, diocese, or congregation.

#### ***MDiv Admissions Process***

Submit the following to the Registrar's office by the published application deadlines: completed MDiv program application form; \$75 non-refundable application fee; 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); one official transcript in its original sealed and signed/stamped envelope issued from each of your previous and current post-secondary education institutions; and three confidential letters of reference in their original envelopes signed and sealed by your referees. Visit the Applications & Course Registration page on the AST website for more information: [www.astheology.ns.ca/future/application-registration-forms](http://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 often a first degree in theology and you can use it 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 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 \$107. 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 MDiv Program 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 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 shortly before the Winter term of 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 *SFE 1000 Supervised Field Education* or *SMP 1000 Supervised Ministry Practicum*, 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](mailto:academic@astheology.ns.ca)) by October 1st. You may submit an original Criminal Records Check and Vulnerable Sector Check or use [MyBackCheck.com](https://www.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 graduate 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 well 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, include "Thesis" and the number of credits (normally 2) on your Course Indicator Form at the time of registration. (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 Courses of Instruction for Academic Credit for a complete description.) Up to four CPE credits may be applied to the MDiv Honours degree.

***Historical Studies***

You are encouraged to take at least one course in the history of Christianity prior to 1900. Many courses in systematic theology also cover various periods of the history of Christianity.

***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. 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 courses during the summer term. Summer term courses require a substantial investment of time, and thus other responsibilities should be kept to a minimum.

**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. 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 with your Faculty Advisor for details.

<i>Foundations Courses</i>		<i>Graduate Project &amp; Seminar in the Practice of Ministry (final year):</i>	
RM 1000 Research Methods	1	GS 3000 (first term)	1
BF 1001 Biblical Foundations (HB/OT)	1	<u>GS 3000 (second term)</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>3</u>
<i>Supervised Field Education</i>		subtotal	14
MAP 1000	1	<i>Unrestricted Electives:</i> 3	
<u>SFE 2001-2002</u>	<u>2</u>	<i>Denominational Formation Program credit:</i> 1	
subtotal	3	<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 15 on-campus credits taken during the Summer term (three credits per summer). If you reside and/or work within commuting distance, you may take on-campus courses during Fall or Winter term. The remaining 15 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 Supervised Field Education via online seminars (Supervised Ministry Practicum).

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 denominational authorities about supervised ministry requirements.

# B

The recommended pattern for Fall and Winter terms is to take one course, and only one course, in addition to the Supervised Ministry Practicum course (MAP/SMP/SFE/SME) 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 with your Faculty Advisor for details.

<i>Foundations Courses</i>		<i>Graduate Project &amp; Seminar in the Practice of</i>	
RM 1000 Research Methods	1	<i>Ministry (final year):</i>	
BF 1001 Biblical Foundations (HB/OT)	1	GS 3000 (first term)	1
BF 1002 Biblical Foundations (NT)	1	<u>GS 3000 (second term)</u>	<u>1</u>
PF 1001 Pastoral Foundations	1	subtotal	2
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
<i>Supervised Ministry Placement</i>		<u>Pastoral Theology</u>	<u>4</u>
MAP 1000	1	subtotal	15
<u>SMP 2000</u>	<u>1</u>	<i>Unrestricted Electives:</i>	
subtotal	2	3	
		<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 preparing for ordination must include within their program of study two additional field education courses (SME 3000 and SME 4000) after completing MAP 1000 (this course replaces SMP 1000) and SMP 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, SMP, 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 10 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](http://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
- Youth Ministry

***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  
"Anglican Theology: Roots and Branches" will be offered in 2022-2023 and 2024-25.
- b) One course on the Eucharist and Baptism  
"Sacramental Action: The Anglican Narrative" will be offered in 2023-2024 and 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](http://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 4 and 5 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 polity; and UCC Denominational Formation.

For on-campus students, one academic credit for Denominational Formation Program participation is granted if you participate in the Wednesday afternoon United Church Formation program for three years, and successfully complete the program's requirements. This program includes weekly gatherings for worship, small group ministry, presentations, and discussions on topics specific to leadership in The United Church of Canada. A final-year retreat completes the program. All Candidates for ordered ministry are required to participate in the AST United Church Formation Program. Students pursuing Discernment are strongly encouraged to attend. Part-time students are encouraged to attend Wednesday afternoon Formation Group in their first, third, and fifth year.

The Formation program for Summer Distance MDiv students includes daily worship, occasional community activities on campus during the Summer term, and a series of online reflections and discussions during two of the five years of the program. A weekend retreat caps off the Formation program during the final summer of the program.

United Church Candidates studying for the MDiv 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 [rbartlett@astheology.ns.ca](mailto:rbartlett@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 Religious Studies (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 Religious Studies, especially as the fields have evolved both within Canada and internationally. The relationship allows Theology and Religious Studies 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 Religious Studies) 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 Religious Studies) 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. Bursary application forms, along with other details, are available on the AST website:

[www.astheology.ns.ca/future/financial-assistance](http://www.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.

**MA Admissions Process**

Submit the following to the Registrar's office by the published application deadlines: MA program application form; \$75 non-refundable application fee; 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); one official transcript in its original sealed and signed/stamped envelope issued from each of your previous and current post-secondary education institutions; and three letters of reference in their original envelopes signed and sealed by your referees. Visit the Applications & Course Registration page on the AST website for more information. [www.astheology.ns.ca/future/application-registration-forms](http://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 Religious Studies) 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 Religious Studies) 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 Religious Studies) students are required to take GTR 6000 Theory and Methods in Theology and Religious Studies, 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. 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 Religious Studies) 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 Religious Studies) 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 Religious Studies) 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 periods through the Registrar's Office. 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 Religious Studies) 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 \$536 per academic year to maintain standing in the program.

MA students may register for a Leave of Absence and pay a fee of \$107. This will allow you to take an authorized leave for up to one year.

### ***Master of Arts (Theology and Religious Studies) 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 Religious Studies, 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 program. Requirements may be met entirely via online courses. The program parallels the first year of the MDiv 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 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 Religious Studies) degree program after completing the Graduate Certificate you will be permitted six years to complete the MA (Theology and Religious Studies) 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 Religious Studies) program, you have five years from the date of admission to complete the MA (Theology and Religious Studies) as a specialization in theology or seven years to complete the MA (Theology and Religious Studies) as a first degree in theology.

A GCTS student seeking admission to the MA (Theology and Religious Studies) 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, please see the "Academic Program Admissions" section earlier in this Calendar for information about studying at AST without a Bachelor's degree.

***GCTS Admissions Process***

Submit the following to the Registrar's office by the published application deadlines: GCTS program application form; \$75 non-refundable application fee; a letter of intent; and one official transcript in its original sealed and signed/stamped envelope issued from each of your previous and current post-secondary education institutions. Visit the Applications & Course Registration page on the AST website for more information [www.astheology.ns.ca/future/application-registration-forms](http://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.

A GCTS student may register for a Leave of Absence and pay a fee of \$107. 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.

A Special Student may register for up to 5 courses. Courses completed as a Special Student may be transferred to a graduate degree or certificate program at AST at a later date.

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 see "Academic Program Admissions" for information about studying at AST without a Bachelor's Degree.

