

# **Regent College Academic Catalogue**

**2017–2018**



# **Regent College Academic Catalogue 2017–2018**

**This Catalogue contains all of the academic program and policy information found in the Academic Catalogue on the Regent College website which is effective from September 1, 2017 to August 31, 2018.**

**For the sake of clarity and certainty, every effort is made not to amend the Academic Catalogue more than once annually. If there are discrepancies between this document and the website, the website shall be taken to be correct.**



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# CALENDAR OF IMPORTANT DATES

Please note that these dates are subject to change.

All deadlines close at 4:30 pm.

Admissions-related deadlines at Regent College are completion deadlines, meaning all application requirements have been met and all required official documentation is on file with the Admissions Office by the deadline.

## FALL TERM 2017

August 21–24	Theological Language Course for new students
August 28	<u>International Student Orientation</u>
August 29–31	<u>New Student Orientation</u> (for all newly admitted students)
September 1	<u>Fall Term Registration and Payment Deadline</u> <i>Last day to register and pay for Fall courses without incurring a late fee.</i>
September 4	Labour Day: College CLOSED
September 6	Fall Term classes begin (Wednesday)
September 22	<u>Course Change &amp; 100% Tuition Refund Deadline</u> <i>Last day to add a course, change courses, or increase credit hours in courses; and last day to receive 100% tuition refund for reducing credit load.</i>
	Registration Deadline for a <u>Guided Study, Field Immersion Course, Comprehensive Exam/Paper, Integrative Exam, or Major Paper</u> for Fall 2017
September 22–24	Annual Retreat
October 6	<u>75% Tuition Refund Deadline</u> <i>Last day to receive a 75% tuition refund for dropping a course, changing a course from credit to audit, or reducing the number of credit hours in a variable credit course.</i>
October 9–13	Reading Week
October 9	Thanksgiving Day: College CLOSED
October 20	Course Drop Deadline <i>Last day to drop a course, change a course from credit to audit, or reduce the number of credit hours in a variable credit course (no refunds).</i>
November 1	<u>Admissions Confirmation Deadline</u> for Winter 2018
November 11	Remembrance Day: College CLOSED
November 13	Remembrance Day Observed: College open for classes & library;

	offices closed
November 14–17	Comprehensive Exam Week 1
November 20–24	Reading Week
November 27– December 1	Comprehensive Exam Week 2
December 12	Last day of classes (Tuesday)
	Registration Deadline for a <u>Thesis, IPIAT, or Integrative Project</u> for Fall 2017
December 13–15	Final Exams
December 15	<u>Early Registration Deadline</u> for Winter 2018 <i>All Winter students are advised to register by this date. Last day to register in order to be given priority in priority enrollment courses that are required for a program.</i>
December 19	<u>Extension Application Deadline</u> (for Fall Term courses)
December 25– January 1	College CLOSED

## WINTER TERM 2018

January 1	<u>Recommended Early Admissions Application Deadline</u> for International Applicants for Fall 2018
January 3–6	January Intensive Courses
January 3	<u>January Intensive Registration and Payment Deadline</u> <i>Last day to register in and pay for January Intensive courses without incurring a late fee. Fees for January Intensive courses registered in, on or after this date, are due in full at the time of registration. Click <a href="#">here</a> for Refund Schedule for January Intensive courses.</i>
January 3–5	<u>New Student Orientation</u> (for all newly admitted students)
January 5	<u>January–April Courses Registration and Payment Deadline</u> <i>Last day to register in and pay for Winter courses without incurring a late fee. Fees for courses registered in, on or after this date, are due in full at the time of registration.</i>
January 8	January–April classes begin
January 19	<u>Course Change &amp; 100% Tuition Refund Deadline</u> <i>Last day to add a course, change courses, or increase credit hours in courses; and last day to receive 100% tuition refund for reducing credit load.</i>  <u>Registration Deadline for a Guided Study, Field Immersion Course, Comprehensive Exam/Paper, Integrative Exam, or Major Paper</u> for Winter 2018
January 31	<u>Thesis Submission Deadline for Graduating Students</u> (for grading)  <u>Graduation Application Deadline</u>



February 1	<u>Recommended Admissions Application Deadline</u> for all applicants for Fall 2018
February 9	<u>75% Tuition Refund Deadline</u>
February 12–16	Reading Week
February 12	Family Day: College CLOSED
February 23	Course Drop Deadline <i>Last day to drop a course, change a course from credit to audit, or reduce the number of credit hours in a variable credit course (no refunds).</i>
March 1	<u>Financial Aid Application Deadline</u> for Fall 2018 & Winter 2019
March 19–23	Comprehensive Exam Week 1
March 26–30	Reading Week
March 30	Good Friday: College CLOSED
April 2–6	Comprehensive Exam Week 2
April 2	Easter Monday: College open for classes and library; offices closed
April 6	<u>IPIAT Presentation for Graduating Students</u>
April 13	Last day of classes <i>Last day for graduating students to settle financial accounts.</i>  Registration Deadline for a <u>Thesis, IPIAT, or Integrative Project</u> for Winter Term
April 16–18	Final Exams
April 20	<u>Extension Application Deadline</u> for Winter Term courses
April 23	<u>IPIAT Submission for Graduating Students</u> (all materials to be submitted)  <u>Thesis Submission Deadline for Graduating Students</u> (bound copies to Reception)
April 24	<u>Graduating Students' Retreat</u>
April 30	<u>Convocation</u>

## SUMMER TERM 2018

May 9–11	Pastors' Conference
May 11	Early Registration & Payment Deadline for Spring Session <i>Registration &amp; payment after this date will incur a \$50 administration fee.</i>  Registration Deadline for a <u>Guided Study</u> or a <u>Final Project</u> for Summer Term (if permitted)
May 14–June 8	Spring Session Courses

May 21	Victoria Day: College open for registration, classes & library; offices closed
June 1	Admissions <u>Confirmation Deadline</u> for Fall 2018
June 22	Early Registration & Payment Deadline for Summer Session <i>Registration &amp; payment after this date will incur a \$50 administration fee.</i>
June 25–August 17	Summer Session Courses
July 1	Recommended Admissions <u>Application Deadline</u> for all applicants for Winter 2019
July 2	Canada Day Observed: College open for classes & library; offices closed
August 1	Financial Aid <u>Application Deadline</u> for Winter 2019
August 6	BC Day: College open for classes; library & offices closed
August 17	<u>Early Registration Deadline</u> for Fall 2018 <i>All Fall students are strongly advised to register in their courses by this date. Last day to register in order to be given priority in priority enrollment courses that are required for a program (e.g. seminars)</i>

# ACADEMIC PROGRAMS

## GRADUATE DIPLOMA IN CHRISTIAN STUDIES

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**Gain a foundation in the Christian faith, and find out why theological education is important for the whole body of Christ, not just those working for churches or parachurch organizations.**

### THE PROGRAM IS

- flexible: allows you to study at your own pace and choose 50% of your courses based on your personal interests
- convenient: the perfect opportunity to study theology without the rigor of a major paper or project
- transferable: all your credits can be transferred to either the MA in Theological Studies (formerly MCS) or the MDiv programs

### TYPICAL STUDENTS

- are taking sabbatical leave to reflect on their vocation or ministry
- want to deepen their understanding of their faith, but do not require a master's level credential for their vocational work
- want to study theology but are unsure about taking on a full master's degree

Seventy-five per cent of GradDipCS students go on to complete a master's degree at Regent. The other 25% return to their vocations newly invigorated, or pursue new vocational directions.

### CREDIT HOURS

24

### TYPICAL COMPLETION TIME

- minimum 1 year full-time
- unlimited if studying part-time in conjunction with other activities

### APPLICATION REQUIREMENTS

To apply to the program, you must EITHER:

- have a bachelor's degree OR
- be at least 28 years of age and able to demonstrate that your life/ vocational/ educational experience can be seen as equivalent to a university degree

### CONCENTRATIONS

Concentrations are not part of the GradDipCS program.

## PROGRAM COSTS

The tuition for the 2017–2018 academic year is \$485 per credit hour.

The total tuition for the GradDipCS program is \$11,640 (24 credit hours at \$485 per credit hour).

For a breakdown of associated fees and costs of living, view our sample budget.

To help you offset the high costs of graduate education, we offer scholarships, financial aid, and work opportunities on campus.

## PROGRAM REQUIREMENTS

The GradDipCS is built on the following curriculum:

- a series of core courses that focus on theological integration and personal formation
- electives that allow you to align your courses with your personal interests

In order to graduate from the program, you must successfully complete 24 credit hours of study with a grade point average of 2.7 (B-) or higher. The requirements of the GradDipCS program are as follows:

COURSES	CREDIT HOURS
Old Testament Foundations (BIBL 501)	3
New Testament Foundations (BIBL 502)	3
One of the following:	3
Theology Overview (THEO 500)	
Theology I (THEO 601)	
Theology II (THEO 602)	
History of Christian Doctrine (THEO 608)	
Interdisciplinary Studies Elective	3
General Electives	12
<b>TOTAL</b>	<b>24</b>

More details are available on our Program Requirements and Policies page.

## Notes on the Requirements

### \*Choosing your courses:

Old Testament Foundations BIBL 501, New Testament Foundations BIBL 502, and Christian Thought & Culture I (INDS 501) and II (INDS 502) are all part of the foundational core for the Master of Arts in Theological Studies and the Master of Divinity (MDiv) programs. If you're anticipating using the GradDipCS to go on to a master's program at Regent, you should take Christian Thought and Culture I & II (one of which could be your INDS elective) as part of your GradDipCS requirements, since these two courses are required in the MA Theo Studies and MDiv programs. We also recommend that you select your electives carefully in light of the requirements of the master's degree you might be considering.

## **DISTANCE EDUCATION COMPONENT**

When completing the GradDipCS degree, you can take up to 9 credits of courses through Distance Education, although no more than 6 credits of the Foundational Core courses listed on the MA Theological Studies page.

# MA IN THEOLOGICAL STUDIES

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**Gain vocational clarity as you learn to integrate faith into your everyday life and work, whether in the marketplace, academy, home, or church.**

## THE PROGRAM IS

- **Foundational:** Acquire a solid foundation in the Christian faith through core courses built on theological integration and personal formation.
- **Integrative:** Learn to relate this foundational core to all areas of life and work.
- **Focused:** Pursue focused study in an area of concentration that interests you.

## TYPICAL STUDENTS

- are working/planning to work in the professions
- are preparing for certain types of church or parachurch work
- are pursuing an academic career

Graduates go on to a wide variety of pursuits, including resuming previous careers, following newly discovered interests, undertaking further education, or entering church or parachurch work—all with a new perspective and motivation for engaging in their vocation and ministry as mature people of God.

## CREDIT HOURS

60

## TYPICAL COMPLETION TIME

- minimum 2–3 years full-time
- up to 6 years part-time

## APPLICATION REQUIREMENTS

To apply to the program, you must EITHER:

- have a bachelor's degree OR
- be at least 28 years of age and able to demonstrate that your life/vocational/ educational experience can be seen as equivalent to a university degree

The minimum grade point average normally considered in the admission selection process is 2.8 on a scale of 4.0 (or equivalent).

For required documents and to learn more about the application process, visit our [Admission Requirements page](#).

## CONCENTRATIONS

One of the primary appeals of the MA in Theological Studies is that it allows you to focus your studies in one of these concentrations:

SCRIPTURE	CHRISTIAN HISTORY & THEOLOGY	CHRISTIANITY, CHURCH & CULTURE
Biblical Languages	History of Christianity	Marketplace Theology
Old Testament	Doctrinal Theology	Interdisciplinary Studies
New Testament	Spiritual Theology	Christianity and the Arts
Biblical Studies		World Christianity
		Applied Theology

Or you can choose the **No Concentration** option in Christian Studies.

## PROGRAM COSTS

The cost of tuition for the 2016–2017 academic year is \$480 per credit hour.

The total tuition for the MA in Theological Studies program is \$28,800 (60 credit hours at \$480 per credit hour).

For a breakdown of associated fees and costs of living, view our [sample budget](#). To help you offset the high costs of graduate education, we offer [scholarships](#), [financial aid](#), and [work opportunities on campus](#).

## PROGRAM REQUIREMENTS

You will begin your studies with a foundational set of courses. You can then choose one area of concentration, or you can select the "no concentration" option. Towards the end of your program, you will complete a [final project](#), which can take the form of a comprehensive exam, a thesis, or an integrative project, depending on your concentration. You will be awarded the MA in Theological Studies degree for the successful completion of 60 credit hours of study with a grade point average of 3.0 (= B) or better.

FOUNDATIONAL CORE COURSES	CREDIT HOURS
Old Testament Foundations <a href="#">BIBL 501</a>	3
New Testament Foundations <a href="#">BIBL 502</a>	3
Biblical Language course <a href="#">LANG 500</a> or <a href="#">LANG 510</a> or <a href="#">LANG 550</a>	3
Biblical Exegesis and Interpretation <a href="#">BIBL 503</a>	3
History of Christianity I <a href="#">HIST 501</a> or II <a href="#">HIST 502*</a>	3
Christian Thought and Culture I <a href="#">INDS 501</a>	3
Christian Thought and Culture II <a href="#">INDS 502</a>	3

Theology Overview <u>THEO 500</u> , or Theology I <u>THEO 601</u> and Theology II <u>THEO 602</u> **	3 or 6
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One of the following:	3
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Soul of Ministry <u>APPL 500</u> ***	
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Gospel and Culture <u>INDS 610</u> ****	
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<b>Total</b>	<b>27 or 30</b>
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\*Both History of Christianity I & II are required for the History of Christianity and the World Christianity concentrations.

\*\*Both Theology I & II are required for the Doctrinal Theology and the Spiritual Theology concentrations.

\*\*\*Soul of Ministry is required for the Applied Theology concentration.

\*\*\*\*Gospel and Culture is required for the Marketplace Theology and Interdisciplinary Studies concentrations.

## CONCENTRATION COURSES

### SCRIPTURE

#### Biblical Languages

CONCENTRATION REQUIREMENTS	CREDIT HOURS
Biblical Hebrew	12
New Testament Greek	12
One of the following:	3
<ul style="list-style-type: none"> <li>Advanced Hebrew Readings <u>LANG 721</u></li> <li>Advanced Greek Readings <u>LANG 720</u></li> <li>Advanced Old Testament Exegesis <u>BIBL 701</u></li> <li>Advanced New Testament Exegesis <u>BIBL 702</u></li> </ul>	
Comprehensive Examination	3
General Electives	6

Note that the 3 credits of biblical languages listed in the Foundational Core Courses above are incorporated in this list also so that the total credits required for the program is still 60.

