

Educating the Whole Person



Calendar 2023-2024



GREETINGS FROM THE DEAN 2023-2024

Educating the Whole Person

St. Stephen's College is committed to *Educating the Whole Person*. Our faculty and students participate in learning that engages not just the mind, but also the body, the spirit, and the communal. In doing this, St. Stephen's places a particular emphasis on the centrality of healthy spiritual practice in every sector of our lives. We are a community of learners and spiritual seekers from across faith traditions and worldviews, welcoming each other to develop and to grow through the mutual giving of ourselves to each other and to our studies.

Educating the Whole Person means that St. Stephen's College centres itself on certain key values: academic, professional, and spiritual *curiosity*; *openness* to self, neighbour, and world; inter-personal, intellectual, and practice-based *engagement*, *relationships* that are rooted in humility, mutual respect, and caring; and the cultivation of *imagination* that is expansive, integrative, and resilient. These are the foundational components of the College's life and offerings, and they inform our educational life together.

With intention and great resolve, St. Stephen's leans into its commitment to *curiosity*, *openness*, *engagement*, *relationship*, and *imagination*. The COVID-19 public health crisis has created much uncertainty and challenge in our world. No part of our embodied, intellectual, spiritual, and social selves has escaped the impact of the coronavirus. The long-term effects of the pandemic are yet to be fully known. Already, the mental and spiritual health of individuals and the communities in which they live is being tested. If ever there were a time when our world needs graduates who promote and integrate mental and spiritual wellness into their communities, it is now.

To all our students, both new and returning, all of us at the College extend to you our warmest greetings, our highest hopes, and our full support through the many twists, turns, and challenges you will encounter through your studies. As you pursue your professional and academic goals, the entire faculty, staff, program committees, senate, and board of the College are here to support you, to encourage you, and to ensure healthy structures are in place to help you succeed.

Now more than ever, the world is in need of the educational experiences that St. Stephen's College provides. St. Stephen's aims to engage and to equip compassionate, globally conscious learners and leaders, researchers and practitioners who integrate spirituality into their lives, communities, and professions. Our graduates have gone out from the College and they have made tangible contributions to fields as diverse as mental health services, spiritual care in the public health system, religious leadership, education, advocacy, and public life more broadly.

The tenuousness of our world requires leaders and practitioners who are well grounded in themselves and their faith tradition/worldview. Our world requires leaders and practitioners whose bodies, minds, spirits, and relational selves are fully engaged with the physical, intellectual, spiritual, and social complexities of our time. More than ever, St. Stephen's commitment to *Educating the Whole Person* is contributing to the transformation and healing of our society and our world.

Frederick S. Tappenden, PhD
Principal and Dean

DEGREE-GRANTING AUTHORITY

St. Stephen's College is a graduate school founded by The United Church of Canada and an Affiliated College of the University of Alberta in Edmonton. An Act to Incorporate St. Stephen's College (April 27, 1927; amended 1968) authorizes St. Stephen's College to confer degrees in theology.

St. Stephen's College is accredited by the Commission on Accrediting of The Association of Theological Schools (www.ats.edu) and is approved to offer the following degrees: Doctor of Ministry, Master of Psychotherapy and Spirituality, and Master of Theological Studies. St. Stephen's College is approved by the Commission on Accrediting of The Association of Theological Schools to offer Comprehensive Distance Education.

St. Stephen's Art Therapy programs meet the Educational Standards of the Canadian Art Therapy Association (CATA). In partnership with the Alberta Consortium for Supervised Psychospiritual Education, St. Stephen's offers Clinical Psychospiritual Education that is accredited by the Canadian Association for Spiritual Care / *Association canadienne de soins spirituels* (CASC/ACSS).

As a divinity school, St. Stephen's College is categorized as a private post-secondary institution. The Government of Alberta Ministry of Advanced Education (Campus Alberta Quality Council) does not review or approve degrees in divinity.

St. Stephen's has been affiliated with the University of Alberta since the university's founding in 1908. As an affiliated College, St. Stephen's participates in some University of Alberta degree programs, and offers undergraduate and graduate courses for the university.

GOVERNANCE

The governance of St. Stephen's College is carried out under the 'St. Stephen's College Act' of the Province of Alberta by The Board of Governors of St. Stephen's College. The Board of Governors delegates to Academic Senate responsibility for academic matters pertaining to the programs of the College including the granting of degrees, both earned and honorary. The Academic Senate is accountable to the Board of Governors for the maintenance of the quality of instruction and the assessment thereof.