***Special Student Admissions Process***

Submit the following to the Registrar's office by the published application deadlines: Special Student application form; \$75 non-refundable application fee; a letter of intent; and one official transcript in its original sealed and signed/stamped envelope issued from a post-secondary education institution verifying your completion of a Bachelor's degree. Visit the Applications & Course Registration page on the AST website for more information: [www.astheology.ns.ca/future/application-registration-forms](http://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

### Notice

At the time of printing, all elements of this Calendar were believed to be accurate. However, the impact of COVID-19 may result in modifications to some aspects of AST's programs and services during 2022-2023, such as altering certain dates or moving on-campus courses to online course delivery. Please consult the AST website for the most current information: [www.astheology.ns.ca](http://www.astheology.ns.ca).

AST offers three specialized diploma programs: the Diploma in Missional Leadership; the Diploma in Theological Studies; and the Diploma in the New Evangelization in the Roman Catholic Church. 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 ([www.astheology.ns.ca/future/diploma-programs](http://www.astheology.ns.ca/future/diploma-programs)) on the AST website for more information.

The Diploma in Youth Ministry (DYM) was discontinued in 2020. Previously enrolled DYM students have until April 19th, 2024 to complete the program requirements.

### **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 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 units. You may begin the program in September or January of any year, then continue until you have completed all six units.

The six 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.

- 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.
- 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 Apologetics (September to December 2022)**  
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 Christian Leadership (January to April 2023)**  
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.
- **The New Evangelization (September to December 2023)**  
This unit will offer a concluding overview of the New Evangelization, what it is how it can be embodied in our context.
- **Pastoral Ministry in a Missional Key (January to April 2024)**  
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.

### ***DNE Program Requirements***

You are expected to attend all classes, complete assigned readings and written assignments, and participate in classroom peer group discussions.

### ***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:

1. Contact Dr. David Deane, the DNE Program Director at [ddeane@astheology.ns.ca](mailto:ddeane@astheology.ns.ca) to discuss suitability for the program and to review the application process.
2. Submit a completed application form and \$55 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](http://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 \$515, and books and resource materials will cost approximately \$100.

***DNE Financial Assistance***

Funding for Diploma in the New Evangelization students who are resident in the Archdiocese of Halifax-Yarmouth is available from 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 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:

- Introduction to the Second Testament/Christian Scriptures (online in Fall 2023). Using critical methods of biblical study, this unit will introduce you to the Gospels and the Letters of Paul.
- Introduction to Christian Theology (online in Winter 2024)  
The purpose of this unit is to introduce you to the major themes in the Christian theological tradition.
- Introduction to the Old Testament (online in Fall 2022 and Fall 2024) This unit uses critical methods of biblical study to familiarize you with the Pentateuch and the Prophetic Literature of the Hebrew Scriptures (Old Testament).
- Introduction to Pastoral Ministry (online in Winter 2023 and Winter 2025)  
This unit will introduce you to the major themes in the practice of Christian pastoral ministry.

***DTS Admission Process***

To apply to the Diploma in Theological Studies Program submit your application form and \$55 non-refundable application 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](http://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.

***DTS Program Fees***

Tuition for each unit is \$515. Related books and resource materials will cost approximately \$60 per unit.

***DTS Financial Assistance***

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

**DIPLOMA IN MISSIONAL LEADERSHIP**

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. This Diploma will combine three online units, one on-campus unit, and a mentorship program. The first cohort of leaders started together in 2021 and will complete the program in 2023. Complete details of the new program are available on the AST website: [www.astheology.ns.ca/future/diploma/diploma-in-missional-leadership](http://www.astheology.ns.ca/future/diploma/diploma-in-missional-leadership)

The next cohort of participants in the DML program will commence studies in June 2023.

For further information, please contact the Convener of the Diploma in Missional Leadership, Rev. Dr. Stephen Harper ([shraper@astheology.ns.ca](mailto:shraper@astheology.ns.ca)).

**DIPLOMA IN YOUTH MINISTRY**

The Diploma in Youth Ministry program was discontinued by the Senate of AST in 2020. No new admissions are being accepted to this program. Persons already enrolled in the Diploma in Youth Ministry may continue their studies, complete the diploma, and graduate. All requirements must be completed in full as of April 19th, 2024.



## 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.

### ***Online Programs and Courses***

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 (but not all) are also available to Continuing Education participants, who do not have to apply for graduate-level study to take part.

### **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 Paul Wattson Lecture* Lecture is sponsored by the Franciscan Friars of the Atonement and AST, in co-operation with Saint Mary's University. The lecture honours the memory of The Rev. Paul James Francis Wattson, S.A. (1863-1940), founder of the Franciscan Friars of the Atonement and pioneer for the cause of Christian unity. Begun in 1974 at the Catholic University of America in Washington, D.C., the lectures were expanded to the University of San Francisco in 1980 and in 1995 to AST. These lectures feature an international leader in the field of ecumenism to speak on a current ecumenical topic. Because of its long history of ecumenical co-operation, AST was selected by the Atonement Friars as the Canadian venue for this series.

#### **The Rev. C.D. Ed Aitken Memorial Workshop**

Ed Aitken (1939-1995) 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)**

AST participates on the Board of the ASTE. We encourage all persons to consider attending ASTE's annual seminar, held each year in June. Further information is available on the ASTE website ([www.astes.ca](http://www.astes.ca)). Accommodations on the AST campus may be available to anyone pursuing continuing education opportunities. See the Campus, Community, and Environment section of this Calendar for information.

#### **Continuing Education Fees**

There are no application fees for Continuing Education programs. Each program has an individualized fee to participants. 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](http://www.astheology.ns.ca/con-ed/index.html)

## Courses of Instruction

### **Notice regarding accuracy of information**

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### **\*\* IMPORTANT NOTICE REGARDING COVID-19 PROTOCOLS**

Atlantic School of Theology is attentive and responsive to all public health protocols and requirements with respect to on-campus classes and other events. Persons with symptoms of or testing positive for contagious diseases should remain at home and not come to campus. Courses with on-campus components may transition to online-only if required.

### **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 (internet-based) courses are asynchronous (students participate at times that best suit their schedule) or a blend of synchronous and asynchronous elements ("in real time"). Contact individual instructors for clarification. Class sessions will not be recorded.

## **DIPLOMA COURSES 2022-23**

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

### **Summer Term 2022**

#### **DML 3000 Leaders in Context (in Halifax, June 6-10 2022)**

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:* Admission to the Diploma in Missional Leadership

*Course convener:* S. Harper

**Fall Term 2022****DNE 1004 DNE Apologetics (September 2022 to December 2022)**

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.

*Prerequisites:* Admission to the Diploma in the New Evangelization

*Instructor:* D. Deane

**DTS 2000 Introduction to the Old Testament (online in Fall 2022)**

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

*Prerequisites:* Admission to the Diploma in Theological Studies

*Instructor:* D. Driver

**DML 4000 Leaders Developing Leaders (Sept-Nov 2022)**

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

*Prerequisites:* Admission to the Diploma in Missional Leadership

*Course convener:* S. Harper

**Winter Term 2023****DNE 1007 DNE Christian Leadership (January 2023 to April 2023)**

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.

*Prerequisites:* Admission to the Diploma in the New Evangelization

*Instructor:* C. O'Hara

**DTS 3000 Introduction to Pastoral Ministry (online in Winter 2023)**

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

*Prerequisites:* Admission to the Diploma in Theological Studies

*Instructor:* A. Limongi

## GRADUATE STUDIES COURSES 2022-23

### ***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.”

### **Course Indicators**

BF	Biblical Foundations
CH	History of Christianity
ET	Ethics
HB	Hebrew Bible/Old Testament
GS	Graduate Project and Seminar
GTRS	Graduate Theology and Religious Studies
NT	New Testament
PF	Pastoral Foundations or Preaching Foundations
PT	Pastoral Theology
RM	Research Methods and Practices
SFE	Supervised Field Education
SME	Supervised Ministry Education
SMP	Supervised Ministry Practicum
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](http://www.astheology.ns.ca/students/index). Timetables for each term are posted on the same webpage.