The Advanced Hebrew and/or Greek Readings courses may not be offered every year. Biblical Languages students may take one of the Advanced Exegeses courses without having previously taken Biblical Criticism (BIBL 600).

Students also have the option of writing a proficiency exam to fulfill one or both terms of the Introductory Greek or Hebrew classes. The test fee is \$100, non-refundable pass or fail. Students must register by August 12 for the Fall 2016 term and December 2 for Winter 2017, and will be



scheduled to write the exam in the week before orientation. There is a \$25 drop fee after these deadlines. You can download the [Language Proficiency Exam Application](#) here. For more information contact James Smoker at [deansoffice@regent-college.edu](mailto:deansoffice@regent-college.edu).

## Old Testament

CONCENTRATION REQUIREMENTS	CREDIT HOURS
Biblical Hebrew	12
Biblical Hermeneutics and Criticism	3
Advanced Old Testament Exegesis	3
Old Testament Seminar	3
One of the following:	9 or 12
Comprehensive Exam (3) + 600-level OT Electives (6)	
Thesis (12)	
General Electives	3 or 6

Note that the 3 credits of biblical languages listed in the Foundational Core Courses above are incorporated in this list also so that the total credits required for the program is still 60.

## New Testament

CONCENTRATION REQUIREMENTS	CREDIT HOURS
New Testament Greek	12
Biblical Hermeneutics and Criticism	3
Advanced New Testament Exegesis	3
New Testament Seminar	3
One of the following:	9 or 12
Comprehensive Exam (3) + 600-level NT Electives (6)	
Thesis (12)	
General Electives	3 or 6

Note that the 3 credits of biblical languages listed in the Foundational Core Courses above are incorporated in this list also so that the total credits required for the program is still 60.

## Biblical Studies

CONCENTRATION REQUIREMENTS	CREDIT HOURS
Biblical Hebrew	6
New Testament Greek	6
Biblical Hermeneutics & Criticism <u>BIBL 600</u>	3
Advanced Old Testament Exegesis <u>BIBL 701</u>	3
Advanced New Testament Exegesis <u>BIBL 702</u>	3
Old Testament Seminar	3
New Testament Seminar	3
Old Testament Comprehensive Exam	3
New Testament Comprehensive Exam	3
General Electives	3

Note that the 3 credits of biblical languages listed in the Foundational Core Courses above are incorporated in this list also so that the total credits required for the program is still 60.

## CHRISTIAN HISTORY AND THEOLOGY

### History of Christianity

CONCENTRATION REQUIREMENTS	CREDIT HOURS
History of Christianity I & II (3 credits included in the Foundation courses above)	3
600-level History of Christianity Elective	3
History Seminar	3
One of the following:	9 or 15
Comprehensive Exam (3) + History Electives (6)	
Thesis (12) + History Elective (3)	
General Electives (Exam versus thesis track)	15 or 9

## Doctrinal Theology

CONCENTRATION REQUIREMENTS	CREDIT HOURS
Languages	9
Perspectives on Biblical Languages <u>LANG 500</u> (3) + Biblical Language (6)*	
Hebrew (6) + Greek (3)	
Greek (6) + Hebrew (3)	
History of Doctrine	3
Theology Seminar	3
One of the following:	3 or 12
Comprehensive Exam (3)	
Thesis (12)	
General Electives	6 or 15

Note that the 3 credits of biblical languages listed in the Foundational Core Courses above are incorporated in this list also so that the total credits required for the program is still 60.

Note also: The Doctrinal Theology concentration requires Theology I & II from the core courses.

\*With the approval of the Doctrinal Theology coordinator, you may satisfy the language requirement by taking Perspectives on Biblical Languages LANG 500 and by passing a reading knowledge exam in Latin, French, or German. If you have taken such courses elsewhere, you may be eligible to have these credits transferred into your program. See the Academic Advisor for more information.

## Spiritual Theology

CONCENTRATION REQUIREMENTS	CREDIT HOURS
History of Christianity I & II (3 credits included in the Foundation courses above)	3
The Christian Spirit <u>SPIR 500</u>	3
Classics of Christian Spirituality <u>SPIR 670</u> or <u>SPIR 672</u>	3
Spiritual Theology Seminar	3
One of the following:	9 or 12
Comprehensive Exam (3) + Spiritual Theology Electives (6)	
Thesis (12)	
General Electives	6 or 9

Note: The Spiritual Theology concentration requires Theology I & II from the core courses.

## CHRISTIANITY, CHURCH, AND CULTURE

### Marketplace Theology

CONCENTRATION REQUIREMENTS	CREDIT HOURS
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Marketplace Field Immersion <u>APPL 692*</u>	3
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Marketplace Theology Electives	9
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Marketplace Theology Seminar	3
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Comprehensive Exam	3
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General Electives	15
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\*APPL 692 is an eight-month field education experience, normally running from September to April. You will need to arrange with the Marketplace Theology concentration coordinator as to how you will fulfill the field immersion and seminar requirements.

Note: The Marketplace Theology concentration requires Gospel and Culture from the core courses.

### Interdisciplinary Studies

CONCENTRATION REQUIREMENTS	CREDIT HOURS
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Christian Faith and Practice in a (Post)Modern World <u>INDS 581</u>	3
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Interdisciplinary Studies Elective	3
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Interdisciplinary Studies Seminar	3
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One of the Following:	9 or 12
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Comprehensive Exam (3) + Interdisciplinary Studies Electives (6)	
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Integrative Project (6) + Interdisciplinary Studies Electives (3)	
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Thesis (12)	
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General Electives	12 or 15
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Note: The Interdisciplinary Studies concentration requires Gospel and Culture from the core courses.

### Christianity and the Arts

CONCENTRATION REQUIREMENTS	CREDIT HOURS
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The Christian Imagination <u>INDS 560</u>	3
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One of the following:	18
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Arts-related Seminar (3) + Comprehensive Exam (3) + Christianity & the Arts Electives (12)	
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Vocation of the Artist Seminar INDS 785 (3)  
+ Integrative Project (6)  
+ Christianity & the Arts Electives (9)

Vocation of the Artist Seminar INDS 785 (3)  
+ Integrative Project (12)  
+ Christianity & the Arts Electives (3)

General Electives 12

## World Christianity

CONCENTRATION REQUIREMENTS	CREDIT HOURS
Introduction to World Christianity <u>APPL 533</u>	3
History of Christianity I & II (3 credits included in the Foundation courses above)	3
Missional Church	3
One of the following:	3
▫ Supervised Ministry A <u>APPL 693</u>	
▫ Supervised Ministry B <u>APPL 694</u>	
▫ World Christianity Field Immersion <u>APPL 690*</u>	
World Christianity Elective	3
World Christianity Seminar	3
One of the following:	3, 6, or 12
Comprehensive Exam (3)	
Integrative Project (6)	
Thesis (12)	
General Electives	3, 9, or 12

\*APPL 690 is an eight-month field education experience, normally running from September to April. You will need to arrange with the World Christianity concentration coordinator as to how you will fulfill the field immersion and seminar requirements.

## Applied Theology

CONCENTRATION REQUIREMENTS	CREDIT HOURS
Missional Church	3
One of the following:	3
▫ Supervised Ministry A <u>APPL 693</u>	
▫ Supervised Ministry B <u>APPL 694</u>	
▫ World Christianity Field Immersion <u>APPL 690</u>	
▫ Marketplace Theology Field Immersion <u>APPL 692</u>	
Applied Theology Seminar	3

One of the following: 9 or 12

Comprehensive Exam (3) + Applied Theology Electives (6)

Integrative Project (6) + Applied Theology Electives (3)

Thesis (12)

General Electives 12 or 15

Note: The Applied Theology concentration requires Soul of Ministry from the core courses.

## **NO CONCENTRATION**

### **Christian Studies**

CONCENTRATION REQUIREMENTS	CREDIT HOURS
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Biblical Book Study	3
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Any Seminar	3
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Integrative Examination	3
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General Electives	24
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## **NOTES ON THE REQUIREMENTS**

### **Core courses**

The 27 or 30 credit hours of core courses are required by all MA in Theological Studies tracks and by the MDiv program. Since these courses provide a foundation for both programs, we recommend that you complete most of these courses within your first year or within your first 30 credit hours. (Note: Students taking Gospel and Culture or Community, Formation, and Leadership may delay taking these courses until later in their program.)

### **Biblical language requirement**

We recommend that you begin your biblical language requirement in your first year. You can fulfil this requirement by taking the regular Hebrew and/or Greek language courses (depending on your concentration). If you are pursuing a concentration outside of the Scripture area, you may wish to take Perspectives on Biblical Languages [LANG 500](#) to fulfil your language requirement (Doctrinal Theology students will normally take this course plus 6 credits of Hebrew or Greek). [LANG 500](#) provides an overview of both Hebrew and Greek, and prepares you for Biblical Exegesis [BIBL 503](#). Note that if you are taking the regular Hebrew or Greek courses, there is an opportunity to audit half of [LANG 500](#) in order to get an orientation to the other biblical language.

### **Final projects**

Towards the end of your program, you will complete a final project which can take the form of (i) a comprehensive exam, (ii) a thesis, or, in some concentrations (iii) an integrative project, or (iv) an integrative exam. With the approval of your supervisor, the comprehensive exam may take the form of a major paper. We offer a non-credit orientation seminar in both Fall and Winter terms for the thesis ([GENR 301](#)) and the integrative project for students in the Christianity and the Arts concentration ([GENR 313](#)). Visit the [Final Projects page](#) for more information.

## Choosing a concentration

We advise you to choose a concentration early in your studies so that you can plan your courses wisely. Our [Academic Advising page](#) has helpful information on how to choose your concentration and select courses in your first year. The [Program Requirements page](#) has worksheets for each concentration. Concentration requirements are revised from time to time. You have the option to complete the concentration according to the requirements as published when you were admitted, or according to the current requirements.

## Pursuing doctoral studies

If you intend to go on to complete a PhD, we advise that you acquire reading knowledge of at least one more relevant language during your master's work: normally Latin, French, or German. You can take courses through UBC or private language institutes in Vancouver such as the Alliance Française or Goethe Institut.

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## DISTANCE EDUCATION COMPONENT

When completing the MA in Theological Studies degree, you can take up to 20 credits of courses through [Distance Education](#), although no more than 6 credits of the Foundational Core courses listed above.

# MASTER OF DIVINITY

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**Find innovative, prayerful, and creative solutions for contemporary challenges to Christian mission.**

## THE PROGRAM IS

- **Outside the box:** Learn to think outside the box to develop a broader vision of ministry and mission than already exists.
- **Relevant:** Study alongside the very people you'll encounter in your future congregations—professionals, stay-at-home parents, academics, artists, parachurch workers, and others.
- **Personal:** Immerse yourself in a setting that allows you to practice your ministry, receive feedback and guidance, and discern your vocation.

## TYPICAL STUDENTS

- feel called to serve in the church or in a parachurch organization and want to be thoroughly equipped for their work
- are innovators and want to think creatively about how to pursue the mission of the church
- are seeking to invigorate the traditions of the denominations they represent

## CREDIT HOURS

90

## TYPICAL COMPLETION TIME

- minimum 3–4 years full-time
- up to 8 years part-time

## APPLICATION REQUIREMENTS

To apply to the program, you must *either*:

- have a bachelor's degree *or*
- be at least 28 years of age and able to demonstrate how your life/vocational/educational experience can be seen as equivalent to a university degree

The minimum grade point average normally considered in the admission selection process is 2.8 on a scale of 4.0 (or equivalent).

For required documents and to learn more about the application process, visit our [Admission Requirements page](#).



## CONCENTRATIONS

Concentrations in the MDiv program are optional. You can choose from the following areas of concentration.

SCRIPTURE	CHRISTIAN HISTORY & THEOLOGY	CHRISTIANITY, CHURCH & CULTURE
Biblical Languages	History of Christianity	Marketplace Theology
Old Testament	Doctrinal Theology	Interdisciplinary Studies
New Testament	Spiritual Theology	Christianity and the Arts
		World Christianity
		Pastoral Ministry

## PROGRAM COSTS

The cost of tuition for the 2016–2017 academic year to \$480 per credit hour.

The total tuition for the MDiv program is \$43,200 (90 credit hours at \$480 per credit hour).

For a breakdown of associated fees and costs of living, view our sample budget.

To help you offset the high costs of graduate education, we offer scholarships, financial aid, and work opportunities on campus.

## PROGRAM REQUIREMENTS

You will begin your program with foundational biblical, theological, and historical courses aimed at theological integration and personal formation. You will then acquire the knowledge, skills, and perspectives that are essential to pastoral ministry. The curriculum includes a practical pastoral ministry assignment.