VISION

A world where spiritual seekers of all faith traditions and worldviews transform their communities into places of greater acceptance, justice, creativity, flourishing, and hope.

MISSION

St. Stephen's College engages and equips compassionate, globally conscious learners and leaders, researchers and practitioners who integrate spirituality into their lives, communities, and professions.

VALUES

- Academic, Professional, and Spiritual **Curiosity**
- **Openness** to Self, Neighbour, and World
- Inter-Personal, Intellectual, and Practice-Based **Engagement**
- **Relationships** rooted in humility, mutual respect, and caring
- Expansive, Integrative, and Resilient **Imagination**

OPERATING PRINCIPLES

- We nurture, and open ourselves to, sacred spaces for learning and transformation by respecting and caring for one another, exploring the spiritual complexities of life together, and uncovering sacredness in all our relations.
- We foster a guided learning community that is self-directed, reflective, relevant, and which prioritizes transformational experiences.
- We work for justice, belonging, and wholeness in language and practice for all persons, respecting diversity of ability, ethnicity, faith tradition, worldview, gender identity, and sexual orientation.
- We cultivate a spiritually diverse multi-faith community that animates individuals to go deep into their own tradition and/or worldview while simultaneously and respectfully engaging the traditions and/or worldviews of their neighbours. This is enriched through our rootedness in the intercultural mandate and ecumenical heritage of the United Church of Canada.
- We uphold and commit ourselves to high standards of intellectual freedom, academic pursuit, and professional practice in teaching, research, and practice-based engagement. This complements and aligns with our longstanding affiliation with the University of Alberta.
- We nurture dialogue, open communication, and a consultative ethos among all members of the College's community.
- We honour and understand the need to be in care of one another and in care of the earth, recognizing the reciprocal relationship of our care for the earth and the earth's sustaining of us.

AFFIRMING STATEMENT OF DIVERSITY

We of the St. Stephen's College community hold values that shape our responses to changing rural, urban, and global perspectives, and which define our life together. These values lead us to work for justice, belonging, and wholeness in language and practice for all persons, respecting diversity of ability, ethnicity, faith tradition, worldview, gender identity, and sexual orientation. We recognize the challenges facing our faith communities, our society, and our world, and we endeavor to dissolve the barriers to deep spiritual reflection and study caused by homophobia, transphobia, sexism, xenophobia, racism, and other forms of intolerance, discrimination, and hate. We strive to create a safe, welcoming, and accessible space, within a climate of respect and trust, for all people to be open and honest regarding their life experiences.

DEFINITION OF MULTI-FAITH

"I live my life in widening circles" (Rainer Maria Rilke)
St. Stephen's College understands that people of all spiritual traditions and explorations are to be respected and treated with dignity, and encourages the members of its community to experience the sacred by engaging in enriching dialogue from diverse perspectives.

DEFINITION OF MINISTRY

Members of the St. Stephen's College community articulate their vision and practice of ministry using the languages, symbols, and images of the traditions and worldviews with which they identify. Within this diversity of tradition, St. Stephen's College understands that the practice of ministry includes the self-reflective awareness of the nurturing quality of service to the human community and earth. The St. Stephen's community consists of practitioners from such fields as education, faith/religious community assignments, chaplaincy, mediation, management, media services, the arts, healthcare, counseling, multicultural relationships, and care of our planet.

**ST. STEPHEN'S COLLEGE
ACADEMIC CALENDAR
2023-2024
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ST. STEPHEN'S COLLEGE FACULTY

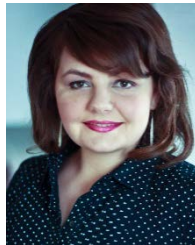
CORE FACULTY

Core Faculty biographies are available on the College website.