**SUMMER 2022 (JUNE 13 – JULY 22)**

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

***Session 1: June 13-24*****HB 2201****Beginning Biblical Hebrew I (S22)**

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.

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

Instructor: D. Driver

**NT 3112****The Corinthian Correspondence (S22)**

This course will study the major literary, theological and exegetical issues in the epistles of Paul to the Corinthians. This work will be supplemented by bringing the pastoral concerns of today's churches and society to bear on his writings to the Christians in Corinth. The interaction of these two horizons will help us hear both settings better and gain new insights into the preaching and living the Gospel today. Familiarity with Greek is helpful but not required.

**1 credit**

Prerequisites: BF 1002, RM 1000 or GTR 6000.

Requirements: Informed participation, short assignments, major paper

Instructor: D. MacLachlan

**CH 2005, PT 2005****Indigenous Culture & History (S22)**

This course is an introduction to Indigenous culture in Turtle Island (North America) from the perspectives of Indigenous peoples of eastern Canada, particularly the Mi'kmaq, Maliseet, Passamaquoddy, and Abenaki peoples of the Algonkin language family. Further sources of learning will include engagement with the Bible, Indigenous history, the Royal Commission on Aboriginal People, the Truth and Reconciliation Commission, and the United Nations Declaration on the Rights of Indigenous Peoples. We will conduct a survey of Indigenous people across the country in light of land, languages, and cultures that will set the stage for discussion of colonization and its impact on Indigenous people. The dynamics of Indigenous cultural development, change, adaptation, resistance, destruction, and recovery will be discussed. Honoring the traditional lands of Mi'kmaq will feature a Mi'kmaq knowledge keeper and ceremony of welcome. Each day will begin with Indigenous ceremony to set the tone for daily discussions from readings, presentations, and student research. Participation in Indigenous ceremony is entirely voluntary will not affect anyone's grade.

**1 credit**

Prerequisites: None

Requirements: Daily journal; research project

Instructor: A. Jacobs

**Directed Study PT 2182****Rural Context & Ministry (S22)**

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 Through the Holy: Thrive Where We Are" program at Camp Ta-Wa-Si, near Johnston Point, New Brunswick, June 16-18, 2022. The costs of the conference are separate from the cost of course tuition. 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 re-evaluate how the narrative 'sense of place' vis-à-vis their geography informs and sustains the cultural identity and spirituality of rural communities and congregations. Conference registration and information website: <https://hemofthelight.com/>

**1 credit**

Prerequisites: None.

Requirements: Informed participation in three online meetings; full in person participation in "Rural Routes" conference (June 16-18); one written essay.

Instructor: M. Anderson

**Session 2: June 27 – July 8****TF 1000****Theological Foundations (S22)**

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 contemporary theological perspectives.

**1 credit**

Prerequisites: None

Requirements: Informed participation, short daily writings, final essay

Instructor: D. Deane

**HB 3106****The Book of Jeremiah (S22)**

The book of Jeremiah offers the portrait of a prophet compelled to witness to the end of the kingdom of Judah. This course considers the multi-voiced witness of the Jeremiah-tradition as instanced in the book, as well as attending to our own multi-voiced responses. Our reflections on Jeremiah and 'his' book will turn towards what it might mean to practice hope in turbulent in-between times.

**1 credit**

Prerequisites: BF 1001, RM 1000 or GTR 6000

Requirements: Informed participation; daily preparation via study guides; short paper

Instructor: S. Slater

**PT 2501****United Church Polity and Ethics (S22)**

This course focuses on the professional behavior of the minister in leadership of a United Church of Canada pastoral charge with concentration on (1) ethical behavior; (2) church polity and practice; and (3) leadership in changing times. Special attention will be directed to the changed organizational norms and structures of The United Church of Canada. This course is a requirement for United Church of Canada students seeking ordination.

**1 credit**

Prerequisites: None

Requirements: Informed participation; discussion leadership; book review; case studies.

Instructor: R. Bartlett

**PT 2134****Dynamic Pastoral Psychology (S22)**

Those in ministry do a great deal of frontline, acute therapeutic work. This course will look at many of the emotional issues that pastors regularly encounter in the lives of those with whom they minister. It is designed to examine the scope of therapeutic practice that naturally falls to pastors. It will look realistically at what spiritual care practitioners can competently offer in the way of appropriate short-term interventions. Participants will be invited to combine the central elements of the psychotherapeutic process such as the establishment of a therapeutic covenant, transference implications, pastoral diagnosis, along with basic counselling theory. The course will function much like an intense workshop. Pastoral sessions will be videorecorded and then reviewed by the class. Students will be introduced to many of the primary tenets of Intensive Short-Term Dynamic Psychotherapy. These principles, which have their foundation a classical understanding of the nature of suffering, will be amalgamated with an exploration of resilience, forgiveness, empathy, and character change. It is a course predicated on a deep appreciation of the human spirit's capacity for buoyancy.

**1 credit**

Prerequisites: A conversation with the course instructor.

Requirements: Two daily experiential blocks: one 3-hour session in the morning and one 2-hour session in the afternoon. Two focused writing assignments.

Instructor: J. Clarke

***Session 3: July 11-22*****BF 1002****New Testament (S22)**

The writings of the New Testament are foundational for Christian faith and practice. In this course, students will closely read selections from across the NT canon – from the Pauline corpus; Synoptic gospels and Acts; Johannine literature; and Catholic epistles. To aid their reading of these texts, students will learn to engage questions of historical origins, exegesis, theology, and the New Testament's imprint in the life of the Church.

**1 credit**

Prerequisites: None. Requirements: TBA

Instructor: E. Kozitza Dean



**PT 2184****Celtic Worship and Music (S22)**

This course will enable an understanding of a distinct strain of Christian witness which is rooted in both the Celtic past and present. It will cover a little history, but much more liturgy, music, poetry, and reflections which offer fresh insights into everything from the Incarnation to the central significance of the environment to God and God's people, and draw on the experience and resources of The Iona Community.

**1 credit**

Prerequisites: None

Requirements: Informed participation; short project; final essay

Instructor: J. Bell

**ET 3139, PT 3139****Upsetting the Pulpit (S22)**

This advanced course in preaching pushes the boundaries of homiletical imagination by moving beyond common assumptions about and persistent norms for sharing the gospel in Christian communities of faith. Students will critically engage with voices from marginalized communities and issues related to diversity—especially postcolonialism, intergenerationality, and gender and sexual diversity—and consider how they dare pastoral leaders to rethink the task of preaching. More than simply new ways to deliver sermons, these are ethical challenges that transform the pulpit into a locus of justice by prioritizing marginalized persons and neglected contexts. Students will experiment with anti-discriminatory preaching in light of their own congregations and parishes. A second course in preaching, such as this course, is required for United Church of Canada students seeking ordination.

**1 credit**

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

Requirements: Informed participation, sermons/homilies, choice of creative presentation or annotated bibliography

Instructor: D. Csinos

**FALL 2022 (SEPTEMBER 12, 2022 – DECEMBER 12, 2022)****BF 1001 (INT)****Hebrew Bible/Old Testament (F22)**

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. This course will be offered online (asynchronous format).

**1 credit**

Prerequisites: None

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

Instructor: D. Driver

**GTR 6000 (HYB)****Theory and Methods (MA) (F22)**

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. 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. This course is required for all MA students and should be taken in the first year of the MA program.

