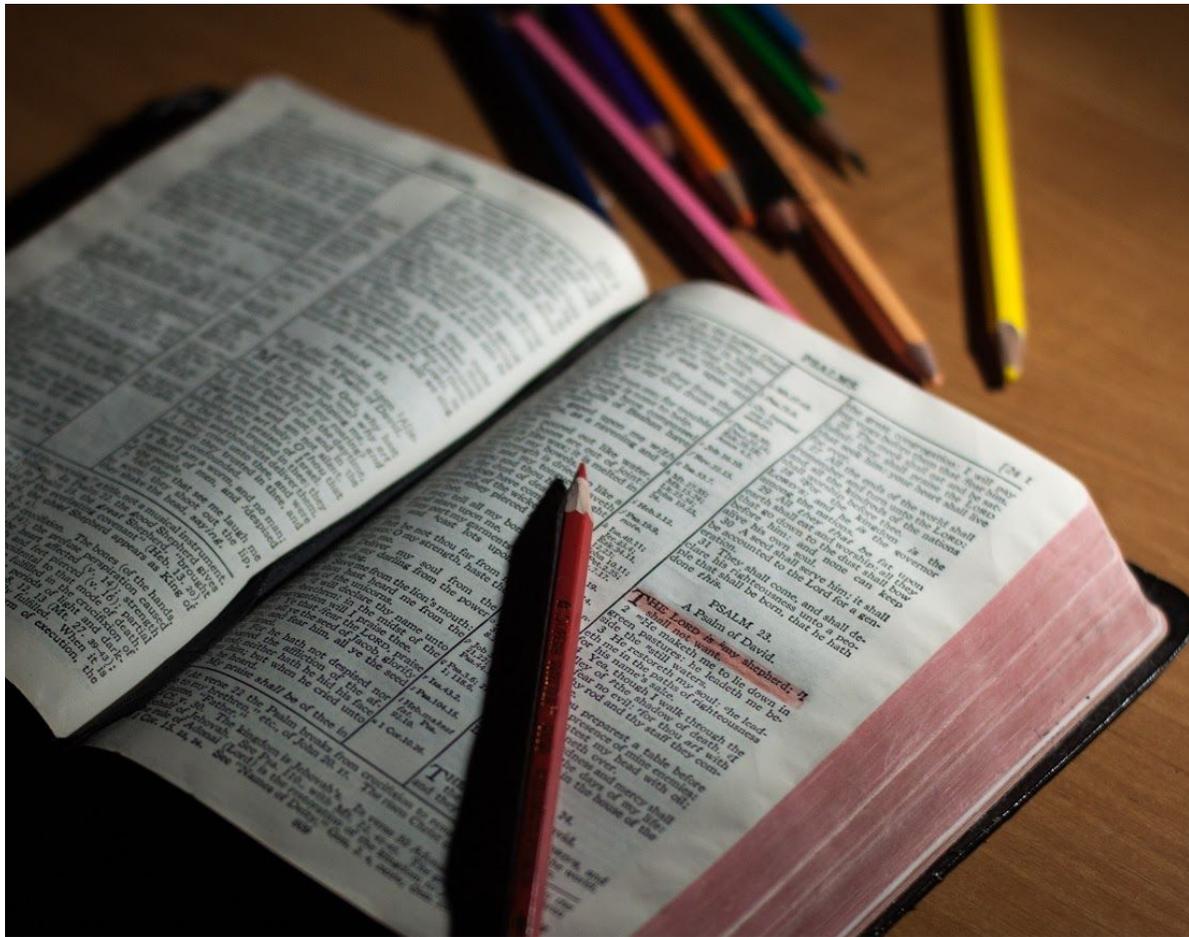


2017-2018

# Student Handbook

Pathways School of Ministry



---

## **Academics**

### **Written Work - Style Guides**

Graduate students should follow the McMaster Divinity College style guide for formatting of written assignments. The style guide can be found here:

<https://www.mcmasterdivinity.ca/sites/default/files/documents/mdcstyleguide.pdf>

Undergraduate students should submit all written work in Turabian style (see Kate Turabian in *A Manual for Writers of Term Papers, Theses and Dissertations*; 8th Edition (ISBN 978-0226823379)).