FOUNDATIONAL CORE COURSES	CREDIT HOURS
Old Testament Foundations <u>BIBL 501</u>	3
New Testament Foundations <u>BIBL 502</u>	3
Biblical Exegesis <u>BIBL 503</u>	3
History of Christianity Foundations <u>HIST 501</u>	3
Christian Thought and Culture I <u>INDS 501</u>	3
Christian Thought and Culture II <u>INDS 502</u>	3
Theology I <u>THEO 601</u>	3
Theology II <u>THEO 602</u>	3

**MDIV COURSES**

Biblical Languages	12
Biblical Hermeneutics and Criticism <u>BIBL 600</u>	3
Advanced Old Testament Exegesis <u>BIBL 701</u> or Advanced New Testament Exegesis <u>BIBL 702</u>	3
Biblical Book Study	3
History of Christianity: Reformation to Modern <u>HIST 502</u>	3
History of Christian Doctrine <u>THEO 608</u>	3
The Soul of Ministry <u>APPL 500</u>	3
Supervised Ministry: Year A <u>APPL 693</u>	3
Supervised Ministry: Year B <u>APPL 694</u>	3
Missional Leadership <u>APPL 615</u>	3
Missional Church <u>APPL 581</u>	3
Preaching and Worship <u>APPL 619</u>	3
Pastoral Care <u>APPL 546</u>	3
Pastoral Ethics <u>THEO 630</u>	3
General electives	15
<b>TOTAL</b>	<b>90</b>

**CONCENTRATION COURSES**

Concentrations in the MDiv program are optional. By selecting your language, advanced exegesis, and general electives appropriately, you may complete one of the following concentrations:

**SCRIPTURE****Biblical Languages**

CONCENTRATION REQUIREMENTS	CREDIT HOURS
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Biblical Hebrew	12
New Testament Greek	12
Advanced Hebrew or Greek Readings	3

## Old Testament

CONCENTRATION REQUIREMENTS	CREDIT HOURS
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Biblical Hebrew	12
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Advanced Old Testament Exegesis <u>BIBL 701</u>	3
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Old Testament Seminar	3
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## New Testament

CONCENTRATION REQUIREMENTS	CREDIT HOURS
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New Testament Greek	12
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Advanced New Testament Exegesis <u>BIBL 702</u>	3
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New Testament Seminar	3
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## CHRISTIAN HISTORY AND THEOLOGY

### History of Christianity

CONCENTRATION REQUIREMENTS	CREDIT HOURS
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History of Christianity electives	6
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History of Christianity Seminar	3
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### Doctrinal Theology

CONCENTRATION REQUIREMENTS	CREDIT HOURS
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Theology electives	6
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Theology Seminar	3
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### Spiritual Theology

CONCENTRATION REQUIREMENTS	CREDIT HOURS
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The Christian Spirit <u>SPIR 500</u>	3
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Classics of Christian Spirituality <u>SPIR 670</u>	3
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Spiritual Theology Electives	6
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Spiritual Theology Seminar	3
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## **CHRISTIANITY, CHURCH, AND CULTURE**

### **Marketplace Theology**

<b>CONCENTRATION REQUIREMENTS</b>	<b>CREDIT HOURS</b>
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Marketplace Theology Electives	9
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Marketplace Theology Seminar	3
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### **Interdisciplinary Studies**

<b>CONCENTRATION REQUIREMENTS</b>	<b>CREDIT HOURS</b>
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Interdisciplinary Studies Electives	9
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Interdisciplinary Studies Seminar	3
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### **Christianity and the Arts**

<b>CONCENTRATION REQUIREMENTS</b>	<b>CREDIT HOURS</b>
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The Christian Imagination <u>INDS 560</u>	3
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Christianity and the Arts Electives	9
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Interdisciplinary Studies Seminar	3
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### **World Christianity**

<b>CONCENTRATION REQUIREMENTS</b>	<b>CREDIT HOURS</b>
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Introduction to World Christianity <u>APPL 533</u>	3
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World Christianity Electives	6
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Applied Theology Seminar	3
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### **Pastoral Ministry**

<b>CONCENTRATION REQUIREMENTS</b>	<b>CREDIT HOURS</b>
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Applied Theology Electives	6
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Applied Theology Seminar	3
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## **NOTES ON THE REQUIREMENTS**

### **Foundational core courses**

The 24 credit hours of foundational core courses are required by all MA Theo Studies tracks and by the MDiv program. Since these courses provide a foundation for both programs, we recommend that you complete most of these courses within your first year or within your first 30 credit hours.

## **Biblical language requirement**

We recommend that you begin your biblical language requirement in your first year. You can fulfil this requirement by taking the regular Hebrew and/or Greek language courses, but not Perspectives on Biblical Languages [LANG 500](#). Knowledge of biblical languages will be helpful when taking Biblical Exegesis [BIBL 503](#). Note that you may audit half of [LANG 500](#) if you wish in order to become familiar with the rudiments of the language you have not already studied.

## **Vocational discernment**

The process of vocational discernment is crucial to the MDiv program, involving both your personal reflection and faculty's observation of your work. The program consists of two stages: (1) vocational discernment, and (2) candidacy for the MDiv degree. Progression from the first to the second stage occurs upon the recommendation of the MDiv Committee; this recommendation is a requirement for graduation. The Committee recommends those students who are especially gifted for Christian ministry, and its recommendation is based on a variety of reports, especially from the Soul of Ministry and Supervised Ministry classes.

## **DISTANCE EDUCATION COMPONENT**

When completing the MDiv degree, you can take up to 30 credits of courses through [Distance Education](#), although no more than 6 credits of the Foundational Core courses listed above.

## **DENOMINATIONAL PROGRAMS**

### **ANGLICANS**

In 1996, Regent College established a program for those interested in preparing for ministry in the Anglican communion worldwide. Two specific Anglican Studies courses are offered every two years (Anglican History and [HIST 650](#) Theology and Anglican Life [THEO 651](#)). Regent graduates have found a welcome acceptance of their training at Regent by many bishops both in Canada and abroad. Visit the [Anglican Studies](#) page for more information.

### **PRESBYTERIANS**

If you plan to pursue ordination within the Presbyterian Church of Canada (PCC), in addition to completing an MDiv at Regent, you will need to complete a Diploma in Presbyterian Denominational Studies which can be taken through [St. Andrew's Hall](#) at the Vancouver School of Theology (an official seminary of the PCC). You can, however, apply several of the Diploma courses towards your Regent MDiv, and you can complete the field education placement of the Diploma with Regent's MDiv requirement. (Note the restrictions of Regent College's transfer credit policy.) The Diploma involves taking a number of specific denominational courses, at least one course with each of its PCC faculty, several other elective courses, a field education placement for one year in a PCC church or institution, and the writing of a ministry position paper.

For further information of the Presbyterian Diploma program, consult the [Registrar](#) at VST. For advice of how to complete the Diploma in conjunction with a Regent MDiv, see the [Academic Advisor](#) at Regent College.

# MASTER OF THEOLOGY

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**Prepare for a doctorate and an academic vocation by pursuing focused studies in a particular area of interest. The ThM is also the perfect academic supplement to the MDiv.**

## THE PROGRAM IS

- **In-depth:** The ThM allows you to immerse yourself in a topic or question that you wish to study in great detail.
- **Offers a thesis track:** The thesis track allows you to allocate half of your credits towards the research and writing of a thesis.
- **Offers a major paper track with more electives:** This track requires a major paper instead of a thesis and gives you the opportunity to choose half your curriculum from our vast course offerings.

## TYPICAL STUDENTS

- people who want to focus their studies in a particular area of theological interest related to their vocation or personal lives
- pastors intending to upgrade their education or reflect theologically on a ministry-related issue
- those intending to pursue doctoral studies
- those preparing for some forms of teaching, administration, or other roles where an advanced degree would be of benefit

## CREDIT HOURS

24 minimum

## TYPICAL COMPLETION TIME

- minimum 1–2 years full-time
- up to 5 years part-time

## APPLICATION REQUIREMENTS

The ThM is the highest academic degree awarded by Regent College. In order to be admitted to the ThM, you must have:

- an MDiv degree or a master's degree in theological studies equivalent to Regent's MA in Theological Studies
- GPA of 3.3 in your previous graduate studies

For required documents and to learn more about the application process, visit our [Admission Requirements page](#).

## CONCENTRATIONS

Concentrations are not part of the ThM program.

## PROGRAM COSTS

The tuition for the 2016–2017 academic year is \$480 per credit hour.

The total tuition for the ThM program is \$11,520 (24 credit hours at \$480 per credit hour). This amount will be higher if you are required to complete more than 24 credit hours.

For a breakdown of associated fees and costs of living, view our [sample budget](#).

To help you offset the high costs of graduate education, we offer scholarships and [financial aid](#), and [work opportunities on campus](#).

## PROGRAM REQUIREMENTS

In order to graduate from the program, you must complete 24 credits with a grade point average of 3.3 (B+) or better.

Depending on your objectives, you can choose between two tracks: a thesis track and a non-thesis track with additional electives. The requirements for both tracks are as follows:

THESIS TRACK*	CREDIT HOURS
Readings in Modern Protestant Thought Seminar (INDS 726)**	3
Seminar in the same area as your thesis	3
Thesis	12
Electives	6
<b>Total</b>	<b>24</b>

MAJOR PAPER TRACK	CREDIT HOURS
Readings in Modern Protestant Thought Seminar (INDS 726)*	3
Seminar in the same area as your major paper	3
Seminar in any discipline	3
Major paper	3
Electives	12
<b>Total</b>	<b>24</b>

More details are available on our [Program Requirements and Policies page](#).

## Additional Requirements

### Courses Equivalent to the MDiv:

If you are admitted to the ThM program with a master's degree other than an MDiv, we expect that you will have the equivalent theological background to that of the Regent MDiv program. Thus, in addition to the above requirements, you must either have completed the following courses in a previous program, or you will need to complete them as part of your ThM program.

- Old Testament Foundations ([BIBL 501](#)) and New Testament Foundations ([BIBL 502](#))
- Biblical Languages: a minimum of 6 credit hours in one biblical language, Hebrew (chosen from [LANG 510](#), [LANG 511](#), [LANG 610](#), [LANG 611](#), [LANG 721](#)) or Greek (chosen from [LANG 550](#), [LANG 551](#), [LANG 650](#), [LANG 651](#), [LANG 720](#)) but not [LANG 500](#)
- Biblical Exegesis & Interpretation ([BIBL 503](#))
- History of Christianity Foundations ([HIST 501](#)) and History of Christianity: Reformation to Modern ([HIST 502](#))
- Theology I ([THEO 601](#)) and Theology II ([THEO 602](#))

Students also have the option of writing a proficiency exam to fulfill one or both terms of the Introductory Greek or Hebrew classes. The test fee is \$100, non-refundable pass or fail. Students must register by August 12 for the Fall 2016 term and December 2 for Winter 2017, and will be scheduled to write the exam in the week before orientation. There is a \$25 drop fee after these deadlines. You can download the [Language Proficiency Exam Application](#) here. For more information contact James Smoker at [deansoffice@regent-college.edu](mailto:deansoffice@regent-college.edu).

### **Courses by Subject Area:**

You are welcome to pursue any area of study covered by our curriculum, provided we have the faculty resources to supervise you adequately. You are also welcome to discuss potential research topics with members of faculty prior to applying for admission to the ThM program.

Depending on your intended area of study and on your academic record, the College may require additional courses in order to provide you with a better foundation to build on. For example, if you wish to write a thesis or a major paper in the following areas, you will be expected to have taken the courses indicated below or their equivalent.

#### Missions or World Christianity

- Introduction to World Christianity ([APPL 533](#))
- Missional Church ([APPL 581](#))

#### Old Testament

- Hebrew (12 credits [LANG 510](#), [LANG 511](#), [LANG 610](#), [LANG 611](#))
- Biblical Hermeneutics & Criticism ([BIBL 600](#))
- Advanced Old Testament Exegesis ([BIBL 701](#))

#### New Testament

- Greek (12 credits [LANG 550](#), [LANG 551](#), [LANG 650](#), [LANG 651](#))
- Biblical Hermeneutics & Criticism ([BIBL 600](#))
- Advanced New Testament Exegesis ([BIBL 702](#))

#### Biblical Languages

- Hebrew (12 credits [LANG 510](#), [LANG 511](#), [LANG 610](#), [LANG 611](#))
- Greek (12 credits [LANG 550](#), [LANG 551](#), [LANG 650](#), [LANG 651](#))
- Advanced Greek Readings ([LANG 720](#)) or Advanced Hebrew Readings ([LANG 721](#))

#### Spiritual Theology

- The Christian Spirit ([HIST 500](#)/[SPIR 500](#))
- Classics of Christian Spirituality ([SPIR 670](#))

#### Doctrinal Theology

- History of Christian Doctrine ([THEO 608](#))

#### Christianity and the Arts

- Christian Imagination ([INDS 560](#))



- Vocation of the Artist Seminar ([INDS 785](#))

## Notes on the Requirements

\* A minimum graduate-level grade point average of 3.5 is required to write a thesis.

\*\*A different ThM seminar may be offered from time to time.

The Major Paper will involve a 7,500–10,000 word essay and will be supervised by a full-time member of faculty in the appropriate discipline.

While the College cannot guarantee thesis supervision if you were admitted to the ThM with less than a 3.5 GPA in your previous graduate studies, you *may* be permitted to write a thesis under the following conditions: (i) you achieve at least a 3.5 GPA in at least 9 credit hours taken at Regent College, and (ii) you secure the agreement of a member of faculty to supervise your thesis.

## DISTANCE EDUCATION COMPONENT

When completing the ThM degree, you can take up to 6 credits of courses through [Distance Education](#).

# ACADEMIC POLICIES

**Our Academic Catalogue details all the requirements and policies relevant to your studies at Regent.**

The Academic Catalogue contains policies, rules, schedules, and information that form part of a student's legal contract with Regent College. As such, you should familiarize yourself with its contents.

Catalogues for each year are in effect from September 1 through until August 31.

If you were admitted in a previous year, you may find a pdf copy of your Academic Catalogue in the left sidebar below; otherwise, refer to the paper copy you were given. You may complete the program to which you have been admitted according to the requirements as they were in the year you were admitted, provided you do so within the allowed time limit. Or you may complete according to more recent requirements.

While it is your responsibility to be familiar with the Academic Catalogue, we invite you to take advantage of our [Academic Advising](#) at any time.

Non-academic policies, such as the [Student Code of Conduct Policy](#), can be found in the [Fine Print](#) section of the website.

## PROGRAM REQUIREMENTS AND POLICIES

The course requirements for each program can be found in our [Graduate Programs section](#).

Information on admission to programs is on the [Admission Requirements page](#).

If you have any questions about your program, we recommend that you meet with the [Academic Advisor](#).

## PROGRAM REQUIREMENT AND CONCENTRATION WORKSHEETS

These worksheets will help you track your progress as you complete your degree.

- [GradDipCS Worksheet](#)
- [MDiv Worksheet](#)
- [ThM Worksheet](#)

For the MA in Theological Studies you will want to use the worksheet for the specific concentration you have chosen.

