

MONTREAL SCHOOL OF THEOLOGY
IN-MINISTRY YEAR
M.Div. Regulations

Contents

1. Admission to the Master of Divinity degree program and to the In-Ministry Year.	1
2. Supervision of the Master of Divinity Degree Program	2
3. Requirements	2
4. Awarding of the Degree.....	3
5. Records and Transcripts.....	4
6. Retro-active Degrees.....	4
7. Remedial Work and Appeals	5

1. Admission to the Master of Divinity degree program and to the In-Ministry Year.

1.1 The colleges shall recommend to the Academic Committee for admission to the Master of Divinity degree program only those students who meet all the following requirements:

1.1.1 they are preparing for authorized ministry or other forms of Christian service in one of the churches served by the colleges or the Montreal School of Theology;

1.1.2 they possess a first degree;

1.1.3 they meet the admission standard of the Bachelor of Theology degree program.

1.2 One year of advanced standing in the Master of Divinity program is permitted on the basis of a Master of Theological Studies (M.T.S.) or equivalent from an ATS accredited institution and in accordance with ATS Degree Program Standard M.

1.3 Students admitted to the In-Ministry Year shall be recommended by a sponsoring college. Normally they will have completed a B.Th. degree or its equivalent.

1.3.1. Those who have no more than 15 outstanding credits in the B.Th. program, which can be completed in one semester directly following the In-Ministry Year, may be considered for admission prior to completing the outstanding B.Th. credits.

1.3.2 Applicants who have not completed a B.Th. degree or its equivalent, but have been assigned as ordination requirement a one year program in practical theology, may be considered for admission.

1.4 It is the responsibility of each college to ensure that the students it presents for admission to the Master of Divinity degree program and to the In-Ministry Year meet the entrance requirements specified in 1.1 and 1.3.

1.5 Students are admitted to the Master of Divinity degree program and to the In-Ministry Year by the Academic Committee.

2. Supervision of the Master of Divinity Degree Program

2.1 The Master of Divinity degree program is supervised by the Joint Board of Theological Colleges.

2.1.1 Changes in course and credit requirements shall be approved by the Joint Board.

2.1.2 Appointments to the In-Ministry Year teaching staff shall be approved by the Joint Board.

2.1.3 Only upon recommendation of the Joint Board may a sponsoring college confer the Master of Divinity degree or the Diploma in Ministry on one of its students.

2.2 The In-Ministry Year is administered by the Academic Committee.

2.2.1 Course and credit requirements shall be determined by the Academic Committee and any changes in such requirements shall be submitted to the Joint Board for approval.

2.2.2 The Academic Committee determines which students have met the requirements for the Master of Divinity degree and the Diploma in Ministry and submits their names to the Joint Board for approval.

2.3 Each college shall bring a complete list of students in all years of ministry preparation programs, with entering CGPA or maintained CGPA as applicable, to a meeting of the Academic Committee held before the beginning of the academic year.

3. Requirements

3.1 Candidates for the Master of Divinity degree shall fulfil the following requirements:

3.1.1 satisfactory completion of academic courses in the classical theological disciplines. This requirement is normally met through completion of the 60-credit Bachelor of Theology degree in the Faculty of Religious Studies at McGill. It may also be met through B.Th. studies at the universite de Montreal under the provisions of the *Entente d'Association* between the colleges, the Joint Board and the Université de Montréal. Other ways of meeting this requirement are limited by regulation 3.4 below;

3.1.2 satisfactory completion of a professional year that includes a supervised field placement and related academic courses, workshops and seminars. This requirement is met through the In-Ministry Year. In order to pass the In-Ministry Year, the student must receive a passing grade in all academic courses. The field placement, likewise, is an integral part of the academic requirements of the program. Successful completion of the field placement is determined according to the criteria set out in *Criteria for Passing the Field Placement*

(adopted by Academic Council April 23, 03). See Appendix 1 [Appendix 7 B in this Handbook];

3.1.3 satisfactory completion of college requirements in denominational studies and spiritual formation. This requirement is met by participation in courses, seminars and retreats sponsored by the colleges in all three years of the program and designed to inform students of concepts and practices deemed central to the exercise of ministry in a particular ecclesial tradition. A college may also require its students to demonstrate basic competence in one or more biblical languages;

3.1.4 satisfactory completion of an integrative project that combines personal and theological reflection with an understanding of how the student engages in specific functions of ministry. This requirement is met through the writing and re-writing of the Integrative Paper over the three years of the program. The writing of this paper is overseen by the student's Director of Pastoral Studies.