**1 credit**

Prerequisites: None

Requirements: Chapter summaries, short essays, book review

Instructor: A. Faber & S.A. Hussain

**HB 2202 (HYB)****Beginning Biblical Hebrew II (F22)**

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: None

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

Instructor: D. Driver

**NT 2114, CH 2114 (HYB)****Jesus' Birth & Infancy (F22)**

This course investigates multiple traditions of Jesus' birth and infancy in the 1st-6th centuries CE. Students learn to trace the contours of these traditions as they developed in New Testament and apocryphal narratives, theology, apologetics, liturgy, and artistic expressions.

**1 credit**

Prerequisites: None

Requirements: TBA

Instructor: E. Kozitza Dean

**NT 3133 (HYB)****Hebrews: Theology and Liturgy (F22)**

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, BF 1002, RM 1000 or GTR 6000 Requirements: TBA

Instructor: E. Kozitza Dean

**PF 1001 (HYB)****Pastoral Foundations (F22)**

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 professionals. 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 places a priority on the human search for meaning, connection, and relationship as well as dimensions of life that we have not yet discovered. 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

**PT 3000, CH 3000 (INT)****Pastoring in a Secular Age (F22)**

“What does it mean to say that we live in a secular age?” This question that Charles Taylor asks to open his 2007 opus *A Secular Age*. This course will dive off the deep end into Taylor’s theories surrounding how we have moved “from a society in which it was virtually impossible not to believe in God, to one in which faith, even for the staunchest believer, is one human possibility among others” (Taylor, p. 3). Along the way, we will be accompanied by theologians who consider how Taylor’s understanding of this massive change in Western society invites ministers to rethink and adapt the practice of pastoral leadership for the sake of God’s mission. What does it mean to say that we minister in a secular age? While pastors might answer this question differently, one thing that’s clear is that it’s a question to which we must respond.

**IMPORTANT NOTE:** Participation includes larger than normal amounts of reading, asynchronous online activities, and attendance at synchronous online classes on three full Fridays (9:30-4:30 Atlantic Time on September 23, October 21, November 18).

**1 credit**

Prerequisites: PF 1001, RM 1000 or GTR 6000

Requirements: Participation, presentations, research essay, pastoral practice

Instructor: D. Csinos

**PT 2156, ET 2156 (INT)****Economic Justice & Mission (F22)**

From climate change to fair trade, congregations seeking to live out their mission by thinking globally and acting locally often have to wrestle with large and complicated issues of economics and politics. Using historical and theological perspectives on economic justice, this course will engage with current critiques of globalization and the market society. Students will also learn to shape congregational approaches to mission-focused strategic planning, community partnerships and social enterprise. This course will be offered online, combining asynchronous and synchronous elements.

**1 credit**

Prerequisites: None

Requirements: Readings; informed participation; recorded presentation; research essay

Instructor: A. O’Neill

**RM 1000 (INT)****Research Methods and Practice (F22)**

In this course, students will learn foundational methods and practices for 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 an introduction to qualitative research methodologies such as basic Qualitative Research, Phenomenology, Ethnography, and Narrative Analysis. This course will be offered online (asynchronous format). This course is required for all MDiv students and should be taken in the first year of the MDiv program.

**1 credit**

Prerequisites: None

Requirements: Assessment includes Brightspace discussion board posts, a quiz, short and mid-length written projects

Instructor: R. Martel

**ST 2174, ET 2174 (HYB)****Virtue Ethics (F22)**

This is a course on virtue ethics and explores the cardinal and theological virtues. It engages classical models in dialogue with 21st century moral questions (particularly concerning sexuality and economics).

**1 credit**

Prerequisites: None

Requirements: Short writing assignments and readings

Instructor: D. Deane

**ST 2133, CH 2133 (HYB)****RC Apologetics (F22)**

Apologetics is an intellectual defense of what you believe. This course offers apologetic resources for Roman Catholics seeking to defend their faith in the 21st century. It focusses on the most challenging and difficult questions they face.

**1 credit**

Prerequisites: None

Requirements: Short weekly writings and readings for DNE and EQUIP students. Readings, class preparation, short weekly writing, and two larger essays for graduate students.

Instructor: D. Deane

**ST 2164, CH 2164 (HYB)****Roots and Branches: Anglican (F22)**

This is an introductory course whose key objective is to acquaint participants with the overall shape of Anglican theology and key issues within Anglican theology in the ecumenical context of the other great Christian traditions. This is a required course for Anglican MDiv students.

**1 credit**

Prerequisites: None.

Requirements: Weekly reading and analysis of documents and commentary; ten 500-word response essays; informed participation in weekly seminars.

Instructor: P. Friesen

**WINTER 2023 (JANUARY 5, 2023 – APRIL 5, 2023)****CH 2126 (HYB)****Early Christian Music (W23)**

This course surveys the extant evidence for the musical practices of Christians in antiquity, and studies representative hymn texts from this period. Several interrelated questions help to define the course's main avenues of inquiry: What was the place of music in early Christian piety? How are we to engage various types of evidence – literary, papyrological, and material – in our construction of ancient Christian musical practices? In what contexts do we find early hymns, and what themes emerge from reading them? This course will be offered on campus only.

**1 credit**

Prerequisites: None Requirements: TBA

Instructor: E. Kozitza-Dean

**DFA 3000****Formation: Anglican (W23)**

The course aims to guide students in the formation of their own identity as an ordained minister, as they integrate their own gifts, passions, and challenges with the church's expectations of the role. We will explore the theological foundation and practical responsibilities of ministry, but also the student's own spiritual growth into this new role.

**1 credit**

Prerequisites: RM 1000; permission of sponsoring bishop.

Requirements: Attendance; participation in weekly classes and AST Anglican eucharist and community events; self-reflective essay.

Instructor: TBA

Note: Students register for DFA 3000 credit in final term of the MDiv program.

**DFC 3000****Formation: Roman Catholic (W23)**

This course will help students to bring together their theoretical learnings with their pastoral practice to better equip and engage them in the life of ministry as an individual and as part of a parish community in the Roman Catholic context. Students will discern and develop their gifts thorough prayer, reflection, and small group discussion to explore how they live and share the mission of Christ.

**1 credit**

Prerequisites: RM 1000

Requirements: Weekly reflection assignments.

Instructor: A. Sadi

Note: Students register for DFC 3000 credit in final term of the MDiv program.

**DFU 3000****Formation: United Church (W23)**

Through engagement with guest speakers, visits to local sites of interest, discussions, small groups, readings, and worship, students explore the deepening of their call to ordered ministry within The United Church of Canada and the impact of faith on life and leadership. This course must be taken on campus for residential students and online for summer distance students.

**1 credit**

Prerequisites: RM 1000

Requirements: Attendance and participation; shared worship leadership; integrative essay.

Instructor: R. Bartlett

Note: Students register for DFU 3000 credit in final term of the MDiv program.

**ET 2102 (HYB)****Sexual Ethics (W23)**

Christians confess that God comes to us in the flesh, incarnate in Jesus Christ. How is our sexuality implicated in our love for God? What sources and norms do Christians appeal to for their understanding of “just love”? How might diverse sexual practices express “the body’s grace”? How do contemporary conversations about gender, gender queering, consent, etc. impact Christian talk about sex?

**1 credit**

Prerequisites: None

Requirements: Critical questions, short essay, creative project

Instructor: A. Faber

**HB 3999 (INT) Topic: TBA (W23)**

A First Testament elective course will be offered online in Winter 2023 if there is sufficient demand.