### **SCRIPTURE CONCENTRATIONS**

- [Biblical Languages Worksheet](#)
- [Old Testament Worksheet](#)
- [New Testament Worksheet](#)
- [Biblical Studies Worksheet](#)

## **CHRISTIAN HISTORY & THEOLOGY CONCENTRATIONS**

- [History of Christianity Worksheet](#)
- [Doctrinal Theology Worksheet](#)
- [Spiritual Theology Worksheet](#)

## **CHRISTIANITY, CHURCH & CULTURE CONCENTRATIONS**

- [Marketplace Theology Worksheet](#)
- [Interdisciplinary Studies Worksheet](#)
- [Christianity and the Arts Worksheet](#)
- [World Christianity Worksheet](#)
- [Applied Theology Worksheet](#)
- [No Concentration Worksheet](#)

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## **RESIDENCY REQUIREMENT**

Some aspects of the educational experience offered by Regent College are available only when students share in the community at the Vancouver campus. For this reason, we require our students to complete a set number of credits “in residence,” meaning on campus:

GradDipCS	12 credits
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MA Theo Studies	30 credits
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MDiv	45 credits
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ThM	18 credits
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Residency is defined as study pursued on the Vancouver campus in Fall, Winter, or Summer term. Distance Education courses do not fulfill the residency requirement. However, you can complete approximately one-third of your program by Distance Education. See the [Limits on Courses Taken Through Distance Education](#) below.

If you intend both to transfer credits from another institution and to take courses by Distance Education, we advise you to plan carefully to ensure that you meet the residency requirement.

## **DEGREE LIMITATIONS ON COURSES TAKEN THROUGH DISTANCE EDUCATION**

Regent College places a high priority on face-to-face education. At the same time, it recognizes the need to make a limited amount of distance education courses for students. The credit limit for distance education courses within each program is generally one third of the total program credits. These limits are as follows:

GradDipCS	9 credits
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MA Theo Studies	20 credits
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MDiv	30 credits
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ThM	6 credits
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In addition, students admitted to the College as of Fall 2014 are limited to taking six credits of the [Foundational Core courses](#) by distance education as part of their program.

## TIME LIMITS FOR COMPLETION OF PROGRAMS

You are expected to satisfy all program requirements in effect at the time you were accepted into a program. If you exceed the program time limits noted below, you must appeal in writing to the Academic Standards Committee to complete your program. You may be required by the Committee to take additional courses, particularly if the program has been modified since you were admitted. The maximum time limits for each program are:

- GradDipCS: no time limit
- MA Theo Studies: 6 years
- MDiv: 8 years
- ThM: 5 years

We encourage you to complete your degree requirements while resident in Vancouver. Note that some required courses are offered only during Fall and Winter terms.

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## COMBINING DEGREES

If you wish to complete two master's degrees in theology, you will be subject to certain restrictions on how many credit hours may be shared between the two degrees. For example, in order to complete both an MA Theo Studies and an MDiv degree, you are allowed to have a maximum of 30 credit hours in common between the two; thus, you must earn a minimum of 120 credit hours for the two degrees. The ThM degree requires a minimum of 24 credit hours beyond an MDiv or an MA Theo Studies. We discourage you from attempting to complete two degree programs concurrently.

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## PROGRAM CHANGES

If you would like to change programs, complete the Program Change Form and submit it to the Student Services Office.

If you are currently in the MA Theo Studies or MDiv program at Regent and wish to apply to the ThM program, you must submit the following:

1. an internal ThM Program Application (internal)
  2. a sample research paper
  3. a \$25 (\$20 US) application fee
  4. a ThM Reference Form completed by two faculty members (forwarded to the Admissions Office).
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## CONCENTRATION CHANGES

You can request a change in concentrations by emailing your request to [academic.advising@regent-college.edu](mailto:academic.advising@regent-college.edu).

## COURSE POLICIES

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Here, you will find all you need to know regarding policies that affect how many courses you need to take, how to apply for an extension, and how to withdraw from courses or retake them.

### GRADING SCHEDULE *LETTER GRADES*

LETTER GRADE	DESIGNATION	EXPLANATION	GRADE POINT
A		Excellent work	4.0
A-			3.7
B+			3.3
B		Good work	3.0
B-			2.7
C+			2.3
C		Passable work	2.0
C-			1.7
F	Fail	Unacceptable work	0.0

### *OTHER GRADE DESIGNATIONS*

LETTER	DESIGNATION	EXPLANATION
AG	Aegrotat	Ungraded Pass: Granted by the Academic Standards Committee to a student who, for exceptional reasons, was unable to complete a course in the final term of study.
AU	Audit	Non-credit: Attendance recognized.
EX	Extension	Temporary designation for course in which a student has been granted an extension for course work.
CIP	Course in Progress	Temporary designation for course in which the

grade has not yet been recorded.

P	Pass	Competency: Used only when a letter grade is deemed inappropriate.
R	Retake	Course subsequently retaken.
W	Withdrawal	Granted by the College when, because of exceptional circumstances, the student was unable to complete the course.

## GRADE REPORTS AND TRANSCRIPTS

Grades may be viewed online immediately after they are posted, once you have completed your course evaluation(s). You have four months from the date grades are posted to appeal any disputed grades (see [Appeals](#)). Official transcripts bearing the seal of the College and the signature of the Senior Academic Administrator may be ordered online or by submitting an [Official Transcript Request Form](#) along with the appropriate fee. All fees must be fully paid before an official transcript can be issued. Visit the [Transcripts page](#) for more details on ordering your transcript.

## TERMS, CREDIT HOURS, AND WORK LOAD

Regent College operates on a three-term cycle:

- Fall (September–December)
- Winter (January–April)
- Summer (May–August)

### Fall and Winter Terms

Fall and Winter Term courses are normally offered for 3 credit hours and meet 3 hours per week.

Evening and weekend courses may be offered for 2 or 3 credit hours.

In cases where a 3-credit hour course spans over two terms (Fall and Winter), you will be charged for 1.5 credits in each term; however, you will not receive any academic credit until the full course has been completed.

### Summer Term

The Summer Term is divided into two sessions: Spring Session and Summer Session. Although the dates for these sessions vary, Spring Session courses are generally offered in May and early June, and Summer Session courses from late June through July. Some courses, especially the biblical languages, run into the month of August.

Summer Term courses vary: one-week courses are normally 1 or 2 credit hours, two-week courses are 2 or 3 credit hours, three-week courses are 3 credit hours (6 credits of Hebrew or Greek may also be taken in the Summer).

## COURSE LOAD

If you are taking courses for academic credit, you may expect to invest a minimum of 45 hours of work into a course for each credit hour. Where applicable, this includes class lectures, assigned reading, papers, assignments, and exams.

In any given term, a full load of academic work is considered to be 12 credit hours. While some students do take more than 12 credits per term, this is a significant amount of academic work; therefore, we encourage you, where possible, to spread your studies out over Regent's academic year (Fall, Winter, and Summer Terms), particularly if

you wish to earn 30 credit hours per year. If English is a second language for you, you are encouraged to take no more than 9 credit hours in your first term.

For important information relating to the offering of courses at Regent College, see the [General Course Information page](#).

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## FULL-TIME STATUS

For most purposes, full-time study is defined as 9 credit hours per term, or 18 credit hours per academic year (September to August).

You should be aware of specific criteria that apply if:

- You are applying for financial aid--whether a [Canadian student loan](#), a [US student loan](#), or a [Regent College bursary or scholarship](#)
- You have a [study permit](#) and you want to work in Canada
- You are applying for one of Regent College's [tuition discounts](#)
- You are wanting to receive a [T2202A form](#) for income tax purposes.

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## STYLE GUIDE AND PAPER FORMATS

The standard style used at Regent College is modified Chicago Manual of Style as outlined in Kate L. Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*, current ed. (Chicago: University of Chicago Press, 1996). You must follow this style unless your professor specifically directs you otherwise.

**Download the [Guide to Paper Formats](#)**

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## GUIDED STUDY

A guided study is a course in which you are able to focus on an issue of your particular interest under the guidance of one of the regular full-time faculty of Regent College. Only students who are admitted to Regent College are permitted to take a guided study. Furthermore, you are limited to a maximum of one guided study per term for a total of:

Total Guided Studies Permitted by Program

GradDipCS	2
MA Theo Studies	3
MDiv	4
ThM	1

Guided studies may be taken for 1, 2, or 3 credit hours depending on the amount of work involved (1 credit for each 45 hours of work).

Guided studies are subject to the availability of a faculty supervisor, are subject to the same academic guidelines as other regular courses, and are not offered in place of regularly offered courses.

If you wish to take a guided study, you must, in consultation with a faculty supervisor, complete a [Guided Study Contract](#) and submit it to the Student Services Office with your registration form or course change form at the beginning of a Fall or Winter Term.

Guided studies are not normally offered in the Summer Term (note that if you are permitted to take a guided study in the Summer, you may be liable to the U-Pass fee throughout the Summer). Guided studies must be completed within the Fall or Winter Term in which they are registered. Note that only a general title will appear on your transcript (e.g., Guided Study: Applied Theology).

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## EXTENSIONS FOR ASSIGNMENTS

Assignment deadlines can usually be found in your course syllabus. These deadlines are considered to be part of the course requirements. Due to the additional workload and inconvenience for faculty to have to grade late papers, and due to the College's intention to be fair to students who submit their work on time, we will consider extensions only in exceptional circumstances. You should take serious consideration of this when planning your course load.

Download the [Course Extension Application](#).

### Grounds for an Extension

Extensions for course work are granted only in cases where the student demonstrates there was an unforeseeable and unavoidable emergency. Emergencies considered to be grounds for an extension typically include:

- personal sickness or injury which prevents one from working
- sickness, injury or death which requires the student's attention
- emotional or psychological crisis for which the student has sought professional help
- unexpected increase in job responsibilities

By contrast, the following will not normally be considered grounds for an extension: church work, providing hospitality, vacations, relocating, difficult living situations, failure to anticipate the amount of work involved in a course, confusion over the nature of the assignments, computer problems (it is your responsibility to keep files backed up), lost assignments, lack of proficiency in English. If you have a permanent disability requiring an accommodation, contact the [Access and Diversity Office](#) on the UBC campus.

### Application Process

Please read the following carefully: Failure to follow extension policy instructions will normally result in a grade of F being assigned to the course. Note that the grading of assignments submitted on extension may take longer than usual.

#### **For Fall and Winter courses offered on the Vancouver campus:**

For assignments due within the term (i.e., prior to the last day of final exams), assuming you have legitimate grounds as defined above, extensions may be granted at the discretion of your instructor. When requesting an extension, you may also present supporting documentation (e.g., a note from someone whose care or supervision you have been under).

- For an extension with a deadline up to 7 days after the end of the term, you must appeal to your instructor.
- If your condition is such that you need to appeal for a further extension beyond that deadline and up to 30 days after the end of the term, you may submit a Course Extension Application through REGIS by no later than the extension deadline given by your instructor. You must also provide evidence, either to Reception (e.g., a signed note) or by email to [Academic Advising](#) (e.g., an email exchange), that your instructor granted you the prior extension.



**For Spring and Summer Session courses offered on the Vancouver campus:**

Assignments are typically due 45 days after the last class, although some may be due earlier (see your course syllabus). If you require an extension beyond the assignment deadline: (i) complete a Course Extension Application form through REGIS by that deadline, and (ii) pay a \$25 fee. Note that your assignments may be graded by someone other than the course instructor.

**For Distance Education courses:**

Assignments are typically due 6 months after the beginning of the course, although some assignments may be due earlier (see your course syllabus). For assignments due prior to the 6-month deadline, assuming you have legitimate grounds as defined above, extensions may be granted at the discretion of your instructor. If you require an extension beyond the 6-month deadline, complete a Course Extension Application form through REGIS by that deadline.

**Notification: You should receive e-mail notification from the Student Services Office within 5 business days of submitting your application form. If an extension is granted, the e-mail will include instructions on how and when to submit your assignments.**

## Submission of Assignments

For extensions granted by the course instructor, submit your assignment(s) directly to him/her via Reception. For all other extensions, attach the Extension Submission Form (which you will receive from Student Services) and submit or post your assignment(s) to the Student Services Office, or email it/them to [Academic Advising](#), by the assigned deadline. Assignments granted by the Student Services Office or the Academic Standards Committee must not be submitted directly to the professor or the TA. Failure to submit assignments by the assigned deadline will normally result in an assignment grade reduction of 1/3 of a letter grade per day late.

## Extraordinary Situations

In a situation where the crisis you are facing continues beyond the extension granted by the Student Services Office, you may appeal for a further extension to the Academic Standards Committee. In order to do so, write a letter of appeal and submit it, along with supporting documentation, to [Academic Advising](#). The decision of the Academic Standards Committee shall be final. Note that the Academic Standards Committee does not normally grant an extension for more than four months beyond the original submission deadline.

If it is not possible for you to complete the course, you may apply (through the same email address) for a Withdrawal from the course (a grade of W on the transcript). The latter type of appeal is normally accompanied by a letter of support from someone whose care or supervision you have been under (e.g., doctor, professional counselor). Note that a W ("Withdrawal") on your transcript would not affect your GPA, whereas an F ("Failure") would adversely affect it.

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## WITHDRAWAL POLICY

Students who undergo extreme hardship that was not of their causing, was beyond their ability to control, and prevented them from completing course requirements even given an extension, may appeal to the Senior Academic Administrator for a Withdrawal from the course. This would normally be accompanied by a letter from a professional supporting your appeal (e.g., your doctor). If granted, a grade of W will be recorded on your transcript; this does not affect the GPA.

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## COURSE RETAKE POLICY

You may retake a course—subject to regular registration restrictions and limitations—in an effort to achieve a higher grade. This involves registering and paying tuition for the course a second time. Both courses will appear on the transcript in the terms they were taken; however, credit will not be granted more than once, and the best grade achieved will be retained. Only one retake will be permitted per course. Comprehensive exams may be retaken only once; you will be assessed a comprehensive exam retake fee. Retaking a course often requires a manual adjustment to the student transcript; so, when you have received the grade for a retaken course, please inform the [Student Services Office](#).

## **AEGROTAT POLICY**

The grade designation AG (Aegrotat) is granted when, for reasons of serious illness or other extraordinary circumstances outside your control, you are unable to complete a course. Application for consideration must be made to the Academic Standards Committee within one week of the end of the course. A favourable evaluation may be given where the circumstance is beyond doubt, where you have an otherwise excellent record of completion, and where neither further assessment (e.g., a deferred exam) nor extension of time are considered feasible (e.g., you are in the final term of a program of study). The Committee will determine whether the course should be awarded an AG (passing but without grade point) or a grade calculated on the basis of work already completed for the course. If your application is denied, you will be given a grade based on the work you submitted in the course.

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## TRANSFER CREDITS AND EXEMPTIONS

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If you've already completed theological studies at a graduate school that is accredited by a nationally-recognized body (i.e., equivalent to the Association of Theological Schools in the United States and Canada), you may be granted transfer credit for that work.