3.2 Clinical Pastoral Education may be accepted for credit toward the Master of Divinity degree to a maximum of 6 (elective) credits. One unit of CPE shall count for 6 credits.

3.3 Master of Divinity students shall maintain a minimum CGPA of 2.5 (B- or 65%) in theological studies prior to the In-Ministry Year. Students whose CGPA falls below 2.5 but remains above 2.0 may be placed in probationary standing for one year.

3.4 At least 54 credits of work for the Master of Divinity degree shall be done in the Montreal School of Theology and a theological faculty with which it is affiliated. Normally 54 credits are understood as 24 academic credits and 30 credits for the In-Ministry Year.

3.5 The colleges are responsible for ensuring that college components of the program are fulfilled, reporting annually to that effect to the Montreal School of Theology office.

4. Awarding of the Degree

4.1 The Master of Divinity degree is awarded by the colleges on the recommendation of the Joint Board. See regulation 2.1.3.

4.2 Two masters' degrees cannot be awarded for less than four years post-baccalaureate work.

4.3 A participating college of the Montreal School of Theology may request of the Joint Board that the Master of Divinity degree be awarded to a student who does not possess a first degree if the student satisfies the following criteria:

(a) is 35 years or older at the time of graduation;

(b) has completed the requirements for B.Th. 2 and 3, the In-Ministry Year and other M.Div. requirements as specified in regulations 3.1.3 and 3.1.4;

(c) has maintained a CGPA of 2.5 throughout the program.

4.4 The degree of Master of Divinity with Distinction shall be awarded to students who

(a) have earned the B.Th. degree "with distinction", or who have a CGPA in their theological studies prior to the In-Ministry Year at least equal to that required for the B.Th. "with distinction," and who

(b) earn an overall evaluation of “with distinction” in the In-Ministry Year.

4.4.1 A student who receives “pass with distinction” in the equivalent of at least three year-long In-Ministry Year courses shall be considered to have passed the In-Ministry Year with Distinction. [See Appendix 2 C in this Handbook]

4.5 Upon satisfactory completion of the In-Ministry Year, a Diploma in Ministry will be awarded to those who are not eligible for the Master of Divinity degree.

5. Records and Transcripts

5.1 Academic records are kept and maintained in the Montreal School of Theology office.

5.2 The issuing of transcripts is the responsibility of the college awarding the degree.

6. Retro-active Degrees

6.1 The Master of Divinity degree may be granted retro-actively upon application and the payment of a fee set by the Academic Committee and paid to the college to which application is made.

6.2 The applicant must be either (a) a holder of a B.A. degree or its equivalent and one of the following:

6.2.1 a B.Th. degree from McGill University with a minimum CGPA of 2.5, and a Diploma in Ministry from the Joint Board of Theological Colleges awarded prior to the institution of its Master of Divinity degree program;

6.2.2 a B.D. degree from McGill plus college diploma or testamur;

6.2.3 a B.D. degree from Presbyterian College;

or (b) someone who did not possess a first degree at the time of graduation, but who

6.2.4 meets the requirements of regulation 4.3 above.

6.3 A holder of the Diploma in Ministry who earns a B.A. degree or its equivalent after receiving the Diploma in Ministry may apply for the Diploma to be upgraded to the degree of Master of Divinity provided the applicant

(a) completed the requirements for B.Th.2 and 3, the In-Ministry Year and other M.Div. requirements, and

(b) maintained a CGPA of 2.5 throughout the program.

6.4 Each college, through its appropriate committee, will consider each application and will make recommendation of qualified applicants to the Academic Committee which will submit applications to the Joint Board for approval.

6.5 The M.Div. scroll presented to successful applicants under regulations 6.2.1, 6.2.2 and 6.2.3 above will have on it the words “Retro-active in Consideration of Theological Studies completed in 19____” .

7. Remedial Work and Appeals

7.1 A passing grade in all courses in the In-Ministry Year is necessary if the student is to be awarded the Master of Divinity degree or the Diploma in Ministry [see regulation 3.1.2 above]. In the instance of a failure of a course, remedial work may be assigned at the discretion of the instructor and the Academic Committee. On successful completion of this work, the student may be awarded the Master of Divinity degree or the Diploma in Ministry, provided all other requirements have been met.

7.2 The procedure for an appeal of a failing grade in an In-Ministry Year assignment is set out in the document entitled *Guidelines for the Appeal of a Failing grade for Written Assignments in In- Ministry Year Courses*. See Appendix 2 (Appendix 2.D).

7.3 The procedure for an appeal on the part of a student in the case where the award of the Master of Divinity degree or the Diploma in Ministry is refused or deferred is set out in a separate document entitled *Appeal Procedure*. (Appendix 2.E).