Rev. Sheryl Johnson, PhD, MDiv, MPS
Chair, Doctor of Ministry Program
Professor of Theology, Department of Theology
BA (Honours) in Religion and Women and Gender
Studies, University of Toronto
Master of Pastoral Studies, Emmanuel College, Toronto
MDiv (Honours), Emmanuel College, Toronto
PhD in Theology and Ethics, Graduate Theological
Union, Berkeley, California



Marie Muggeridge, MPS-AT, BFA, CCC, RCAT
Co-Chair (Art Therapy), Department of Psychotherapy
and Spirituality
Faculty Lecturer of Art Therapy
Bachelor of Fine Arts, Drama Design, University of
Alberta
Master of Psychotherapy and Spirituality (Art Therapy
Specialization), St. Stephen's College
After-Degree, Education, Concordia University of
Edmonton



Kehinde Olabimtan, PhD, DMin, MED
Theological Studies Program Director
Professor of Theology, Department of Theology
Bachelor of Environmental Studies, University of Lagos
Bachelor of Theology, Southern Baptist Theological
Seminary, Louisville, KY, USA
Master of Environmental Design in Architecture,
University of Lagos
DMin, St. Stephen's College
PhD in Theology, University of KwaZulu-Natal, South
Africa



Olga Perju, MA, RP, CCC-S, RCAT
Clinical Director
Faculty Lecturer of Applied Counselling Psychotherapy
BA Honours, University of Guelph
MA Creative Arts Therapies, Concordia University



Darlene Pranke, MTS, DMin
Alberta Consortium for Supervised Psychospiritual
Education (AC-SPE) Program Coordinator
BAR, North American Baptist College
MTS, St. Stephen's College
DMin, St. Andrew's College



Lorraine Smith-MacDonald, PhD, MDiv, MA, CCC
Co-Chair, Department of Psychotherapy and Spirituality
Professor of Integrative Counselling Psychotherapy
MA Spiritual Care & Psychotherapy, Laurier University,
Waterloo, Ontario
MDiv Honours, St. Augustine's Seminary, University of
Toronto
PhD, University of Calgary



Frederick S. Tappenden, PhD, MA
Principal and Dean
Professor of Scriptures and Sacred Stories
BA, Taylor University College and Seminary
MA in Biblical Studies, Trinity Western University
PhD in Religions and Theology, The University of
Manchester



ASSOCIATE FACULTY

St. Stephen's College has a wide network of approximately 40 Associate Faculty who teach and/or supervise students. A regularly updated list of [Associate Faculty](#) is published on the College website.

FACULTY EMERITI

[Faculty Emeriti](#) biographies are available on the College website.

John Carr, PhD
Professor Emeritus
ThM, Princeton Theological Seminary
PhD, Garrett-Evangelical Theological Seminary and
Northwestern University
DD (HC), Knox College



Mona-Lee Feehan, DMin
Professor Emerita
BEd, University of Alberta
MEd, University of Alberta
MTh, St. Stephen's College
DMin, St. Stephen's College



Henriette Kelker, PhD
Professor Emerita
MSc, Agriculture University, Wageningen
MDiv, St Andrew's College
PhD, University of Alberta



APPLICATION TO A PROGRAM

Inquiries about programs from prospective students should be addressed to the Registrar's Office (st.stephens@ualberta.ca). Completed applications to degree, diploma or certificate programs, together with applicable fees in Canadian funds, should be submitted to the Office of the Registrar for processing. Payment is acceptable by cheque, cash, debit, Visa, Mastercard and Amex. Students must comply with deadlines for application to programs. Incomplete applications to degree, diploma, or certificate programs, where the process is not completed (documents not all received, or application fee not received) will be kept on file for one year only.

Prospective program students may send unofficial transcripts of their education at other institutions as part of their application package. Upon acceptance of admission, official transcripts are required, and can be mailed, or emailed to the Registrar (st.stephens@ualberta.ca). The official transcript(s) must be sent from the issuing institution's email address or a recognized third-party transcript service. St. Stephen's College reserves the right to require that an original copy be sent by postal mail if the electronic copy does not meet our requirements. Applicants whose transcripts are in a language other than English must submit certified translations of all transcripts being submitted as part of the application.

International applicants should begin the application process for programs well in advance, as it normally takes a few months to make arrangements to enter Canada. The application deadline for international applicants is November 1, with intake interviews (where applicable) and acceptance decisions completed by February 1. Admitted students are invited to the Orientation Day the following year, normally in early June. St. Stephen's College will enroll only those international students who have study permits issued by Citizenship and Immigration Canada (CIC) for Designated Learning Programs. St. Stephen's College Designated Learning Institution number is O19391057115. International students are strongly encouraged to obtain appropriate health care coverage and should refer to the International Students Guide on the College website.