Such credit will be given only for courses considered relevant to Regent's programs and of equivalent academic standard. Credit will not normally be granted for courses that are not theological in nature or have not been taught from a theological perspective.

The maximum amount of transfer credit varies according to each program:

GradDipCS	6 credits
MA Theo Studies	30 credits
MDiv	45 credits
ThM	0 credits

A minimum grade of B (or a Pass in a Pass/Fail course) is required for courses to be considered for transfer.

Since credits may be defined differently at different institutions, transfer credits from some institutions will be subject to a ratio to make them equal to credits taken at Regent. Transfer credit from non-accredited institutions is not normally given. Under no circumstances will transfer credit be awarded for work or life experience.

If you can show that a particular undergraduate course from an accredited institution has special relevance to your program at Regent, you may be granted transfer credit at a 3:2 ratio, provided you earned at least a B+ in it and provided the course was not used to satisfy the requirements of your undergraduate degree. First or second year undergraduate level courses will not normally be considered for transfer, with the exception of courses in biblical Hebrew or Greek which may be transferred at full credit value.

If you intend to transfer credits from another institution, you must plan carefully to ensure that you meet the Residency Requirement.

You must direct your transfer credit request to the Academic Advisor & Administrator. In addition to supplying an official transcript to Regent College, you may also be asked to provide a college catalogue or course syllabus that describes the course(s) you have taken.

You may also request exemption from specific required courses at Regent on the basis of undergraduate work you did at an accredited institution, whether it was part of your undergraduate degree or not. A minimum grade of B+ is required for exemption consideration. Exemption, however, does not entail transfer of credit; therefore, you must take other (normally more advanced) courses in the same discipline in order to make up the total number of credit hours required for a diploma or a degree.

Appeals for exemptions from program requirements should be directed to the Academic Advisor & Administrator.

Requests for transfer credit and exemptions can now be made online through your REGIS student account.

# ACADEMIC INTEGRITY, PROBATION, APPEALS

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## ACADEMIC INTEGRITY

All students at Regent College are expected to practise uncompromised integrity in all academic matters. The fact that Regent is a Christian college makes vigilance in this area all the more imperative. Consequently, academic offences shall not be tolerated.

### Academic Offences

Academic offences that are subject to penalty include, but are not limited to, the following:

1. **Plagiarism:** Plagiarism is an academic offence in which someone presents, in whole or in part, the work of another person as his or her own work. Academic work properly involves the examination, critical evaluation, and utilization of contributions of other people. However, whenever someone uses the contributions of others in an academic setting, he or she must acknowledge the author of those contributions through footnotes or other acceptable referencing practices. Failure to do so constitutes plagiarism. Plagiarism can occur in written work (e.g., failure to acknowledge the use of other people's words and ideas) and in non-written work (e.g., failure to acknowledge the use of other people's images or creations in a work of art, or of other people's words in an oral presentation).
2. **Cheating:** Cheating is an academic offence involving the failure to follow the instructions pertaining to the conditions for writing an assignment or examination, or falsifying material subject to academic evaluation. Cheating includes, but is not limited to, copying work from another person or text, using unauthorized materials or equipment in an examination, obtaining examinations or similar materials by improper means, and impersonating another student or submitting work under another student's name.
3. **Duplicating Assignments:** It is an academic offence to submit the same, or substantially the same, essay, presentation, or assignment in more than one course, whether the earlier presentation was at Regent College or at another institution, unless prior approval has been obtained.
4. **False Representation:** Making false representation by submitting false records or information, whether in writing or orally, by falsifying or submitting false documents (including, but not limited to, the following: transcripts, letters of reference, financial aid documents), or by failing to submit required records or information, is an academic offence.

### Penalties

The assessment of penalties for academic offences is at the discretion of the Academic Standards Committee; recommendations for suspension shall be referred to the Senate. Where the Committee determines that a student's behaviour does warrant discipline, it may impose one or more of the following penalties:

1. A reduced grade, including a grade of zero or Fail, on the assignment, test, or exam in question.
2. A reduced grade, including a grade of Fail, on the course in question.
3. A notation to be placed on the student's transcript stating that the student has committed an academic offence and indicating the penalty imposed.
4. Suspension or cancellation of any bursaries, scholarships, or other forms of financial aid.
5. Suspension from the College, whether for a specified period of time, an indefinite period of time, or permanently (i.e., expulsion).
6. Rejection of admission to a program or to the College.

Consideration of the severity of the offence shall be given in determining the appropriate penalty. Under normal circumstances, however, the penalties shall be as follows:

1. In cases of plagiarism or cheating, the penalty for the first offence shall be failure of the course; the penalty for a subsequent offence shall be failure of the course and suspension from the College.
2. In the case of duplicating assignments, the penalty for the first offence shall be a full letter grade reduction in the course and the student shall be required to re-write and submit the assignment in acceptable form; the penalty for a second offence shall be failure of the course and suspension from the College.
3. In the case of false representation in the context of an application for admission, the penalty shall be rejection of admission to the College; in the case of false representation in the context of a course, the penalty shall be failure of the course and suspension from the College.

In all cases of academic offence, a notice shall be placed in the student's file. In the case of suspension, a notation of the penalty shall be entered on the student's record, which shall appear on his or her academic transcript. After at least two years following the termination of the suspension, the student may appeal to the Academic Standards Committee to have this notation removed. Students shall not receive credit for courses taken at another institution while on suspension.

## **Process**

All work submitted by students may be reviewed, by whatever means seem appropriate, to ensure that an academic offence has not been committed. These means may include, but are not limited to, using one or more software and/or internet-based service to verify the authenticity and originality of students' work. Professors who suspect that a student has committed an academic offence must report their suspicions to the Senior Academic Administrator, with supporting evidence.

Upon receipt of a report from a professor of an alleged academic offence, the Senior Academic Administrator shall refer the matter, along with supporting evidence provided by the professor, to the Academic Standards Committee. The student shall also be invited to respond, in writing, to the allegations being raised against him or her. The student shall be given a minimum of fourteen days to provide a written defense before the Academic Standards Committee meets. The Academic Standards Committee shall consider the evidence provided by the professor and the defense provided by the student (if any), and any other information that may be relevant to the case, in determining whether or not an academic offence has been committed, and, if so, what the appropriate penalty shall be, with reference to the penalties outlined above. Where the penalty is suspension from the College, the Academic Standards Committee shall make recommendation to the Senate and the Senate shall make the final decision regarding the penalty.

The student has the right to appeal, in writing, to the Senate the decision or recommendation of the Academic Standards Committee regarding a penalty against him or her. Letters of appeal must be submitted to the Academic Dean within thirty days of the decision of the Academic Standards Committee, failing which, no appeal shall be entertained by the Senate. The Senate shall consider whatever information has been provided by the Academic Standards Committee and by the student, and any other information that may be relevant to the case, in deciding whether to uphold the recommendation of the Academic Standards Committee, to impose a different penalty, or not to impose a penalty at all. All decisions of the Senate are final.

## **ACADEMIC PROBATION**

The purpose of the probation policy is to alert students, where applicable, to the fact that they are not succeeding academically and to impress upon them the importance of giving serious attention to their academic performance in order to continue their studies. The policy also provides a mechanism for preventing students who are not likely to succeed from continuing their studies.

## **Criteria for Probation**

Students admitted to Regent College are expected to maintain a grade point average (GPA) high enough to graduate. Students admitted to a program must maintain the minimum graduation GPA for that program (see [Graduation Requirements and Procedures](#)). In addition, students admitted with Special Student status must maintain the minimum graduation GPA for the GradDipCS program over the first 30 credit hours, but must maintain the minimum GPA for the MA Theo Studies program in order to go beyond 30 credit hours. Students who have a GPA below the minimum level shall be placed on academic probation.

## **Process for Students on Probation**

Students who have been placed on probation for having a low GPA shall be required to develop a plan for academic recovery and to submit it to the Student Services Office. The plan should address what steps the student will take over the following year (e.g., retaking courses, reducing one's academic load, curtailing outside activities, changing one's program) in order to restore one's GPA to the level required for graduation. Students on probation are encouraged to meet with the Academic Advisor and/or with the Dean of Students to discuss ways of improving their academic performance.

Students shall be removed from probation whenever their GPA is sufficient to meet the graduation requirement for their current program.

Note: Students on probation are not eligible for financial aid from the College, and may not be eligible for Canadian or American student loans.

## Action to be Taken at the End of Probation Year

While the College wants all students to succeed academically and so to complete their programs, remaining on probation for an entire year shall be considered sufficient grounds for requiring a student to discontinue his or her studies.

The Academic Standards Committee shall meet to discuss the academic prospect of students who remain on probation for one year or more. In such a situation, the student shall be invited to write a letter of explanation to the Committee before it meets. The Committee will take into consideration all aspects of a student's performance and circumstances and, in its best judgment, will decide whether or not he or she is likely to succeed academically. In cases where the Committee allows a student to continue, it may stipulate whatever conditions it believes are appropriate in order to help the student to succeed academically.

In cases where the Committee decides to prevent the student from registering for further courses, an indication that the student is not in good standing shall be made on the student's academic transcript. Probationary status, however, shall not be indicated on the transcript.

## Appeal Process

Where the Academic Standards Committee has decided not to allow a student to continue to register for courses, the student may appeal in writing, within 60 days of the decision of the Committee, to the Senate of the College. The decision of the Senate shall be final. Students shall not be permitted to register for or take courses at Regent while an appeal is in process.

## APPEALS

Students who feel aggrieved regarding a decision relative to their academic program (e.g., admission to a degree, a ruling regarding an academic requirement or policy) may appeal the decision. The general appeal process is as follows:

1. The appeal would normally be made, in the first instance, to the person or committee responsible for the contested decision.
2. Where the student is not satisfied that the appeal has been fairly heard or considered, or where he or she wishes to appeal for an exception to College policy, a further appeal may be made:
  - In the case of an admissions matter, appeal should be directed to the Admissions Committee, which meets regularly throughout the year.
  - In the case of a ruling regarding an academic requirement or policy, appeal should be made to the Academic Standards Committee. For specific information on the appeal process for the following, see the relevant section in this Catalogue:
    - Course Extensions
    - Final Project Extension
    - Academic Probation
    - Academic Offences
  - In a case involving an exception to Registration procedures or payment refunds, appeal should be made to the Director of Enrollment Services.
  - In a case involving a question concerning financial aid, appeal can be made to the Financial Aid Committee.

## SUBMISSION DEADLINES FOR ACADEMIC STANDARDS COMMITTEE

Letters appealing for an exception to Regent's academic policies or requirements should be written to the Academic Standards Committee and submitted to the Academic Advisor & Administrator. The deadline for submission of appeals is two weeks prior to a meeting.

<b>TERM</b>	<b>SUBMISSION DEADLINE</b>	<b>COMMITTEE DATE</b>
Fall 2017	August 08 September 6 October 4 November 22	August 30 September 20 October 18 December 6
Winter 2018	January 2 January 23 February 22 April 11	January 10 February 7 March 7 April 25
Spring 2018	May 9 June 6	May 23 June 20

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# FINAL PROJECTS

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## FINAL PROJECTS

All students in the MA Theo Studies and ThM programs must complete some type of final project in order to graduate.

MA Theo Studies students, depending on the concentration, have a choice of:

- a comprehensive examination/paper
- an integrative exam
- a thesis
- an integrative project
- an integrative project in the arts and theology

ThM students have a choice of:

- a thesis
- a major paper

MDiv students do not need to complete a final project. Instead, their program includes a supervised ministry component and additional course work.

## FINAL PROJECT DETAILS:

### Comprehensive exam (3 credits)

The comprehensive examination tests the breadth of your knowledge within a concentration. The exam includes a written component, and, if required by your examining professor, an oral component.

#### PREPARATION

You prepare by reading a representative selection of material (normally between 3,000 and 4,000 pages) chosen by your concentration coordinator.

#### WHAT TO EXPECT

The written examination is normally three or four hours long, and focuses on specific questions taken from topics related to the reading list. The oral examination, if required, will be more general within the field of interest and will provide the opportunity to amplify what has been tested in the written examination.

#### GRADING

The final grade will be determined by your performance in the written, and if required, oral exam. The oral exam will not detract from the grade achieved in the written part, but may enhance it. The passing grade for the comprehensive exam is B-.

#### HOW TO REGISTER

- Meet with your concentration coordinator to arrange for a member of faculty to serve as your supervisor.
- Complete the and have it signed by your supervisor.
- Submit together at Reception: Final Project Form signed by your supervisor, regular Registration/Course Change form & payment of tuition and fees

#### UPCOMING DEADLINES

- **September 22, 2017:** deadline to register for a comprehensive exam/paper for Fall 2017.
- **January 19, 2018:** deadline to register for a comprehensive exam/paper for Winter 2018.



#### UPCOMING EXAM DATES

- **November 14–17 & November 27–December 1, 2017** for Fall Term.
- **March 19–23 & April 2–6, 2018** for Winter Term.

The Academic Secretary will notify you of the precise date and time of your written exam shortly after the registration deadline stated above, but you will need to consult with your supervisor to arrange an oral exam if it is required.

\*You are required to take the comprehensive exam in the term in which you register for it.

### Comprehensive paper (3 credits)

Upon special approval of your supervisor, the exam may take the form of a major paper. As this is an alternative within the comprehensive exam track, similar policies apply. You should be aware that this option will probably consume more time than the exam option.

#### PREPARATION

The paper will be based on the same reading list as the exam.

#### WHAT TO EXPECT

The paper should be approximately 10,000 words (40 pages) and should demonstrate comprehensive knowledge of all the material on the reading list.

#### GRADING

The faculty supervisor will select a second reader for the paper. Each of them will grade the paper and together, they may conduct an oral exam that will cover both the paper and the reading. The final grade will be determined by your performance in both the paper and the oral exam. The oral exam will not detract from the grade achieved in the paper, but may enhance it. The passing grade for a comprehensive paper is B-.

#### HOW TO REGISTER

- Meet with your concentration coordinator to arrange for a member of faculty to serve as your supervisor.
- Complete the and have it signed by your supervisor.
- Submit together at Reception: Final Project Form signed by your supervisor, regular Registration/Course Change form & payment of tuition and fees

#### UPCOMING DEADLINES

- **September 22, 2017:** deadline to register for a comprehensive exam/paper for Fall 2017.
- **January 19, 2018:** deadline to register for a comprehensive exam/paper for Winter 2018.