Please include HB 3999 on your registration if you would like to express interest in taking this elective.

**1 credit**

Prerequisites: BF 1002, RM 1000 Requirements: TBA

Instructor: TBA

**NT 3101****The Revelation to John (W23)**

This course will examine the Book of Revelation as a piece of Christian imagination for its time and ours. It will help participants to understand better the symbolism and realism contained in its visions and to locate the Revelation within the Biblical and the Jewish/Christian apocalyptic literature. The course will concentrate on what John’s purposes were in writing this book as these are revealed in the organization, structure, original context, and theology of the book itself. The course will encourage participants to relate the book to contemporary events and conditions in ways that are both responsible to the original purpose of the book and to the proclamation of the gospel in our time. This course will be offered on campus only, but distance students may request a hybrid option. Contact the instructor for details.

**1 credit**

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

Requirements: Weekly preparation of readings and Revelation passages; peer discussion; major exegetical paper.

Instructor: D. MacLachlan

**NT 3126 (HYB)****Acts of the Apostles (W23)**

The Acts of the Apostles is a vivid historiographical narrative of the infancy of the Church. This course will engage in a close reading of Acts and investigate its multi-faceted cultural setting, its emerging ecclesiology, and its portrayal of foundational Christian figures including the apostles Peter and Paul.

**1 credit**

Prerequisites: BF 1002; RM 1000 or GTR 6000 Requirements: TBA

Instructor: E. Kozitza Dean

**PT 2183 (INT)****Part Time Ministry (W23)**

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. This course will be offered online, combining asynchronous and synchronous elements.

**1 credit**

Prerequisites: None

Requirements: Readings, class participation, short written assignments

Instructor: R. Bartlett

**PT 2502 (INT)****United Church Worship (W23)**

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 will be offered synchronously ("live") online. This course is a requirement for United Church of Canada students seeking ordination.

**1 credit**

Prerequisites: None

Requirements: Informed discussion; reflection paper; video presentation; final essay.

Instructor: A. O'Neill



**PT 3139, ET 3139****Upsetting the Pulpit (W23)**

This advanced course in preaching pushes the boundaries of homiletical imagination by moving beyond common assumptions about and persistent norms for sharing the gospel in Christian communities of faith. Students will critically engage with voices from marginalized communities and issues related to diversity—especially postcolonialism, intergenerationality, and gender and sexual diversity—and consider how they dare pastoral leaders to rethink the task of Christian preaching.

More than simply new ways to deliver sermons, these are ethical challenges that transform the pulpit into a locus of justice by prioritizing marginalized persons and neglected contexts. Students will experiment with anti-discriminatory preaching in light of their own congregations and parishes. This course will be offered on campus only. A second course in preaching, such as this course, is required for United Church of Canada students seeking ordination.

**1 credit**

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

Requirements: Readings, participation, sermons/homilies, choice of creative presentation or annotated bibliography

Instructor: D. Csinos

**ST 2200, CH 2200 (HYB)****Mysticism, Art & Theology (W23)**

Often with wild poetics, mystical theologians including Augustine, Evagrius Ponticus, Hildegard of Bingen, Marguerite Porete, Meister Eckhart, Simone Weil and Thomas Merton explore the strangeness of God's presence in relation to self-presence, and to "decreation." We read the primary works of these theologians, and art created in response to their theologies.

**1 credit**

Prerequisites: None

Requirements: Critical questions, short essay, creative project.

Instructor: A. Faber

**ST 2202, CH 2202 (INT)****European Reformations (W23)**

This course undertakes an examination of several major themes of the Reformation and Enlightenment eras, including theological contexts, political motivations, social realities, spiritualities, and competing understandings of the church and salvation. This course will be offered online, combining asynchronous and synchronous elements.

**1 credit**

Prerequisites: None.

Requirements: Learning covenant that combines informed seminar participation, short assignments, presentations, and final essay.

Instructor: R. Fennell

**ST 3170 (HYB)****Trinity (W23)**

This course explores the doctrine of the Trinity. The first half of the course explores the biblical foundations of the doctrine and the theological conversations (in the first 500 years of Christianity) that shaped it. The second half looks at how the doctrine informs Christian theology in moral, social, and liturgical contexts.

**1 credit**

Prerequisites: TF 1000, RM 1000 or GTR 6000 Requirements: Readings, class preparation, and essays

Instructor: D. Deane

**ST 3180, CH 3180 (HYB)****The Doctors of the Church (W23)**

This course engages some key figures – “doctors” of the Church – through their sermons. It (A) offers an exploration of their theology and the historical debates against which their theology was framed, and (B) interrogates their written sermons to learn about how they sought to proclaim their faith in their cultural milieu. “Doctors” engaged will include John Chrysostom, John of Damascus, Hildegard of Bingen, Bernard of Clairvaux, and Martin Luther King Jr.

**1 credit**

Prerequisites: TF 1000, RM 1000 or GTR 6000 Requirements: Readings, class preparation, and essay writing

Instructor: D. Deane

**WF 1000 (INT)****Worship Foundations (W23)**

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. 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 that 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. This course will be offered synchronously (“live”) online.

**1 credit**

Prerequisites: None

Requirements: Weekly readings, online discussion, art project, worship exploration and leadership, research paper

Instructor: S. MacAlpine-Gillis

## **TWO TERMS COURSES (SEPTEMBER 12, 2022 – APRIL 5, 2023)**

### **GS 3000 (HYB)**

#### **Graduate Project and Seminar (F22-W23)**

The Graduate Project and Seminar is a required course for the MDiv program. It may be taken in the MA program if desired. 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. Both fall and winter terms must be completed to earn the course credits.

#### **2 credits**

Prerequisites: For MDiv students: all Foundations courses; RM 1000 or GTR 6000; SMP 2000 or SFE 2002. For MA students: GTR 6000.

Requirements: Research Ethics Board proposal, field research, public presentation, final essay

Instructor: D. Csinos

### **MAP 1000 (HYB)**

#### **Ministry Action Program (F22-W23)**

This course is required for all MDiv students and should normally be taken in the first year of studies. It is the first half of a two-year cycle of courses (followed by MAP 2000 in 2023-24). This course 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 focuses on the current and future needs of the church and world of which the church is a part. Students enrolling in this course must work (paid or volunteer) within an approved ministry placement site. Both fall and winter terms must be completed to earn the course credit.

#### **1 credit**

Prerequisites: All students will need an approved learning site.

Requirements: The course begins in early October. Students are expected to spend approximately 8 hours per week in the learning site. Seminars and short papers.

Instructor: J. Clarke

**SFE 2001 & SFE 2002****Supervised Field Education (F22-W23)**

In SFE 2001, building on the relationships established in SFE 1000 students will continue to deepen the relationships in the community of which they are now a part. This includes a focus on liturgical leadership and concentrated attention on pastoral care and relational dynamics. Learning goals and weekly reflective meetings with the supervisor become a vital part of the learning process.

Experiences are shared and evaluated from pastoral, formational, and theological perspectives in peer groups. In SFE 2002, now deeply immersed in the life of the community, students will plan, carry out and evaluate an education event using a curriculum they have designed. Continued work on learning goals and weekly reflective meetings with the supervisor are held as well as reflective work in peer groups. This course will be offered on campus only.

**2 credits**

Prerequisites: For SFE 2001: PF 1001, SFE 1000, or permission of instructor. For SFE 2002: SFE 2001 or permission of instructor.