ADMISSION

Admissions policies are regulated by St. Stephen's College Academic Senate. Applicants may be admitted provided they satisfy the requirements for admission and the application procedures of the program for which they are registering. The decision of the Program Committee in an admissions matter is final. There is no formal appeal from this Committee to any other body or person within St. Stephen's College. Applicants who wish to improve their qualifications for admission in a

subsequent year may seek advice from the Department Chair.

The application form and fee for admission to a degree or certificate program is valid only for the intake year for which it is submitted. Incomplete applications are kept on file for one year; if an applicant re-applies, documentation and transcripts from the previous year will be accepted. Qualified applicants, if accepted, are offered admission to the program. Admission decisions are valid for one year. Applicants who are admitted normally begin work in their program immediately; however, upon request, successful applicants may have their admission deferred for one academic year. Students accepting the offer of admission are required to pay a non-refundable deposit of \$250 upon admittance; this will be applied against the first program fee invoice payable July 31.

Students seeking admission to Graduate and Doctoral Programs at St. Stephen's College must have obtained a baccalaureate degree or graduate degree or its academic equivalent from a recognized academic institution. Degree programs can vary greatly from institution to institution. Consequently, the College is obliged to examine in detail the content of courses completed elsewhere by students seeking to enroll in a graduate program in order to establish equivalencies between these courses and those offered at St. Stephen's College. This examination has as its goal the establishment of curricular equivalencies, and can entail, among other things, a comparative assessment of syllabuses, consultation with departments, and discussions with other institutions. St. Stephen's College strives to optimize the opportunity for students to succeed academically, while maintaining a high standard in its graduate programs.

Minimum academic requirements from Canada and the USA: The grade point average (GPA) obtained during the last 60 credits of course weight of undergraduate or graduate study must be at least 72%, a B, or a 3 on most 4-point grading systems, or an equivalent standing from another recognized institution. When it is not possible to evaluate a grade point average or equivalent, the evaluation will be based on the overall coursework completed for the degree(s). Failing marks and re-examination marks are included in the GPA calculation.

Minimum academic requirements from other countries: St. Stephen's College follows, as a general guideline, the minimum requirements as listed in the publication "Online Guide to Educational Systems Around the World", published by the National Association for Foreign Student Affairs (www.nafsa.org). Transcripts and mark sheets may provide additional information on grading systems.

FOREIGN TRANSCRIPT EVALUATIONS

Students presenting non-Canadian/non-United States credentials for an application or possible transfer credit to a graduate program at St. Stephen's College (SSC) must obtain an evaluation of course work from an international assessment agency, for example, the International Qualifications Assessment Service (IQAS). The credential assessment agency will assess each student's international educational documents and compare them to educational credentials in Canada. A literal English translation of transcripts in languages other than English must be provided by the issuing institution or by a certified translator. All assessments, regardless of the agency used, must be completed using original documents or certified copies. SSC only accepts detailed course-by-course assessments. Official Transcripts of the foreign credits must also be sent directly from the institution to SSC. SSC does not accept documents notarized by a notary public, or endorsed by a lawyer, professor, or judge. World Education Services (WES) transcripts do not meet the transcript requirements. If students elect not to use an assessment agency, they may not obtain any transfer credit for course work towards a SSC program. There are a number of other foreign credential evaluating services whose assessments may be accepted. In Canada, refer to the Alliance of Credential Evaluation Services of Canada. In the U.S. refer to the National Association of Credential Evaluation Services (NACES) or the American Association of Collegiate Registrars and Admissions Officers Foreign Education Credential Service (AACRAO).

CRIMINAL RECORDS CHECK (POLICE INFORMATION CHECK)

Students enrolled in programs which require clinical practice practicums or field education will need to produce the results of a Criminal Record Check, and/or Vulnerable Sector Check, before being permitted to participate in the practicum or field education experiences associated with the program. An original or validated electronic document, no older than three months, must be submitted to the College prior to the clinical practice practicum start date. The clinical practice site will determine the criteria for acceptance/denial of a placement. The clinical instructors will notify students if a Criminal Records Check is required for their specific clinical placement, and students are then responsible for having the check completed prior to commencement of clinical practice, and presenting it to the clinical agency. Criminal Records Checks are considered valid for 90 days, so additional checks may need to be acquired throughout the program. Criminal Records Checks can be obtained through the Edmonton or Calgary Police Service, a community police station, or any RCMP detachment. Students must familiarize themselves with the requirements and process before going in for their

Criminal Records Check (fees, identification to bring, processing times, etc.). Depending on various factors, processing time for routine checks can be up to 12 weeks.