\*Your submission deadline is the last day of the term in which you register. If that is a Winter term and you are planning to graduate at the end of that term, confer with your supervisor to see whether he or she needs you to submit by an earlier date in order to allow sufficient time for grading.

### Integrative exam (3 credits)

The integrative examination is the final project for students in the Christian Studies track of the MA Theological Studies program. It is designed so that you can demonstrate an integrated Christian mind: a world-and-life-view that will structure your piety and practice. To this end, it emphasizes general frameworks of analysis the theologically based response.

#### PREPARATION

You prepare by reading a broad selection of material (normally between 3,000 and 4,000 pages) chosen by the Christian Studies coordinator.

#### WHAT TO EXPECT

The examination will include questions arising from the readings. You have the choice of sitting for a three-hour exam or writing a one-week take-home exam. The take-home exam will require 3,500–3,800 words, must be written on a computer, and must be in proper *Chicago Manual of Style* format. The three-hour exam may be written on a computer. An oral exam, if required, will provide you an opportunity to amplify your responses and to explore issues more broadly.

## GRADING

The final grade will be determined by your performance in the written, and if required, oral exam. The oral exam will not detract from the grade achieved in the written part, but may enhance it. The passing grade for the integrative exam is B-.

## HOW TO REGISTER

- Meet with the Christian Studies Coordinator.
- Complete the and have it signed by your supervisor.
- Submit together at Reception: Final Project Form signed by your supervisor, regular Registration/Course Change form & payment of tuition and fees

## UPCOMING DEADLINES

- **September 22, 2017:** deadline to register for an integrative exam for Fall 2017.
- **January 19, 2018:** deadline to register for an integrative exam for Winter 2018.

## UPCOMING EXAM DATES

- **November 14–17 & November 27–December 1, 2017** for Fall Term.
- **March 19–23 & April 2–6, 2018** for Winter Term.

The Academic Secretary will notify you of the precise date and time of your exam shortly after the registration deadline stated above, but you will need to consult with your supervisor to arrange an oral exam if it is required.

\*You are required to take the integrative exam in the term in which you register for it.

## ThM Major Paper (3 credits)

As an option to writing a thesis in the ThM program, you may write a Major Paper. See program details on the [Master of Theology program page](#).

### WHAT TO EXPECT

The ThM Major Paper is to be between 7,500 and 10,000 words in length.

## GRADING

The faculty supervisor will select a second reader for the paper. Each of them will grade the paper and together, they may conduct an oral exam that will cover both the paper and the reading. The final grade will be determined by your performance in both the paper and the oral exam. The oral exam will not detract from the grade achieved in the paper, but may enhance it. The passing grade for a major paper is B-.

## HOW TO REGISTER

- Meet with a member of faculty to serve as your supervisor.
- Complete the and have it signed by your supervisor.
- Submit together to Reception: Final Project Form signed by your supervisor, regular Registration/Course Change Form & payment of tuition and fees

## UPCOMING DEADLINES

- **September 22, 2017:** deadline to register for a ThM major paper for Fall 2017.
- **January 19, 2018:** deadline to register for a ThM major paper for Winter 2018.

\*Your submission deadline is the last day of the term in which you register. If that is a Winter term and you are planning to graduate at the end of that term, confer with your supervisor to see whether he or she needs you to submit by an earlier date in order to allow sufficient time for grading.

## Thesis (12 credits)

The thesis is a substantial piece of independent research on a specific, focused subject, involving both critical analysis and theological reflection.

For further details, see the [Thesis Guidelines](#) .

## WHAT TO EXPECT

The thesis is normally between 30,000 and 45,000 words (including footnotes, but excluding the bibliography). The thesis requires considerable vigour and time; few students are able to complete a thesis in one term. It is ideal for students whose specific area of interest is highly defined. You must have a GPA of at least 3.5 before being approved to write a thesis.

## GRADING

The final grade will be determined by the supervisor and the second reader, chosen by the Thesis Proposal Approval Committee. The passing grade for an MA or ThM thesis is B; however, the ThM thesis will be graded at an advanced level (i.e. it will be more difficult to get a B on the ThM thesis than an MA thesis).

## HOW TO REGISTER

- Register for and attend the non-credit Thesis Orientation Seminar GENR 301 offered each Fall and Winter term (mandatory for thesis students).
- **Required:** Read the Thesis Guidelines.
- Approach a member of faculty to serve as your thesis supervisor. The College will endeavor to facilitate thesis supervision in the area of choice; however, admission to the program does not guarantee this.
- Have your supervisor sign your thesis proposal. You also need to print your grade report to show that you have a GPA of at least 3.5. You can access your grade report from within REGIS under the academic heading. Scan the proposal and grade report and submit them to the Thesis Proposal Approval Committee at [TPAC@regent-college.edu](mailto:TPAC@regent-college.edu) (see deadlines below). The Committee may accept the proposal as it stands, reject the proposal, or make recommendations for revision.
- Complete the and have it signed by your supervisor.
- Submit the Final Project Form signed by your supervisor, a regular Registration/Course Change form, to Reception and pay the tuition and fees. Do this either by the end of the term that the proposal is approved, or at the beginning of the subsequent term.
- Registration for the thesis may be done in the Fall, Winter, or Summer Term, and may be split over two consecutive terms. If the thesis registration is split over two terms, you do not need to submit a registration form for the final 6 credits; you will automatically be registered and charged for the credits at the beginning of the subsequent term (including Summer), and you must pay the fees by the tuition payment due date of that term.

### Thesis Proposal Approval Committee Deadlines:

TERM	SUBMISSION DEADLINE	COMMITTEE DATE
Fall 2017	September 7 October 12 November 22	September 21 October 26 December 6
Winter 2018	January 17 February 21 March 28	January 31 March 7 April 11

## UPCOMING DEADLINES

- **December 12, 2017:** deadline to register for a thesis for Fall 2017.
- **January 31, 2018:** deadline to submit your thesis to your supervisor for grading.
- **January 31, 2018:** deadline to apply for graduation without incurring a late fee.
- **April 13, 2018:** deadline to register for a thesis for Winter 2018.

If you plan to graduate on April 30, 2018, note that you must submit three bound copies of your thesis to Reception by April 24. See the Thesis Guidelines for the binding procedure.

## COMPLETION TIMELINE

Beginning from September 1 following the registration of the thesis, you have a maximum of three years to complete the thesis. If you do not complete within three years, you must appeal in writing to the Academic Standards Committee for permission to continue. Your appeal must include:

- a description of the progress you have made
- an explanation of why you did not complete your thesis
- a proposed date for completion
- a letter of support from your supervisor

Extensions are by no means guaranteed.

You can find the **refund schedule for dropping a thesis** [here](#).

## **Integrative Project in the Arts and Theology (IPIAT) (6 or 12 credits)**

The integrative project in the arts and theology (IPIAT) provides an opportunity for students who have experience in the arts to create and present an original work of art (e.g., a novel, paintings, the writing and performance of music or a play) and to reflect on it theologically. This option is offered solely to students completing a concentration in Christianity and the Arts, and may be taken for either 6 or 12 credit hours depending on the size of the project.

For further details, see the [IPIAT Guidelines](#).

### **WHAT TO EXPECT**

In addition to presenting an original work of art, you will complete a critical essay of 20 to 30 pages engaging in theological and aesthetic reflection on the medium and tradition in which the integrative project in the arts and theology is done. The IPIAT is primarily intended for people who have already achieved significant competency in their chosen art field. You will need to present a portfolio of work for adjudication as part of the proposal process. The level of completed work is expected to be publishable, acceptable for juried exhibit, or ready for performance. If you are at a more exploratory stage with regard to your chosen medium or genre, you may be required to take some courses through UBC, or art schools or community colleges outside your Regent program. You must have a GPA of at least 3.3 before being approved to do an IPIAT.

### **GRADING**

The passing grade for the integrative project in the arts and theology is B.

### **HOW TO REGISTER**

- Register for and attend the non-credit IPIAT Orientation [GENR 313](#) offered every Fall and Winter Term.
- Take [INDS 560](#) The Christian Imagination, normally offered in the Winter Term.
- Take [INDS 785](#) The Vocation of the Artist seminar, normally offered in the Fall Term. As a prerequisite for the seminar, you need to present a portfolio of your work and a cv showing other relevant training, performance, or publishing in that art form, to one of the seminar instructors to obtain permission to take the course.
- Approach a member of faculty to supervise your project. While the College will endeavour to facilitate supervision in the area and art form of your choosing, admission to the MA Theo Studies program does not guarantee this.
- Submit a proposal to the Arts Advisory Committee (see deadlines below). The Committee may accept the proposal as it stands, reject the proposal, or make recommendations for revision.
- Read the [IPIAT Guidelines](#).
- Complete an and have it signed by your supervisor.
- Submit together to Reception: Final Project Form signed by your supervisor, regular Registration/Course Change Registration form & payment of tuition and fees. Do this either in the term that your proposal is approved, or by the beginning of the following term.

### **Arts Advisory Committee Deadlines:**

<b>TERM</b>	<b>SUBMISSION DEADLINE</b>	<b>COMMITTEE DATE</b>
Fall 2017	September 20 November 16	October 4 November 30
Winter 2018	January 24 March 28	February 7 April 11

## UPCOMING DEADLINES

- **December 12, 2017:** Deadline to register for an IPIAT for Fall 2017.
- **April 13, 2018:** Deadline to register for an IPIAT for Winter 2018.

If you plan to graduate on April 30, 2018, you must present your IPIAT by these deadlines:

- **April 6, 2018:** Deadline for public presentation of IPIAT. The paper must be submitted to the supervisor and second reader for grading ten days prior to the public presentation.
- **April 23, 2018:** Final copy of paper and record of IPIAT presentation submitted to the Arts Administrator, complete with title page and [IPIAT Checklist](#).

## COMPLETION TIMELINE

Beginning from September 1 following the registration for the IPIAT, you have a maximum of three years to complete your project. If you do not complete within three years, you must appeal in writing to the Academic Standards Committee for permission to continue. Your appeal must include:

- a description of the progress you have made
- an explanation of why you did not complete your project
- a proposed date for completion
- a letter of support from your supervisor

Extensions are by no means guaranteed.

You can find the **refund schedule for dropping an IPIAT** [here](#).

## Integrative Project (6 credits)

The integrative project is an alternative final project available in MA in Theological Studies in the following concentrations: Marketplace Theology, Interdisciplinary Studies, World Christianity, and Applied Theology concentrations. It provides you an opportunity to complete your studies at Regent with a project that blends theological reflection with creative expression. It embodies the idea that Christian mission involves not only the witness of one's life and the proclamation of faith but also the generation of cultural goods that in their truth, beauty, and goodness function as signs and foretastes of the kingdom of God.

The integrative project allows those with competence and experience in a given field to create and communicate something recognizably part of that field (e.g., a business presentation, a policy paper, a curriculum, a preaching series, a healthcare protocol, a mission project, an organizational strategy, a public speech, a financial product, a newspaper article, a non-fiction book, a training program, etc.) and to reflect on it theologically.

## WHAT TO EXPECT

You must communicate, in a manner appropriate to the subject matter, at a level that is excellent within the relevant field. This means the project must be at least potentially publishable, ready for presentation to clients, or investors, or the public, or an audience of professional peers. In addition to communicating the project in a final form, you must submit any additional explanatory material plus a critical essay of 20 to 30 pages engaging in theological and cultural reflection on the genre and the cultural and theological context in which the project is done. If you have not yet acquired significant competence or experience in your chosen field, you may elect to complete your degree at Regent with a different final project (e.g., a comprehensive exam or a thesis), or you may choose to improve your competence by taking courses in the subject elsewhere (e.g., through UBC), outside of your Regent program.

In order to do an integrative project, you must first be admitted to either the MA Theological Studies program, and you must have a Grade Point Average (GPA) of at least 3.3.

Read the [Integrative Project Guidelines](#) for more information.

## GRADING

The passing grade for the integrative project is B.

#### HOW TO REGISTER

- Read the [Integrative Project Guidelines](#).
- Approach a member of faculty to discuss the possibility of them supervising your project. As part of this discussion, you should share a recent copy of your transcript or grade report to show (i) what courses you have taken, (ii) that you have been admitted to the MA Theo Studies program, and (iii) that you have at least a 3.3 GPA.
- Prepare a written proposal to be approved by your supervisor.
- Submit to Reception a [Final Project Form](#) signed by your supervisor, a regular Registration/Course Change Form and payment for the course. You will register for all 6 credits of the integrative project in one term. The tuition will be payable either by the Payment Deadline for the term (i.e., the Friday before the beginning of classes), or at the time of registration, whichever is later.

#### UPCOMING DEADLINES

- **December 12, 2017:** deadline to register for an integrative project for Fall 2017.
- **April 13, 2018:** deadline to register for an integrative project for Winter 2018.

#### COMPLETION TIMELINE

Beginning from September 1 following the registration for the integrative project, you have a maximum of three years to complete your project. If you do not complete within three years, you must appeal in writing to the Academic Standards Committee for permission to continue. Your appeal must include:

- a description of the progress you have made
- an explanation of why you did not complete your project within the time limit
- a schedule for how you plan to complete, together with a proposed date for completion
- a letter of support from your supervisor

Extensions are by no means guaranteed.

You can find the [refund schedule for dropping an integrative project](#) [here](#).

# GRADUATION

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## GRADUATION

**Finally, it's your turn! Congratulations! We can't wait to celebrate with you as you walk across the stage. Here's everything you need to know about graduation requirements, Convocation, and other events that will help you with the transition from student to graduate.**

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## APPLY TO GRADUATE ONLINE

The deadline to apply to graduate on April 30, 2018 is **January 31, 2018**.

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## GRADUATION REQUIREMENTS AND PROCEDURES

In order to graduate, you must:

- Submit an online application for graduation by the end of January in the year you wish to graduate.
- Submit the graduation application fee along with the application.
- Settle all financial obligations with the College, including any amounts owing on your student account and any library fines.
- Complete all the requirements of your program outlined in the [Academic Catalogue](#).
- Attain the minimum grade point average for your respective program:

PROGRAM GRADUATION	GPA
GradDipCS	2.7
MA Theo Studies	3.0
MDiv	3.0
ThM	3.3

In determining their GPA, GradDipCS students are permitted to discount courses for which they received low grades, as long as they have successfully completed the specifically required courses for the program and have completed at least 24 credit hours with a GPA of at least 2.7. The overall GPA for Masters students, however, will always take into account grades for all courses taken.