Requirements: Readings; leadership in worship and preaching; pastoral care assignments; weekly seminars; weekly supervisory sessions; a minimum of 8 hours on-site experience each week; educational project

Instructor: J. Clarke

**SME 3000 (INT)****Supervised Ministry Education (F22-W23)**

This course is required for United Church of Canada Summer Distance MDiv students, and is open only to such students in that program except by permission. It is the first half of a two-year cycle of courses (followed by SME 4000) that provides the online seminar component for 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 of Canada, and the integration of academic and pastoral concerns. Students enrolling in this course must have an Office of Vocation-approved SME placement and a local ministry supervisor prior to beginning this course. Completion of both fall and winter terms of SME 3000 are required to earn course credit, and both SME 3000 and SME 4000 must be completed to fulfill denominational SME requirements.

**1 credit**

Prerequisites: SMP 2000

Requirements: Readings; informed participation; reflection papers

Instructor: A. O'Neill

**SME 4000 (INT)****Supervised Ministry Education (F22-W23)**

This course is required for United Church of Canada Summer Distance MDiv students, and is open only to such students in that program except by permission. As the sequel to SME 3000, it is the second half of a two-year cycle of courses that provides the online seminar component for students undertaking Supervised Ministry Experience 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. Students enrolling in this course must have an Office of Vocation-approved SME placement and a local ministry supervisor prior to beginning this course. Both SME 3000 and SME 4000 must be completed to fulfill denominational SME requirements. Completion of both fall and winter terms of SME 4000 are required to earn course credit, and both SME 3000 and SME 4000 must be completed to fulfill denominational SME requirements.

**1 credit**

Prerequisites: SME 3000

Requirements: Readings; informed participation; reflection papers

Instructor: A. O’Neill

**SMP 2000 (INT)****Supervised Ministry Practicum (F22-W23)**

This course is for students in the Summer Distance MDiv program, engaging theological reflection, study, and conversation with peers. The focus is on forming pastoral identity and leadership and applying learning in the placement site. Both fall and winter terms must be completed to earn the course credit.

**1 credit**

Prerequisites: SMP 1000

Requirements: Students must be in an approved field placement site; informed participation in online discussions; 3 “live”/synchronous class sessions; short essays and projects.

Instructor: K. McNabb

## **INTERSESSION**

### **CH 2000, NT 2000, PT 2000 (HYB)**

#### **The Fifth Gospel Pilgrimage (I23)**

This course offers students an 18-day pilgrimage in Turkey and Greece, a land whose history and major cities and sites are central to the early church. Immersed in the geography, history and culture of this ancient land, students will delve into the pages of Scripture each day of the tour. Walk the excavated ruins of Ephesus, visit the river where Lydia was baptized, see the place where Paul and Silas were held captive, journey to Patmos where John wrote the Book of Revelation and visit the sites of the Seven Churches named in that book. Our pilgrimage will start in Istanbul and end in Athens. There will be preparatory online classes prior to travel. Assignments will include a pre-travel presentation on the chosen research theme, participation (such as preparing worship services for the group while abroad), and a journal/blog during the time we are traveling plus an integration project following the study experience. Tentative travel dates are May 23 –June 9, 2023. The costs of travel are separate from the cost of course tuition, and will depend on the number of participants. A full itinerary and costs should be available by May 2022.

**1 credit**

**April-June 2023**

Prerequisites: None

Requirements: Pre-trip seminars, research presentation, community formation/participation on the trip, journal/blog, integration project. Physical ability to walk at least 5 km per day.

Instructor: S. MacAlpine-Gillis

Please note that the following AST courses have been discontinued:

SFE 1000 (replaced by MAP 1000)

SMP 1000 (replaced by MAP 1000)

## 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).

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

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. After 5 courses, a Special Student should contact the Registrar to apply to one of the graduate programs (GCTS, MA, or 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.

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. 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.

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 Supervised Field Education, Supervised Ministry Practicum, 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

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, and the Senate Curriculum Committee.

### Grading System for AST Courses

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+ (94-100) '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, analyze, synthesize, and to express thoughts fluently.

**A (87-93) '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- (80-86) '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) 'Good'** A good performance with substantial knowledge of the subject matter; a very good understanding of the relevant issues; familiarity with relevant literature and techniques; good ability to organize, analyse, and examine the material in a constructive and critical manner.

**B (73-76) 'Acceptable'** A generally adequate performance with a good knowledge of the subject matter; a fair understanding of relevant issues; some ability to work with relevant literature and techniques; some ability to develop solutions to difficult problems related to the subject material.

**B- (70-72) 'Marginally Acceptable'** Some familiarity with the subject material; some understanding. Satisfactory understanding of relevant issues; attempts to solve moderately difficult problems related to the subject material in a critical and analytical manner are only partially successful.



**C (60-69) 'Unsatisfactory'** A C grade indicates unsatisfactory academic performance. At the discretion of the instructor, supplemental work may be negotiated to upgrade the mark to a B range. A student may carry two

C grades without penalty in all courses except the following:

- Foundations Courses
- Supervised Field Education
- Supervised Ministry Practicum
- Supervised Ministry Experience
- Graduate Project and Seminar
- Theory and Methods in Theology and Religious Studies (GTR 6000) In these courses, a minimum grade of B- is required to graduate.

A 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 awarded, but no mark assigned.

**SP 'Successful Participation'** Successful participation and completion of requirements of an ongoing course, but no credit or mark awarded.

**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.

### ***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 in advisable.

**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 enter "Aegrotat" for the student on the Course Grading Report form for the course and submit this form to the Registrar. The Registrar will enter "Aegrotat" in accordance with the Course Grading Report form.

### ***Advanced Standing Policy***

(The following policy was approved by Senate on 27April 2022 and is effective as of 1 June 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 graduate studies that are recorded on a university transcript.

In the case of RM 1000 Research Methods and Practices, 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. Requests for advanced standing in RM 1000 is considered on a case-by-case basis. If a student has previously

taken a graduate-level 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 the MDiv program. 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 totaling 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, and is effective as of 1 June 2022. An auditor is an AST graduate student enrolled in an AST course but not seeking credit for the course. Only students admitted to graduate 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.

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 Management Advisory Committee 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 Management Advisory 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 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) other than those recorded on the Course Indicator Form must be made through the Course Leave and Enter Form (available on the AST website on the “Students” page).

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

The last day students may withdraw from a Fall or Winter term course and receive a notation “W” on their academic record is 30 days prior to the last day of classes. Withdrawal after that deadline will result in a “WF” for a grade.

The last day students may withdraw from a Summer term course and receive a notation of “W” on their academic record is by 5:00 p.m. on the 7th day of class of a Summer term course. Withdrawal after the 7th day of class of a Summer term course will result in a “WF” for a grade.

### Course Withdrawal and Refund Schedule (2022-2023)

Tuition is refunded based on the following schedule:

#### June 13 to July 22, 2022

Number of *Classes	Tuition Refund	Final Grade
Classes 1 – 3	100%	N/A - course removed from registration
Classes 4 – 5	50%	W ("W" is not an academic penalty)
Classes 6 – 10	0%	WF (Withdrawal Failure)

(\*Based on standard 3-hour class schedule.)

