



The Montreal School of Theology

Master of Divinity and Diploma in Ministry Regulations

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<i>Added to MST website: March 2023</i>	<i>See also: Policy on Grading in MDiv 3/Dip. Min</i>
<i>Applies to: M.Div, BTh, Dip Min. students</i>	<i>Effective: March 1 2023</i>
<i>Summary: Provides an overview of admissions, transfer credits, supervision and awarding of degrees in the Master of Divinity and Diploma in Ministry</i>	

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1. Admission to the Master of Divinity, Diploma in Ministry, and the In-Ministry Year.

1.1 Students are admitted to the Master of Divinity degree program and the Diploma in Ministry by the colleges with the consent of the Academic Committee. Each year, the Academic Committee confirms readiness of students for the In-Ministry Year.

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

1.2.1 They are preparing for ministry or another form of Christian service;

1.2.2 They normally possess a first undergraduate degree;

1.2.3 They meet the minimum admission standard of the 60-credit Bachelor of Theology degree program at McGill University, namely a previous undergraduate degree with a minimum CGPA of 2.7 (B-) or equivalent.

1.3 The Colleges may also admit to the Master of Divinity degree program, with the consent of the Academic Committee, students who meet the following requirements:

1.3.1 They are currently enrolled in the 90 or 120-credit B.Th. degree program in the School of Religious Studies, McGill University (where enrollment in the 90-credit program assumes successful completion of the Quebec Diploma of College Studies),

1.3.2 They are registered in the B.Th. degree program at McGill through a College and their College confirms the student has gifts for ministry and service within their denominational tradition.

1.3.3 They have successfully completed U0 and U1 with a minimum CGPA of 3.0 (B),

1.3.3.1 If they are Quebec students and have completed the Quebec Diploma of College Studies (DEC), they shall have a CGPA of 3.0 (B) in U1 and achieved an equivalent cumulative grade in CEGEP studies,

1.3.4 Following admission, such students shall be considered as enrolled in an “accelerated M.Div.” program. Such students may not normally constitute more than 20% of students enrolled in the Master of Divinity degree program of the Montreal School of Theology.

1.4 Colleges shall sponsor students for the In-Ministry Year and the Academic Committee will confirm their readiness for this program of study. Normally these students will have completed the B.Th. degree at McGill or its equivalent.

1.4.1 Students who have earned at least 45 credits in the M.Div. program may be considered for the In-Ministry Year prior to completing the remaining credits of the program.

1.4.2 Notwithstanding 1.4.1, students in the accelerated M.Div. program shall normally only be permitted to enrol in the In-Ministry Year following successful completion of the B.Th. degree.

1.4.3 Applicants who have not completed a B.Th. degree or its equivalent but have been assigned as an ordination requirement a one-year program in practical theology may be considered for admission to the Diploma in Ministry.

2. Transfer Credit

2.1 At least 54 credits of work for the Master of Divinity degree shall be done in the Montreal School of Theology and the McGill School of Religious Studies. Normally this requirement is understood to mean the complete 30 credits of the In Ministry Year, plus 24 other credits.

2.2 Credit earned at other institutions will be considered for transfer to the Master of Divinity program provided:

2.2.1 The credits were earned at the graduate level at another member institution of the Association of Theological Schools or at a publicly-accredited university in Canada or the

United States. Credits from other institutions outside Canada or the United States may be considered on a case-by-case basis.

2.2.2. The credits were successfully completed with a final grade of B- or a Pass in a Pass/Fail grading system.

2.2.3 The credits are deemed equivalent to the MST or McGill course in content, number of units, and prerequisites, if any.

2.3 Up to thirty (30) credits 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 another member institution of the Association of Theological Schools or at a publicly-accredited university. Such standing will only be granted after:

2.3.1 Consideration of the content of the courses taken in the previous degree.

2.3.2 Equivalency between the courses taken previously and the requirements of the M.Div. degree.

2.4 In order to receive transfer credit, the student must document their previous work according to requirements established by the Academic Committee.

2.5 Clinical Pastoral Education may be accepted for credit toward the Master of Divinity degree to a maximum of 6 credits. One unit of CPE shall count for 6 credits. These credits cannot be used to meet distribution requirements. To qualify, a student must submit a certification of completion of a program recognized by the Association of Clinical Pastoral Education or the Canadian Association for Spiritual Care.

2.6 Transfer credit and advanced standing are normally not permitted into the Diploma in Ministry program except as granted by the Academic Committee.

2.6.1 Colleges may choose to recognize coursework undertaken at other institutions as fulfilling the denominational studies requirement of the In Ministry Year.

3. Supervision of the Master of Divinity Degree Program

3.1 The Master of Divinity degree program is supervised by the Montreal School of Theology.

3.1.1 Changes in course and credit requirements shall be approved by the Montreal School of Theology Board.

3.1.2 Only upon recommendation of the Montreal School of Theology Board may a sponsoring college confer the Master of Divinity degree or the Diploma in Ministry on one of its students.