### **Inclusive Language**

Pathways School of Ministry and McMaster Divinity College uses inclusive language for human beings in the classroom, student written materials, and all of its publications. In reference to biblical texts, the integrity of the original expressions and the names of God should be respected. The NRSV and TNIV are examples of the use of inclusive language for human beings. It is expected that all students will use inclusive language in all Pathways assignments.

### **Academic Honesty**

Academic dishonesty is a serious offence in the academic world that may take any number of forms, including plagiarism, the submission of work that is not one's own or for which previous credit has been obtained, and/or unauthorized collaboration with other students. Academic dishonesty can result in severe consequences, e.g., failure of the assignment, failure of the course, a notation on the transcript, and/or suspension or expulsion from Pathways School of Ministry. It is your responsibility to understand what constitutes academic dishonesty.

---

## Undergraduate Grading

### Emmanuel Bible College Grading Rubric

Percent	Letter Equivalent	Grade Point Average
96 - 100	A+	4.0
86 - 95	A	4.0
80 - 85	A-	3.8
77 - 79	B+	3.5
74 - 76	B	3.0
70 - 73	B-	2.8
67 - 69	C+	2.5
64 - 66	C	2.0
60 - 63	C-	1.8
57 - 59	D+	1.5
54 - 56	D	1.0
50 - 53	D-	0.8
49 & under	F	0.0

### Undergraduate Assignment Extensions and Late Submission Penalties

**Extensions:** It is the instructor's prerogative as to whether extensions are granted to undergraduate students. Students are required to submit requests for extension in writing (email is fine) to the Instructor and to the Academic Director. Failure of the Student to do so may result in a failing grade of "F" for that assignment.

**Late submissions:** Instructors have the authority to set how late submissions will be graded. Please refer to the course syllabus for details.

**Failure to submit an assignment:** A failure of the Student to submit an assignment by the course end date (or by the date as agreed upon with the Instructor if an extension was granted beyond the course end date) will be considered as a failure to complete the course and will be recorded on the Student's official Pathways transcript with a grade of F.

## Graduate Grading

### McMaster Divinity College Grading Rubric

Percent	Letter	Grade Point 12 pts	Grade Point 4 pts	Grade Guideline
90 - 100 85 - 89 80 - 84	A+ A A-	12 11 10	4.0 4.0 3.7	For work displaying mastery of the subject matter, creativity and individualized integration of insights and their relationship
77 - 79 73 - 76 70 - 72	B+ B+ B-	9 8 7	3.3 3.0 2.7	For work displaying a good level of competence and comprehension
67 - 69 63 - 66 60 - 62	C+ C C-	6 5 4	2.3 2.0 1.7	For work which meets basic course requirements but demonstrates a low level of comprehension
57 - 59 53 - 56 50 - 52	D+ D D-	3 2 1	1.3 1.0 0.7	For work which falls below minimum standards
0 - 49	F	0	0.0	Unsatisfactory work and/or failure to meet course requirements

#### **Important Notes:**

- Letter grades are given for all courses. Plus and minus signs indicate work of higher or lower quality within the guidelines for each letter grade. Some courses, such as Ministry Formation, may be evaluated on a Pass/Fail basis.
- Any course below C- does not count for credit and must be repeated if it is a required course.

- 
- The absolute deadline for all course assignments is the last day of the examination schedule. Any missing assignments will receive a grade of "0".
  - Once the final grade sheet has been submitted, the course instructor may not change a grade without consultation with the Academic Dean or designate.

## **Graduate Assignment Extensions and Late Submissions**

Extensions for assignments must be made in writing by the Student to the Instructor and to the Registrar of McMaster Divinity College (Nina Thomas: thomn@mcmaster.ca). The Registrar of McMaster Divinity College has the authority to approve or deny the extension request. Graduate students must familiarize themselves with and adhere to the policies and procedures of McMaster Divinity College as they relate to assignment extensions and late submissions.