REAPPLICATION TO A PROGRAM

Students, who have previously been in a degree, diploma or certificate program at St. Stephen's College may apply for readmission. Such applicants will be required to:

1. Submit a new application for admission; paying the application fee currently in effect. Application materials from the first application may be used in subsequent application(s) if documents are less than one year old.
2. Participate in a readmission interview; attendance at Orientation Day is encouraged.

Students reapplying to programs who hold previously earned credits may be able to use them; courses should be no older than three years in the area of specialization or five years outside the area of specialization. Acceptance of individual courses will be at the discretion of the Department Chair. Refer to program completion time limits policy. A student readmitted to a program within five years of withdrawing will receive a financial credit, in the amount of program fees already paid, toward current total program fees. If any program fees were outstanding at the time of withdrawal from the degree program, those fees must be paid in full before reapplying.

APPLICATION FOR BACCALAUREATE EQUIVALENCY OR SPECIAL ADMISSION

Applications to Master's degrees and graduate certificates from persons who do not possess a Baccalaureate Degree will be considered if the applicant possesses satisfactory alternate educational and/or life experience. In such cases, the Dean will require evidence of readiness to proceed; the Dean's decision whether or not to accept an application is final. Applicants must submit all documentation listed under the admission requirements for the program they are applying for, together with additional assessments, transcripts, and certificates earned.

Baccalaureate Equivalency status shall be determined by an evaluation of the applicant's formal postsecondary education consisting of general and specialized studies comparable to a three-year 90-credit baccalaureate degree. Baccalaureate equivalency status may be granted for applicants to any of the Master's or Graduate Certificate programs.

Special Admission status may be granted to persons with education and/or life experience that has prepared them for theological study at the graduate level. The process and criteria for evaluating academic ability will be rigorous, and educationally appropriate for a Master's-level program. The granting of Special Admission status is restricted as follows:

Program	Possibility of Special Admission
MPS and MPS-AT	Special Admission status may be granted.
MTS	Special Admission applications are not accepted.
GCSIP	Special Admission status may be granted. Special Admission students may ladder to the MPS.
GCSICA	
GCTS	Special Admission status may be granted; however, Special Admission students are unable to ladder to the MTS.
GCSC	
GCSD	

Students who are applying for Baccalaureate Equivalency or Special Admission must send complete applications and all documents to the College and pay the equivalency fee (\$225). If Baccalaureate Equivalency or Special Admission status is granted, applicants will then be required to pay the normal application fee.

ENGLISH LANGUAGE PROFICIENCY

English is the primary language of instruction and communication and all applicants must be proficient in English prior to admission. Proficiency is demonstrated by:

1. Possession of a degree or its academic equivalent from an institution recognized by St. Stephen's College where the language of instruction is English. Proof that the instruction for the degree was in English will be required; **or**
2. Demonstration of sufficient English language coursework at the secondary school level from select countries (eg. Belgium, Denmark, Finland, Germany, Iceland, Luxembourg, Netherlands, Norway, Sweden, Switzerland); **or**
3. A satisfactory score on one of the following approved English language examinations:
 - a) Test of English as a Foreign Language (TOEFL iBT, in-person or special home edition): total score of 90 with no less than 21 on each of the individual skill areas (internet-based) [SSC TOEFL Code: B640]
 - b) Academic International English Language Testing System (IELTS): minimum overall band score of 6.5, with at least 6 on each test band
 - c) Canadian Academic English Language Assessment (CAEL or CAEL Online): overall minimum score of 70, with at least 60 on each subtest
 - d) Pearson Test of English Academic (PTE Academic): overall minimum score of 61 with a minimum band score of 60

If you need to complete one of these English language examinations, you should do so as soon as possible and arrange for the results to be sent to the Registrar's Office at St. Stephen's College. English Language test scores more than two years old cannot be verified. If an applicant's test score is more than two years old, they will be required to re-take the test.

TRANSFER CREDIT

Transfer credit refers to the formal transfer of credit for a course(s) that has been earned outside of the College. Transfer credit may be granted to applicants who have completed courses at a recognized degree-granting institution (program-specific exceptions apply). Students applying for approval of transfer credit must complete a Transfer Credit Request form and submit it to the Registrar's Office. If the transfer credits are approved by the Department Chair, a transfer credit statement will appear on the student's transcript. The amount of transfer credit granted will depend on how applicable the previous course work is to the particular program, and in no case is a student permitted to transfer more than half of the total credits required for their program from another institution (with the exception of the Graduate Certificate in Spiritual Care, where students can transfer up to two-thirds of the program).