- If you have received US student loans: complete the exit interview with the Financial Aid Officer.

You are required to complete your program according to the requirements as published when you were officially admitted into the program by the Admissions Office. If the program requirements have changed since your admission, however, you may elect to complete your program according to the newer requirements.

## GRADUATION PRIZES

Each year, at the discretion of the Senate (on the advice of the Academic Standards Committee), the following prizes are awarded at Convocation:

- The Board of Governors' Prize for Proficiency in the GradDipCS Program
- The Board of Governors' Prize for Proficiency in the MA in Theological Studies Degree Program
- The Board of Governors' Prize for Proficiency in the MDiv Degree Program
- The Board of Governors' Prize for Proficiency in the ThM Degree Program
- The Professor W. J. Martin Prize in Hebrew
- The Greek Prize
- The Old Testament Prize
- The New Testament Prize
- The Biblical Studies Prize
- The History of Christianity Prize
- The Doctrinal Theology Prize
- The Christianity and the Arts Prize
- The Marketplace Theology Prize
- The World Christianity Prize
- The Pastoral Care Prize
- The Preaching Prize
- The Spiritual Theology Prize
- The Interdisciplinary Studies Prize

In addition, the following prizes are given annually in honour of specific individuals:

- The Professor W.J. Martin Prize in Hebrew  
Awarded to a student for proficiency in Hebrew in memory of Dr. William Martin, one of the founding faculty members of Regent College.
- A Prize in Memory of Jean Sutherland  
Awarded to a student who emulates the quality of life of Jean Sutherland who contributed much to the Regent community through her love of learning (classics, archaeology) and commitment to hospitality.
- The Walter C. Wright Jr. Leadership Award  
Awarded to a student who has excelled in leadership, whether in the life of the College or in academic work, and given in honour of Dr. Walter C. Wright Jr. who served as President of Regent College from 1988 to 2000.
- The Luci Shaw Prize for Creative Writing  
Awarded to a student in honour of Luci Shaw whose work as writer, instructor, and member of the Board of Governors, has inspired much creativity at Regent College.
- The Valerie Collison Memorial Scholarship  
Awarded to a female student in memory of Valerie Collison who completed both an MCS and an MDiv at Regent, and who encouraged many with her life and spirit before dying of cancer in 1995.
- The Gordon and Violet Stackhouse Memorial Scholarship  
Awarded to a student with the top academic record in his or her first year of studies, in memory of Gordon and Violet Stackhouse who were known for their sincere love for Jesus Christ, their commitment to the kingdom of God, their lives of integrity and grace, and their expression of love through sacrificial giving.



# FEES & EXPENSES

## PAYING YOUR TUITION AND FEES

### COURSE REGISTRATION AND PAYMENT DEADLINES

Once registered in a course, you are considered to be in attendance and are responsible for tuition fees in full unless you drop the course online via REGIS or by submitting a Registration/Course Change form. You will not be automatically dropped from a course if you do not attend.

View important dates related to refunds and late payments [here](#). For an explanation of these deadlines, refer to the [Refunds and Account Adjustments page](#).

### HOW TO PAY

A registration deposit for tuition and fees must be submitted with your course registration for each term. The balance must be paid by the payment deadlines (see above). The deposit is \$150 for Fall and Winter terms, and \$80 for Summer term.

All instructions and forms relating to course registration can be found on the [Register for Courses page](#). Course registration forms include instructions on how to calculate what you owe, and where to make your payment. If you're registering online, you will receive an email confirmation with full instructions on where and how to make a payment.

### Making Payments

All tuition and fees are charged in Canadian funds. Payment can be made in the following forms:

- **Debit** (in person at reception. Note that your card may have a daily spending limit);
- **Canadian or American cheques** (note that American funds will be converted at Regent's monthly exchange rate);
- **Canadian money orders**; and
- **Canadian cash**.

The following payment options will also be available as of July 25, 2016:

- **Western Union GlobalPay** (an online option for international students who wish to pay using their home currency. Please note this type of payment may take a few days to process);
- **Interac Online** (bank debit) via [REGIS](#). (Participating Canadian banks include: TD Canada Trust, BMO, RBC and Scotiabank. Go to [Interac](#) online site for full list of participating financial institutions. Note: visa/debit combination cards do not work with Interac online. Please come to Regent reception in order to process your debit payment if you have this type of card.)

Please note that credit card payments will no longer be accepted for tuition or certain related fees beginning in the Fall 2016 term. For more information on this change, please visit our [Credit Card Payment Policy page](#).

### How can I find my balance owing?

See the Finance tab in your REGIS account.

### How can I see the details of the charges on my account?

See the Finance tab in your REGIS account.

## When will my payment appear on my REGIS account?

Online Credit Card payments should appear within 48 hours of payment.

In-person payments: Please allow 5-7 days for your payment to appear on your REGIS account.

## Can I make advance payments on my account?

Yes. You can make a payment on your account; however, it is possible only for a maximum of 6 months prior to registering for courses. If you have any further questions please email [financial.aid@regent-college.edu](mailto:financial.aid@regent-college.edu)

## How do I get a refund for an overpayment?

You can either leave the money on your account as a credit toward classes in the following academic term, or you can complete and submit a Student Account Overpayment Form. Reimbursements generally take up to four weeks to process, and will be processed according to the method of payment used.

## How can a supporter deposit money on my account?

We accept third party funding for your account, payable by credit card, debit card, cash, or cheque. You will need to provide your supporter with your name, Regent ID, and any specific financial information they may need (note that we will not provide your supporter with any information about your account without your written permission). The money will be used only for your tuition fees unless otherwise stated. If they would like the money to be used for anything other than tuition (e.g., books, living costs, etc.), they will need to send us a signed letter authorizing that usage. Please also note that we cannot issue supporters tax receipts for donations to an individual student.

## CAN MY SPOUSE, PARENT, ETC., HAVE ACCESS TO MY FINANCIAL INFORMATION?

Yes. In order to allow someone else to have access to your account information, you will need to sign a consent form authorizing us to release this information. Email [financial.aid@regent-college.edu](mailto:financial.aid@regent-college.edu) for more information.

## TUITION RATES

Tuition rates are effective from May 1 through April 30 each year. This includes both on-campus and distance education courses, both credit and audit rates. Courses that begin after May 1 will be subject to the tuition rates for the following year, even if you register for a course prior to May. Details regarding the costs of tuition and other fees can be found in the Admissions and Finance section.

## TUITION DISCOUNTS

We offer a number of tuition benefits for students and their spouses. Visit our tuition discounts page to see if you qualify for any of the benefits.

## STUDENT FEES

In addition to tuition, there are other Student Fees payable throughout your program. For the full table of fees, see the Costs page in the Admissions & Finance section.

In the Fall or Winter terms, these fees are charged automatically if you register for 3 or more credit hours. If you register for 3 or more audit hours, you can opt in to Student Fees when you register.

In the Summer term, if you are a returning student and you register for at least 3 audit hours (or at least 3 combined audit and credit hours) you can opt in to Student Fees. Opting in to Student Fees gives you access to the UBC Aquatic Centre and the U-Pass for all eligible months. You can opt in by submitting the U-Pass Opt-In form for the appropriate semester (see left sidebar).

## TUITION RECEIPTS FOR INCOME TAX

Tax receipts for tuition and for bursaries/scholarships will be made available for download from your REGIS account as of the last day of February for the previous year.

- Tuition tax receipt: You will be issued a T2202A (only issued if you have paid tuition the previous tax year). You will be reported as a full-time student for each term in which you registered for a minimum of 7.5 credit hours.
- Bursaries or Scholarships tax receipt: You will be issued a T4A (only issued if you have received a financial award in the previous tax year).
- If you worked as a SE/TA, you will be issued a T4 form as of the last day of February in the following year. These may be collected from the main Reception desk.

For further information on any of these forms, please contact the Director of Finance, Karen Boldt, by email: [kiboldt@regent-college.edu](mailto:kiboldt@regent-college.edu).

Note: A fee of \$5 will be charged for replacement of lost receipts.

# REFUNDS AND ACCOUNT ADJUSTMENTS

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## REFUNDS AND ACCOUNT ADJUSTMENTS

Here, you will find detailed information on policies related to refunds and student account balances.

## ACCOUNT BALANCE AND OVERPAYMENT

If there's a credit on your account—often, because you paid for a course and then dropped it—complete the [Student Account Overpayment Form](#) and submit it to Reception.

## OUTSTANDING ACCOUNTS

The College maintains an account for each student. If you have fees owing from a previous term, you will be unable to register for courses or apply for admission. You will also not be issued an official transcript nor be permitted to graduate until your outstanding fees are settled.

## ADJUSTMENT OF ACCOUNTS

In the event of an increase of course load during the term, additional charges are added at the full course fee regardless of when the course is added. If you reach 3 or more credit and/or audit hours by adding a course later in the term (e.g., thesis, comprehensive exam, Distance Education course), you will be subject to pay all student fees.

## SCHEDULE OF REFUNDS *FALL AND WINTER TERMS*

For precise deadlines, please consult the [Calendar of Important Dates](#) or the Student Contract that accompanies each registration form.

Unless otherwise indicated on the course syllabus, the deadlines to receive a refund for dropping a course, reducing the number of credit hours in a course, or changing from credit to audit follow these guidelines:

REFUND	DEADLINE
100%	Fall Term: Monday of the 2nd full week of term
75%	Fall Term: Friday of the 5th week of term
100%	Winter Term, January-April courses: Friday of the 2nd full week of classes
75%	Winter Term, January-April courses: Friday of the 5th week of classes

No further refunds are available after the 75% refund deadline. The deadline to make any of these changes, without refund, is Friday of the seventh week of the term. After this latter date, you will be said to have attempted the course and are committed to receive a grade.

Please note that the Registration Fee is non-refundable and that the Students Fees are non-refundable after the Early Registration deadline for the Fall and Winter terms.

## ***JANUARY INTENSIVE, SPRING, AND SUMMER SESSIONS***

Unless otherwise indicated on the course syllabus, the deadline to receive a refund for dropping a course, reducing the number of credit hours in a course, or changing from credit to audit follow these guidelines:

<b>COURSE LENGTH</b>	<b>REFUND</b>	<b>DEADLINE</b>
1 week	100%	Day 1
	75%	Day 2
2 weeks	100%	Day 2
	75%	Day 4
3 weeks	100%	Day 3
	75%	Day 6

No further refunds are available after the 75% refund deadline. The deadline to make any of these changes, without refund, is the last day of the class. After this latter date, you will be said to have attempted the course and are committed to receive a grade.

Please note that the Registration Fee is non-refundable.

## ***REFUNDS FOR DROPPING A THESIS, AN IPIAT, OR AN INTEGRATIVE PROJECT***

Refunds for students who have dropped a thesis, an IPIAT, or an integrative project are as follows:

<b>REFUND</b>	<b>DEADLINE</b>
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100%	if the drop is applied for within the term it was first registered
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75%	if the drop is applied for in the term immediately after the term it was first registered
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No refund will be issued after this second term. You will receive a 100% refund on your processing fee (if applicable). As of the third term after the term of initial registration, you may not drop a thesis, an IPIAT, or an integrative project and are committed to receive a grade.

## ***GENERAL NOTES***

The schedule of refunds for courses held at irregular times will be published on the course syllabus. All deadlines are 4:30 pm (Student Services Office closure) on the dates indicated. In the case of requesting a refund (e.g., due to dropping a course), please allow up to thirty days for processing.

# GLOSSARY OF FEES

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## GLOSSARY OF FEES

**This page is intended to give you an explanation of the various fees that we charge. You can view a table that summarizes these fees [here](#).**

### **ACADEMIC FEES**

#### ***APPLICATION FEE***

Students applying externally for entrance to a College program will be charged a \$60 non-refundable application fee. MA Theo Studies and MDiv students will be charged a \$25 non-refundable application fee when applying to the ThM program. Students admitted to the GradDipCS program are not charged a fee when applying to the MA Theo Studies or MDiv program.

#### ***REGISTRATION FEE***

All students must pay a \$35 non-refundable registration fee each term when registering for one or more courses in that term. When adding courses (including Distance Education courses) after registering for the term, students do not pay an additional registration fee.

#### ***LATE REGISTRATION FEE***

An additional non-refundable fee of \$50 will be charged to students who register after the published registration times and dates.

#### ***TUITION FEES***

For Fall and Winter courses, tuition is due in full on the Friday prior to the beginning of classes. For Spring and Summer session courses, the payment deadline is the first day of class. Once registered in a course, students are considered to be in attendance and are responsible for tuition fees in full unless they drop the course by notifying the Student Services Office in writing. Students are not automatically dropped from a course if they do not attend.

#### ***LATE PAYMENT FEE***

Students who have not paid their fees in full by the payment deadline will be charged a non-refundable late payment fee of \$50 plus a monthly interest charge calculated at a rate of 8.5% per annum.

#### ***COURSE DROP FEE***

A \$10 charge is assessed for each request for dropping courses as indicated on the Student Contract each term. A \$25 charge is assessed for dropping or changing a Distance Education course. No charge is assessed for adding a course.

#### ***THESIS & INTEGRATIVE PROJECT IN THE ARTS AND THEOLOGY FEES***

Thesis and IPIAT students must register for their thesis/IPIAT either by the thesis/IPIAT registration deadline of the same term in which their proposal is approved, or by the Friday before classes begin in the subsequent term; students who wish to register for their thesis/IPIAT prior to having their proposal approved should consult with the Registrar. Registration and payment for 12-credit-hour theses/IPIAT may be done all at once or divided equally over two consecutive terms. Students who choose to split credits over two consecutive terms do not need to submit a registration form for the final 6 credits; they will automatically be registered and charged for these credits at the beginning of the subsequent term.

(including Summer), and must pay the fees by the tuition payment due date of that term in order to avoid late payment charges. Students are also subject to pay for the cost of handling and binding/archiving and, in the case of theses, proofreading and microfilming. Payment for these costs is due at the time of registration.