## **Failure to Submit Assignments and Failure to Complete the Course**

A failure by the Student to submit an assignment by the course end date (or by an approved extension deadline if that deadline was to occur after the course end date) will be considered as a failure to complete the course and will be recorded on the Student's official transcript with a grade of F, UNLESS the Student has pursued and followed the procedure for requesting an Incomplete or Deferred status for that course and permission has been granted by the Registrar and the Academic Dean of McMaster Divinity College. Please refer to the McMaster Divinity website on the Rules and Regulations page for further details. <https://mcmasterdivinity.ca/programs/rules-regulations>

## **Syllabi**

Every effort will be made to provide the syllabi to student at the beginning of each semester. Syllabi are the property of the Instructors and are prepared with currently available information. Instructors reserve the right to make changes and revisions to the syllabi up until the first day of class.

---

## **Course Evaluation Forms**

Course evaluation forms are required from all students for each module. These evaluation forms help both the instructors and the Pathways administrators pursue a continual development and improvement approach to the program.

Final grades will not be released to students until the Pathways Academic Coordinator has received the course evaluation form from the student. The Academic Coordinator will advise the instructor of when final grades can be released to the students.

Instructors are not permitted to view the course evaluation forms until final grades have been submitted.

Course evaluations for graduate level students will be submitted to McMaster Divinity College by the Academic Coordinator on behalf of the Student.

## **Tuition and Accounts**

Please refer to the Tuition and Fee Schedule Policy for details on tuition costs and payment schedules.

Students are expected to have their account payments up-to-date by the end of each semester. Students whose accounts are in arrears, will not be permitted to start a new semester until the overdue balance is paid.

## **Financial Aid**

Students wishing to pursue Pathways Financial Aid, must submit the Financial Aid form (found at [www.cmapathways.com](http://www.cmapathways.com)) at the same time as submitting their application form, or for returning students, by the deadline communicated.

Students who receive Pathways Financial Aid, are expected to maintain passing grades in all courses. Students who do not maintain passing grades in all courses during a semester, will not be eligible for Pathways Financial Aid the following semester.

---

## **Additional Notes & Policies**

### **Security**

The District will NOT be responsible for personal items lost or stolen from the premises, or damage to personal property.

### **Confidentiality**

Confidentiality is essential to the success of the District. You may come in contact with or overhear information that is of a sensitive or confidential nature, during your time in the District Ministry Centre. Students are prohibited from divulging any confidential information to those outside of the District staff.

### **Housekeeping**

It is the responsibility of everyone to set an example of neatness and willingness to maintain good housekeeping standards at the District Ministry Center and The Guest House. Our offices are professionally cleaned once a week. It is therefore the responsibility of each person to clean up after themselves to maintain a tidy workspace, kitchen, washrooms and classrooms / meeting rooms.

### **Harassment and Violence**

The Central Canadian District is committed to addressing harassment and violence at the District Ministry Center. This policy applies to all workers and addresses workplace harassment and violence from all sources such as customers, clients, employers, supervisors, workers, visitors, instructors, students and members of the public.

Harassment, for the purpose of this policy, is defined as engaging in a course of vexatious comment or conduct against another person or group of people that is known or ought reasonably to be known to be unwelcome.

---

Examples of harassment include:

- offensive or intimidating comments or jokes;
- bullying or aggressive behaviour;
- displaying or circulating offensive pictures or materials;
- inappropriate staring;
- sexual harassment;
- isolating or making fun of another person because of gender identity.

The OHSA defines workplace sexual harassment as:

- engaging in a course of vexatious comment or conduct against a worker, in a workplace because of sex, sexual orientation, gender identity or gender expression where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or
- making a sexual solicitation or advance where the person making it is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know the solicitation or advance is unwelcome.

This definition of workplace sexual harassment reflects the prohibitions on sexual harassment and sexual solicitation found in Ontario's Human Rights Code.

Violence, for the purpose of this policy, is defined as the exercise of physical force by a person against another person, that causes or could cause physical injury to the other person.. It also includes an:

- attempt to exercise physical force against another person, that could cause physical injury to that person; and a
- statement or behaviour that another person could reasonably interpret as a threat to exercise physical force against them, that could cause physical injury to that person.

This may include:

- verbal threats to attack;
- leaving threatening notes at or sending threatening e-mails;

- 
- shaking a fist in a person's face;
  - wielding a weapon;
  - hitting or trying to hit another person;
  - throwing an object at another person;
  - sexual violence against another person.