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

3.2.1 Course and credit requirements of the In Ministry Year shall be determined by the Academic Committee and any changes in such requirements shall be submitted to the Montreal School of Theology Board for approval.

3.2.2 The Academic Committee determines which students have met the requirements for the Master of Divinity degree and the Diploma in Ministry and recommends their names to the Montreal School of Theology Board for approval for graduation.

3.3 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 to confirm readiness for the In Ministry Year, if applicable, and to report on student progress.

4. Degree and Diploma Requirements

4.1 The Master of Divinity degree is a 90-credit degree. Candidates for the Master of Divinity degree shall fulfil the following requirements:

4.1.1 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 School of Religious Studies at McGill University. Other ways of meeting this requirement are limited by regulation 2.1 above;

4.1.2 satisfactory completion of the 30-credit In Ministry Year that includes a supervised field placement and related academic courses, workshops and seminars. In order to pass the In-Ministry Year, the student must receive a passing grade in all academic courses and the field placement. Successful completion of the field placement is determined according to the criteria established by the Academic Committee.

4.1.3 satisfactory completion of college requirements in denominational studies and spiritual formation. A college may also require its students to demonstrate basic competence in one or more biblical languages;

4.1.4 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 of three Integrative Papers over the three years of the program. The writing of these papers is overseen by the student's Director of Pastoral Studies.

4.1.5 The foregoing requirements are designed to be completed in no fewer than three years of full-time academic study.

4.2 Master of Divinity students shall maintain a minimum CGPA of 2.5 in theological studies prior to commencement of 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.

4.3 Credits applied to the Master of Divinity or Diploma in Ministry shall normally be earned within ten years prior to the awarding of the degree.

4.4 Candidates for the Diploma in Ministry shall fulfil the requirements of the In Ministry Year as determined by the Academic Committee and approved by the Montreal School of Theology Board.

5. In-Ministry Year Schedule

5.1 The In-Ministry Year schedule will be set by the Directors of Studies of the Colleges and the Director of Field Education, in consultation with the Registrar.

5.2 Scheduling of key academic dates will be completed by the Registrar in accordance with the following guidelines:

5.2.1 The deadline for course registration changes (add/drop deadline) will be set for the tenth working day following the first day of classes in each of the fall and winter terms.

5.2.2 The deadline for withdrawal from courses without academic penalty will be set for the eighth week of classes in each of the fall and winter terms.

5.2.3 Under exceptional circumstances, a student can petition in writing for a Compassionate Withdrawal (W) if they are unable to complete a course on account of illness, bereavement, or other compassionate grounds. The deadline for such a request is five (5) months after the final day of the semester of the course for which a Compassionate Withdrawal is requested. (For more details on Compassionate Withdrawal see Grading Policy).

5.2.4 The schedule will include an indication of the last day of the semester, which will be set as either the last Sunday students are in field placements or the Sunday following the last day of classes, whichever is later.

5.3 The In-Ministry Year schedule and the key academic dates will be published on the Montreal School of Theology website as soon as these are approved by the Academic Committee.

6. Awarding of the Degree or Diploma

6.1 The Master of Divinity degree and Diploma in Ministry is awarded by each college on the recommendation of the Montreal School of Theology Board. See regulation 3.1.2.

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

6.3 A participating college of the Montreal School of Theology may recommend that the Master of Divinity degree be awarded to a student who does not possess a first undergraduate 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 at the McGill School of Religious Studies, the In-Ministry Year and other M.Div. requirements as specified in regulations 4.1 and 4.2;

(c) completes program with a minimum CGPA of 2.5.

6.4 A student who receives "pass with distinction" in the equivalent of nine (9) credits of study in the In-Ministry Year taught courses (excluding the field placement) shall be considered to have passed the In-Ministry Year with Distinction.

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

(a) have earned the McGill B.Th. degree "with distinction" or who have a CGPA of 3.30 or higher in their theological studies prior to the In-Ministry Year;

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

5.4.2 The award of Diploma of Ministry with Distinction shall be awarded to students who have passed the In Ministry Year with distinction.

7. Records and Transcripts

7.1 Academic records are kept and maintained by the college with which the student is affiliated.

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

8. Retro-active Degrees

8.1 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.

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

8.2.1 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;

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

8.2.3 a B.D. degree from Presbyterian College;

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

8.2.4 meets the requirements of regulation 6.2 above.

8.3 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 in the McGill School of Religious Studies, the In-Ministry Year and other M.Div. requirements, and

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

8.4 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 Montreal School of Theology Board for approval.

8.5 The M.Div. scroll presented to successful applicants under regulations 8.2.1, 8.2.2 and 8.2.3 above will have on it the words ”Retro-active in Consideration of Theological Studies completed in 19 ____” .