#### September to December 2022

Dates	Tuition Refund	Final Grade
Until Sept 30	100%	N/A - course removed from registration
Oct. 1 – Oct 15	50%	W ("W" is not an academic penalty)
Oct 16 – Nov 15	0%	W ("W" is not an academic penalty)
Nov 16 – Dec 12	0%	WF (Withdrawal Failure)

#### January to April 2023

Dates	Tuition Refund	Final Grade
Until Jan 26	100%	N/A - course removed from registration
Jan 27 – Feb 9	50%	W ("W" is not an academic penalty)
Feb 10 – Mar 6	0%	W ("W" is not an academic penalty)
Mar 7 – April 5	0%	WF (Withdrawal Failure)

#### September 2022 to April 2023 (Two-Term Courses)

Dates	Tuition Refund	Final Grade
Until Sept 30	100%	N/A - course removed from registration
Oct 1 – Jan 26	50%	W ("W" is not an academic penalty)
Jan 27 – April 5	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. This request must also enclose or attach a Course Leave and Enter Form.

#### 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. 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.

### ***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 3, as of June 1, 2021. 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 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 MDiv or MA (Theology and Religious Studies) 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 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 on the Course Grading Report form and submit this to the Registrar's Office by the deadline to submit final grades at the end of the term. Instructors are required to submit to the Registrar 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.

Graduate students enrolled in a program at AST must have written permission to take courses outside AST for credit in their program. 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 three for MDiv students; two for MA (Theology and Religious Studies) students; and one for Graduate Certificate in Theological Studies students. An exception to this limit 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 graduate 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](mailto: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](http://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](http://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 will write "Thesis" and the number of credits (maximum 2) on the Course Indicator Form at the time of registration.

See "Thesis and Defense" in the MA (Theology and Religious Studies) program requirements section for guidelines for MA (Theology and Religious Studies) thesis proposal submission.

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 Masters 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 graduate 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 Master's level 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.

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***

Persons who wish to transfer from one graduate program to another [for example, MA (Theology and Religious Studies) to MDiv, or MDiv to Graduate Certificate Program in Theological Studies], will be required to meet the complete requirements of the program to which they wish to transfer.

They will be given appropriate credit (according to ATS Standards) for the courses they have already completed in their former program. Students who wish to change graduate programs must complete the admission process for the new graduate program of study. Once admitted to the new program of study, the student ceases to be a student in the previous program.

***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.

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**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), 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), 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, and is effective as of 1 June 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 request an appeal of an academic decision made by an employee or body of the University. An appeal must be based on evidence of significant substance. A request for 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 seeking 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 request for an Appeal does not have merit, the student will be notified in writing, with reasons provided.

If the Committee believes that the request for an 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***

AST through the President and/or the Academic Dean 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 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 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 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***

(Approved by Senate on 21 March 2007 with an effective date of 1 June 2007)

(Revised by Senate [3 November 2010 & 16 March 2011] with an effective date of 1 June 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 beyond 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, daily chapel services are scheduled from 11:45 am to 12:15 pm, with the exception of Wednesdays which is reserved for denominational formation programming and worship. Chapel services are also organized during the Summer term.

### ***Residence***

The AST residence has accommodations for up to 40 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 couples and/or families. AST students are given preference for apartments.

Given AST's close 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, paper and electronic subscriptions to individual periodicals and periodical 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 Allison 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 (obtained through the Patrick Power Library at Saint Mary's University) for in-person borrowing at any of the above-listed libraries. CAUL or Council of Atlantic University Libraries Borrowing Cards are available to all students and faculty for in-person borrowing from most academic libraries anywhere in Canada. Please obtain your CAUL card at your home library.

*Electronic Resources:* The AST Library website offers access to a variety of resources to help students and faculty such as:

- *Novanet Catalogue:* Lists all AST's library materials, together with the university and community college library collections of all Novanet member-libraries.
- *Article and Journal Databases:* Includes the ATLA Religion Database and the multi-discipline Academic Search Premier.

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 CAUL 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](http://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. As part of this initiative, the AST library hosts an art gallery that sponsors art exhibits with theological content.

### ***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 curriculum.

### ***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.

### ***Thursday Schedule***

On Thursdays in the Fall and Winter terms students, faculty and staff gather for chapel, lunch and social time together as a community. The Thursday schedule often includes presentations by special guests or by our faculty about their current research and projects. In the Summer term, social events and other programs are regularly offered.

## 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 all over North America and around 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. During the COVID-19 pandemic, many chapel services have been offered via Zoom.

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](mailto: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 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](mailto:bursary@astheology.ns.ca)

Application forms, along with other details, are available on the AST website: [www.astheology.ns.ca/future/financial-assistance](http://www.astheology.ns.ca/future/financial-assistance)

Questions about bursaries can be directed to the AST Bursary Committee: [bursary@astheology.ns.ca](mailto:bursary@astheology.ns.ca)

### **BURSARIES AND AWARDS ADMINISTERED BY AST FOR ITS STUDENTS**

***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 (MDiv/04) 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 Religious Studies) 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.”

***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.

**Johnson Insurance 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 Inquiry Bursary***

Through an Inquiry 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.

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

## INTERNATIONAL STUDENT FUNDING

**International Student Bursary 2022-2023:** All graduate students (new or returning) who are subject to international tuition rates at Atlantic School of Theology are eligible for financial assistance from the International Student Bursary in academic year 2022-2023. To qualify, you must be admitted to the Graduate Certificate in Theological Studies program, the Master of Arts (Theology and Religious Studies) program, or the Master of Divinity (on campus or Summer Distance streams) program. Special Students and Diploma students are not eligible. If you are admitted to a program part way through an academic term, you become eligible for the bursary at the beginning of the following term.

International student tuition for 2022-2023 is \$1548 per graduate credit. The value of the International Student Bursary in 2022-2023 is \$400 per graduate credit course, and this bursary may only be used to subsidize tuition payable to AST. The maximum value of the International Student Bursary corresponds to the number of AST credits you take in your program:

- Graduate Certificate in Theological Studies: maximum 10 credits
- Master of Arts (Theology and Religious Studies): 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 International Student Bursary is not awarded automatically. You must apply for this bursary.

To apply for the International Student Bursary, send your name, contact information, a personal statement confirming that you are paying international student rates to AST, and a copy of your 2022- 2023 AST Registration Confirmation Form (issued by AST's Registrar) to the AST Bursary Committee: [bursary@astheology.ns.ca](mailto:bursary@astheology.ns.ca).

### **Deadline for applications:**

- June 21, 2022 (for Summer 2022 term funding)
- September 20, 2022 (for Fall 2022 term funding)
- January 20, 2023 (for Winter 2023 term funding)

**Northern Lights Scholarship 2022-2023:** AST offers one full-tuition merit-based scholarship to a resident of the United States of America enrolled in the Master of Divinity program (campus or Summer Distance) at AST. The successful recipient will have an outstanding prior academic record and demonstrated promise for pastoral leadership. Students already enrolled at AST are not eligible for this scholarship. This scholarship is granted for the first year of studies and may be renewed annually on the basis of continuing strong academic results (B+ average or higher), subject to available funding. For more information or to apply, visit the AST website or contact the Academic Office ([academic@astheology.ns.ca](mailto:academic@astheology.ns.ca)).

**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](mailto:pinehill@astheology.ns.ca).

***Gordon Memorial Fellowship (not available in 2022-2023):*** 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 2022-2023):*** 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.

***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:*** 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.

***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**

***Honorina 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 "Honorina 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 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](mailto: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 to the following criteria:***

The Katherine May (Macdonald) and A.P. (Andy) Anderson Prize awarded to the graduate with 1st 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 1st 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 1st 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 1st standing in 1st Greek course (NT 1001/1002).

Charles D. MacIntosh Memorial Prize to the Senior Student in Theology who attains the highest excellence in Church History.

A. Gladstone Ramsey Memorial Bursary (Essay Prize), to the student with 1st 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 1st 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 at student based on significant contributions to AST Community Life.