### ***THESIS & INTEGRATIVE PROJECT IN THE ARTS AND THEOLOGY CONTINUATION FEES***

Beginning from September following the initial registration of the thesis/IPIAT, students have three years to complete their thesis/IPIAT. Students who have not completed their thesis/IPIAT by the first September after their registration will be automatically charged a yearly continuation fee (in addition to the regular registration fee) at the beginning of each Fall term until the end of their three-year time limit. Students who have not completed their thesis/IPIAT within the three-year time limit must appeal in writing to the Academic Standards Committee for permission to continue. Those granted an extension will need to pay an extended continuation fee (in addition to the regular registration fee).

## **STUDENT FEES**

All students registered for 3 or more credit hours in the Fall or Winter terms are required to pay the following Student Fees.

### ***REGENT COLLEGE STUDENT ASSOCIATION FEE***

This fee provides membership in the Regent College Student Association and which supports the work of the Student Council including representation of students in the life of the College, publication of the College newsletter (the Et Cetera) and the College Directory, provision of computers in the library for student use, and organization of many social activities throughout the year.

### ***FALL RETREAT FEE***

This fee subsidizes the annual Fall Retreat.

### ***AMS FEE***

The AMS Fee provides students membership in the Alma Mater Society (AMS) of the University of British Columbia and gives them access to UBC libraries, sports facilities, student discounts, as well as links to UBC clubs and political processes.

### ***U-PASS FEE***

The U-Pass Fee provides students membership in the U-Pass BC program, giving them transit privileges (TransLink buses, the SkyTrain, and the SeaBus) within the Greater Vancouver Regional District (GVRD). This fee is mandatory for all students who pay the Student Association Fee regardless of where they live.

### ***HEALTH & DENTAL PLAN FEE***

This fee makes students members of the AMS Health and Dental Plan, which provides a comprehensive package of extended health, dental, vision, and travel benefits to supplement students' basic medical insurance (e.g., BC Medical Services Plan). Students may purchase additional coverage for their spouse and children by contacting the AMS Health and Dental Plan Office. Students who can show that they are already members of an extended health and dental care plan may opt out of this program through the AMS Health and Dental Plan Office.

Students taking only Distance Education courses are not subject to these fees; however, students who are taking a Distance Education course in the same term that they are taking an on-campus course will

be subject to these fees provided their total credit/audit hours are 3 or more. Furthermore, students who are taking at least one on-campus course and who by adding credits during the term (e.g., by adding a Distance Education course, comprehensive exam or thesis) raise their total credit hours to 3 or more will be charged these fees regardless of when in the term they add the additional credits. Students who register for 3 or more audit hours may opt to pay these fees if they wish to take advantage of the services they provide; however, the option is either to pay all of the fees or none of them. Students who register for less than 3 credit/audit hours are not eligible to pay these fees.

## **OTHER FEES & EXPENSES**

### ***TEXTBOOKS***

Students are advised that books can constitute a major expense. If your resources are limited, you are advised to invest carefully in essential reference works that will become a permanent and valued part of your library long after you leave Regent. Please note that the John Richard Allison Library is not able to provide a sufficient number of all textbooks. Students are therefore expected to purchase the basic textbooks for each course. Textbooks may cost between \$85 and \$180 per course.

### ***RETREAT COSTS FOR SPOUSES, CHILDREN, AND PART-TIME STUDENTS***

Spouses and children of students are encouraged to attend the Fall Retreat. For further information see the Community Life section on the Living in Vancouver page. A basic accommodation charge applies. Students who do not pay the Student Association Fee must pay full accommodation charges.

### ***GRADUATION AND APPLICATION FEE***

When applying to graduate, students must pay a nonrefundable, non-transferable Graduation Application Fee. This must be paid each time a student applies for graduation.

### ***ACADEMIC HOODS***

Degree students are loaned academic hoods and gowns for Convocation. Hoods (but not gowns) are also available for purchase. GradDipCS students do not require a hood for Convocation.

### ***TRANSCRIPTS AND OFFICIAL DOCUMENTS***

Official transcripts, which may be ordered online or by submitting a paper form, cost \$5 each. Requests for copies of documents from student files cost \$5 each. You can order transcripts [here](#).

### ***GRADUATION CERTIFICATE REPLACEMENT FEE***

If you lose your graduation certificate, we can replace this for you for a service fee (see the Costs page under Admissions & Finance).

## **CREDIT CARD PAYMENT POLICY**

Beginning in the Fall 2016 term, Regent College will no longer accept credit card payments for tuition or related fees. We are not the first post-secondary institution to make this change. Many universities across Canada and the US, including local institutions such as UBC and SFU, refuse to accept tuition payments via credit cards due to the high transaction fees charged by credit card companies.

While this change is new to Regent College, it is a necessary part of our ongoing work to steward the college's financial resources effectively. We have worked to ensure that alternate payment options are available to students, including Global Pay for international students and Interac Online for those with a Canadian bank account.



Learn more about these changes below.

## Frequently Asked Questions

### **1. Can I pay my tuition and fees for the Summer 2016 term with a credit card?**

Yes. Tuition and fees relating to classes taken in the Summer 2016 term may still be paid by Visa or MasterCard.

### **2. Why is Regent College no longer accepting credit cards for tuition payment this fall?**

Regent College currently pays over \$66,000 per year in transaction fees arising from tuition payments made by credit card. This fee has grown 18% in the last two years and is unsustainable going forward.

### **3. Can't Regent negotiate a better rate with credit card companies?**

The fees Regent pays for credit card transactions are as low as they can be. Our costs have gone up because credit cards are being used much more often.

### **4. Why doesn't Regent pass the cost of using credit cards on to students as a surcharge?**

Credit card companies have not allowed educational institutions to charge a transaction fee. Regent is investigating options that might permit the College to charge a transaction fee to those wishing to use a credit card, but this option is not available this fall.

### **5. The reason I paid my tuition by credit card was so that I could receive reward points from my card company. Why can't I keep paying by credit card?**

Regent recognizes that the loss of an opportunity to gain reward points is an inconvenience. However, Regent is responsible for stewarding its funds responsibly to ensure the College's ongoing financial stability. This change is part of that stewardship.

### **6. What methods of tuition payment will be accepted?**

You can pay your tuition using any of the following options:

- Western Union GlobalPay (an online option for international students who wish to pay using their home currency);
- Interac Online (bank debit) via REGIS;
- Debit (in person at reception);
- Canadian or American cheques (note that American funds will be converted at Regent's monthly exchange rate);
- Canadian money orders; and
- Canadian cash.

### **7. I have a daily limit on my debit card. What are my options?**

Contact your financial institution to temporarily increase your daily debit card transaction limit.

### **8. Will credit cards be accepted for other Regent expenses?**

Credit cards will continue to be accepted for application fees, registration deposits, and confirmation fees.

See the dropdown box below for a breakdown of the fees that can and cannot be paid by credit card.

### **9. How long will it take for a GlobalPay or Interac Online payment to show up on my account at Regent?**

Please allow 5 to 7 days for GlobalPay payments to be posted to your account. Interac Online is instant.

### **10. What will happen if my student loan funding does not arrive by the tuition due date?**

Sometimes, students who rely on student loans do not receive their loan funding before tuition is due. In that case, if the student loan has been signed by Student Accounts on or before the due date, no late fees or charges will be applied to your account. However, if your loan does not cover all of your tuition, you must pay the balance by the due date in order to avoid late fees.

### **11. I made a payment by credit card before this change in policy and I need a refund. How will I be refunded?**

If you have already made a payment on your credit card, we will still refund your card.

## List of fees that can be paid by credit card

The following fees **can** be paid by credit card:

- Application Fee;
- Academic Writing Course Fee;
- Thesis Orientation Fee;
- Integrative Project in the Arts and Theology (IPIAT) Handling Fee;
- Thesis/IPIAT Continuation Fee;
- Intro Greek or Hebrew Proficiency Exam Fee;
- Program Extension Fee;
- Transcripts and Official Documents Fee;
- Graduation Certificate Replacement Fee;
- Grade Reassessment Fee; and
- Summer Term Extension Administrative Fee.

## List of fees that cannot be paid by credit card

The following fees **cannot** be paid by credit card:

- Registration Fee;
- Student Fees (this includes U-Pass, RCSA, AMS, Fall Retreat, and Health & Dental Plan Fees);
- Late Registration Payment Fee;
- Thesis/IPIAT Extended Continuation Fee;
- Comprehensive Exam Retake Fee;
- Failure to Register Course Change in Writing Fee; and
- Dishonoured Cheques Fee.

## COSTS

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### SUMMER TUITION 2018

Beginning May 1, 2018, for-credit tuition rates are \$495 per credit hour. The audit rate is \$350 per audit hour.

### TUITION FOR 2017–2018

Effective May 1, 2016, tuition rates will be: to take a course for credit, \$485 per credit hour; and to audit a course, \$340 per audit hour.

The total tuition for each graduate program will be as follows:

PROGRAM	TOTAL CREDITS	COST PER CREDIT	TOTAL TUITION
Graduate Diploma in Christian Studies	24	\$485	\$11,640
Master of Arts in Theological Studies	60	\$485	\$29,100
Master of Divinity	90	\$485	\$43,650
Master of Theology	24*	\$485	\$11,640

\* Note that 24 credits is the minimum required in the ThM program.

The Master of Arts in Leadership, Theology and Society has a different fee structure due to its alternative delivery model. Costs for the 2018 Cohort are:

- Tuition: \$25,000
- Capstone Retreat: TBD

### FEES FOR 2017–2018

In addition to tuition, there are student fees payable throughout your program. Some typical fees are outlined below:

Application Fee	\$60.00	\$50.00 US; non-refundable
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#### REGULAR ACADEMIC FEES (per term):

Registration Fee	\$35.00	per term Winter, Fall & Summer; non-refundable
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*Student Fees (mandatory for Fall & Winter students taking 3 or more credit hours):*

*Fall and Winter terms only. Note that Student Fees are non-refundable after the Early Registration Deadline for each Fall and Winter term.*

U-Pass Fee	\$164.00
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RCSA (Student Association Fee)	\$45
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AMS Membership Fee	\$97.15
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Fall Retreat Fee	\$30	
Health & Dental Plan Fee (see <a href="#">Sample Budget</a> for family options)	\$232.49	per year (pro-rated to \$154.99 for students starting in W118)

#### OTHER FEES, IF APPLICABLE:

Late Registration Payment Fee	\$50.00	+ interest per month based on 8.5% per annum (interest rate subject to change)
Academic Writing Course	\$100.00	
Thesis Orientation	\$100.00	
Integrative Project in the Arts and Theology Handling Fee	\$70.00	for binding, etc.
Thesis/IPIAT Continuation Fee	\$100.00	per year
Thesis/IPIAT Extended Continuation Fee	\$500.00	per year
Comprehensive Exam Retake Fee	\$200.00	
Intro Greek or Hebrew Proficiency Exam Fee	\$100.00	
Program Extension Fee	\$100.00	per year
Graduation Application Fee	\$100.00	non-refundable
Transcripts and Official Documents	\$5.00	non-refundable
Failure to Register Course Change in Writing Fee	\$50.00	non-refundable
Graduation Certificate Replacement Fee	\$35.00	non-refundable
Dishonoured Cheques	\$20.00	non-refundable
Grade Reassessment Fee	\$75.00	charged if reassessment does not result in grade change
Summer Term Extension Administrative Fee	\$25.00	charged only if extension is approved

All amounts listed are in Canadian dollars. Charges will automatically convert to US dollars if payment is made with a US credit card. Regent College accepts cheques drawn on US bank accounts for payments of tuition and tuition-related fees. Please [contact Student Services](#) for the current rate and assistance in calculating the US dollar equivalent.

## SAMPLE BUDGET

#### ACADEMIC EXPENSES

Tuition (effective September 1, 2017)	\$485 per credit hour, \$340 per audit hour
Registration fee	\$35 per term

U-Pass (public transportation pass; mandatory for students taking 3+ credits in Fall and Winter Terms)	\$164.00 per term
AMS Health & Dental Plan (extended health care; mandatory for students taking 3+ credits)	<p>\$232.49 per year for student</p> <p>Add spouse for additional \$232.49 per year</p> <p>Add spouse and one or more children for additional \$464.54 per year</p> <p>Note that there is a short window of time for adding people to the plan or opting out of it.</p>
Other Student Fees (students taking 3+ credits)	Approx. \$170 per term
Books	\$85–\$200 per course
Additional Fees (depending on program; e.g., thesis deposit, supervised ministry, course change, etc.)	\$10–\$350 per term
<b>LIVING EXPENSES</b>	
<b>Accommodation</b>	<b>Price Per Month:</b>
Bachelor/studio suites	\$700–\$1000+ per month
1-bedroom basement/garden level suite	\$1000–\$1400+ per month
1-bedroom apartment	\$1100–\$1500+ per month
2-bedroom basement/garden level suite	\$1200–\$1600+ per month
2-bedroom apartment	\$1400–\$2000+ per month
Room in shared suite, apartment, or house	\$600–\$900+ per month
Room in house with kitchen privileges	\$600–\$900+ per month
Room and Board	\$800–\$1000+ per month
Furnished/unfurnished house	\$2200–\$4000+ per month
Utilities (electricity and gas, if not already included in the price of rent):	<p>electric: \$30–\$60 per month</p> <p>gas: \$45–\$70 per month</p>
Cell phone (price varies based on data plan and international calling):	\$40–70 per month
Internet:	\$60–\$80 per month / dwelling
Food:	<p>\$250–\$350 per month for individuals</p> <p>\$400–\$700 per month for couples &amp; families</p>
BC Medical Insurance:	<p>\$75.00 per month for individuals</p> <p>\$150.00 per month for couple of family with children under 19</p>
Car Insurance:	\$1000–\$2500 per year
Study Permit (for non-Canadians):	\$150

Work Permit (for spouse):	\$255
Temporary Resident Visa (TRV) – if required	\$100
Electronic Travel Authorisation (eTA) – if required	\$7
Miscellaneous (clothing, entertainment, etc):	\$150 per month per person
Start-up costs:	budget <i>at least</i> \$575 extra

Please note that this budget is based on the most current information we were able to obtain from current students and other trusted sources, but that some rates are approximate and/or subject to change. (Last update: July 2017)

It is wise to budget more money for the first month to cover any potential unexpected costs. For example, some families end up paying for temporary accommodation, renting a car to look for permanent housing, buying furniture, etc.

The Dean of Students Office receives some donations of good quality furniture and other household items to help new students set up a home. To see what is available, look for the "Gifts for New Students" area at Regent the week before Orientation and during the Orientation week.