Maritime Conference Prize awarded to the graduate with 1st 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 2022-2023

*All amounts shown in Canadian dollars.*

### **Tuition Fees**

One-credit course (1 graduate credit) .....	\$774
One-credit course (1 graduate credit) – international students .....	1548
One-credit course (1 graduate credit) for all persons aged 65 or older .....	387
Audit fee for a one-credit course (0 graduate credits awarded) – all students .....	387
Thesis tuition (based on rate charged per 1 graduate credit) .....	774
Thesis tuition (based on rate charged per 1 graduate credit) – international students .....	1548
Unit fee for all Diploma Programs – all students .....	515
CPE credit authentication fee (per graduate credit) – AST-enrolled students .....	107
CPE credit authentication fee (per graduate credit) – non-AST students .....	214

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.

Tuition fees for senior citizens (persons sixty-five years of age or older as of June 1, 2022) 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 submitted to the Registrar's Office in accordance with the Course Withdrawal and Refund Schedule (2022-2023) in the "Course Changes and Course Withdrawals" section of this Calendar.

Tuition is refunded in accordance with the Course Withdrawal and Refund Schedule (2022-2023). 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.

**Administration Fees**

Combined Campus Renewal, Technology, and Copyright fees, per credit .....	\$22
MDiv, MA (Theology and Religious Studies), and Graduate Certificate Application Fee .....	75
Special Student Application Fee .....	75
Diploma Program Application Fee (all Diploma Programs) .....	55
Prior Learning Portfolio Processing Fee .....	428
Assessment of Accelerated Entry .....	214
MA (Theology and Religious Studies) Thesis Continuation Registration Fee per academic year.....	536
Thesis Processing Fee .....	150
Leave of Absence Fee (all programs) .....	107
Letter of Confirmation (for those not in course) .....	27
Graduation and Lifetime Transcript Fee (all programs) .....	130
In Absentia Graduation Fee and Lifetime Transcript Fee (all programs) .....	80

**Student Union Fees**

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. This includes access to SMU's health centre, Husky Patrol Safe Drive Access as well as a variety of sports, social and education events. Health and dental plans are provided for full-time students, although they may opt out if they show proof of similar coverage. Part-time students may opt into this coverage if they choose (the cost is the same). Metro Transit bus passes are included for all full-time students. Metro Transit bus passes may be opted into by the summer distance students. For more information about these and other services, please refer to the SMUSA'S website ([www.smusa.ca](http://www.smusa.ca)) or contact any member of the ASTSU executive ([aststudentunion@asttheology.ns.ca](mailto:aststudentunion@asttheology.ns.ca)).

**The following fees are subject to change.**

**Full-time AST Students**

ASTSU Fee .....	\$15/credit to a max of \$150
SMUSA Student Fee (Full-time students) .....	\$171.00
SMUSA Student Fee (Full-time students, Winter term only) .....	\$85.50
U-Pass (Bus Pass) .....	\$85.00/term

*(charged to all full-time students, which allows students unlimited access to HRM transit)*

Students can opt-out of the U-Pass fee as long as it is before the deadline.

For additional information on the U-Pass see [www.smusa.ca/services/u-pass](http://www.smusa.ca/services/u-pass)

**Medical**

<b>Canadian students Health Plan*</b>	<b>12 months</b> <i>Sept. 2022 registration</i>	<b>8 months</b> <i>Jan. 2023 registration</i>
Single	\$220	\$147
Family (1 dependent)	\$455	\$305
Family (2 dependents)	\$495	\$335
Family (3 dependents)	\$535	\$365

<b>International students Health Plan+</b>	<b>12 months</b> <i>Sept. 2022 registration</i>	<b>8 months</b> <i>Jan. 2023 registration</i>	<b>4 months</b> <i>May 2023 registration</i>
Single	\$1133	\$752	\$382
Family (1 dependent)	\$2282	\$1515	
Family (2 dependents)	\$3233	\$2150	
Family (3 dependents)	\$4185	\$2785	

<b>Dental Plan Canadian/International</b>	<i>Sept. registration</i>	<i>Jan. registration</i>
Single	\$120	\$80
Family (1 dependent)	\$240	\$160
Family (2 dependents)	\$280	\$190
Family (3 dependents)	\$320	\$220

**Part-time AST Students<sup>^</sup>**

ASTSU Fee .....	\$12 per credit
SMUSA Fee	
For one academic year (3 terms).....	\$63.50
For one academic term only.....	\$31.75

\* Full-time students may opt out of medical and dental plans if they have existing health plans; students must provide proof of existing insurance and sign a waiver at the SMUSA office (5th floor of the O'Donnell Hennessey Student Centre, Monday to Friday between 8:30 a.m. and 5:00 p.m.).

<sup>^</sup> Part-time students are not eligible for the bus pass. Part-time students may opt in to the health and dental plans by contacting the SMUSA Health Plan office. Health and dental plan fees may be reduced for part-time students who commence studies in the Winter term.

+ International students should be familiar with the medical coverage they have to assist in determining what coverage they need. Full-time and part-time international students are automatically enrolled in the health plan but may opt out. Full-time international students are also enrolled in the dental plan but may opt out.

## **Tuition and Administration Policies**

### ***Tuition Fee Payment Due Dates***

Summer term tuition	Due by June 20, 2022
Fall term tuition	Due by September 19, 2022
Winter term tuition	Due by January 16, 2023

### ***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 (2022-2023) 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 Registrar.

### ***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, please contact the Registrar. Please contact the Registrar ([registrar@astheology.ns.ca](mailto:registrar@astheology.ns.ca) or 902.425.3691) if you have questions about student loans and AST.

### ***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 15th 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 28th	Deadline for Summer Distance Master of Divinity Program students to apply for residence for the Summer term.
March 15th	Deadline for current residents to request continuation of their rental agreement beyond May 31st.
April 1st	Rental rates are subject to increase on April 1st of each year.
May 31st	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 1st	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 \$15 residence activity fee, and parking and other fees, if applicable.

Payments are due on the 1st 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.

**Room Rental Rates (effective from June 1st, 2022)**

*\*\*Please note that rates are subject to change on April 1st, 2023.*

**Monthly Rates**

Single Room – 1st floor .....	\$675
Standard Single room .....	553
Large Single Room .....	615
Double Room with Double Occupancy (rate per occupant) .....	354
One-Bedroom Apartment .....	804
Two-Bedroom Apartment.....	871

**Monthly Rates (available in June and July only)**

Standard Single Room – 3rd floor .....	553
Single Room – 1st floor .....	675
Large Single Room - 2nd floor .....	615
One-Bedroom Apartment .....	804
One-Bedroom Apartment (occupied by 2 residents) .....	1100

Note: Apartments are unfurnished, with the exception of a fridge and stove in each unit.

**Other Fees**

Residence Activity Fee (annual) .....	\$50
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**Security Deposit**

Summer Students (non-refundable) .....	\$100
All other students (refundable depending on condition of room at departure) .....	\$300

**On-campus parking fee for residents only**

January through April.....	150
May through August.....	150
September through December .....	150

**Apartment Allocation**

Apartment allocation takes place in March each year and is based on application date and additional criteria.

**How to Apply for a Residence Room at AST**

For further information, please see “The Residence” information on the Students page of the AST website or contact Ms. Bobbi Zahra at 902.223-2974 or [bzahra@astheology.ns.ca](mailto:bzahra@astheology.ns.ca).

## Administration, Governing Bodies and Faculty

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 Religious Studies)

Approved for a Comprehensive Distance Education Program

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](http://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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