Courses approved for transfer must have a minimum grade of 66%, and must not have been used as part of the basis for admission to the program. Transferred courses must not have been taken as part of any previously awarded degree, with the exception of corequisite requirements. Courses used for transfer credit should be no older than three years in the area of specialization or five years outside the area of specialization; however, acceptance of individual transfer credit will be at the discretion of the Department Chair. Students taking courses at other post-secondary institutions for transfer credit may be eligible for classification as Visiting Students at these other institutions. Letters of Permission will be provided by the Registrar's Office upon request.

Master's students may not transfer for credit any undergraduate courses to satisfy program requirements. Doctoral students may transfer in a maximum of one 500-level course to fulfil program requirements, with the permission of the Department Chair, if it is not possible to take the course at the 700-level.

Applicants to programs should submit the transfer credit request after formal application to the degree, diploma or certificate program has been made, and arrange for official transcripts to be sent directly to the College. Evaluation of transcripts and other application documents will be conducted prior to the admission interview, and a list of courses approved for transfer credit will be provided to the applicant.

Students currently enrolled in a St. Stephen's College program who wish to transfer credit to their program for course work at another institution should submit a transfer request and receive approval prior to enrolling in the course in question. In order to receive credit, upon completion of the course an official transcript must

be forwarded from the institution directly to St. Stephen's Registrar's Office.

A number of other theological colleges throughout Canada accept transfer credits from St. Stephen's College; however, public universities will most likely not accept transfer credits from a divinity school. Students planning to transfer to other institutions should be aware of the specific program requirements at the institution to which they plan to transfer.

TRANSFERRING BETWEEN PROGRAMS

Students wishing to transfer between graduate degree, diploma or certificate programs at St. Stephen's College must submit a new application with application fee (official transcripts not required). Students applying to transfer into a Master's degree or Post-Master's Diploma also participate in an intake interview, and normally attend Orientation Day. If the student is admitted to the new program, the Chair of the program to which the student is applying will evaluate the student's academic record, and inform the student as to how their work will satisfy requirements within the new program. Students transferring between graduate programs will receive a financial credit, in the amount of program fees already paid, toward current total program fees in their new program. If the financial credit results in a surplus (i.e. more than covers the program fees for the new program), the surplus amount shall not be refunded to the student.

Students wishing to transfer between streams or specializations within a St. Stephen's College degree program should submit a letter of request to the Department Chair, and pay a \$100 transfer fee; the Department Chair will advise whether additional documentation or an interview is required. The Department Chair will inform the student as to how their completed academic work will satisfy requirements within the chosen stream or specialization.

LADDERING GRADUATE CERTIFICATES AND DIPLOMAS INTO A MASTER'S DEGREE

Laddering of graduate-level post-baccalaureate certificates and diplomas into a master's degree means that a student who holds a specific certificate or diploma may be able to use the courses from the certificate and/or diploma toward a master's degree.

The program description in the St. Stephen's College Academic Calendar will specify the certificates and/or diplomas that may ladder into a master's degree. Completion of a certificate or diploma does not guarantee admission to a master's program. Certificates and/or diplomas may be used for both the basis of admission and laddered into the master's degree.

Once admitted to the master's program, the graduate courses taken in the certificate and/or diploma may be used toward the master's degree. To be incorporated into a master's degree the student must indicate the request at the time of application to the master's program. Except where otherwise specified by a program, courses must be taken within the five years prior to admission to the master's program. Students enrolled in a graduate certificate or diploma are not usually permitted to take more than three courses (9 credits) in addition to their program requirements. Exceptions are at the discretion of the Department Chair. With the explicit prior approval of the Department Chair(s), graduate-level certificates and/or diplomas from other institutions may also be eligible for laddering providing they do not exceed 50% of the total credit weight of the program in combination with any individual transfer credits from other institutions.

Where presenting graded courses within the graduate certificate or diploma, the student must have obtained individual grades of at least 66% in these courses and meet other quality assurance considerations of the master's program outlined in the program-specific section of the calendar at the time of admission.

Students are required to pay program fees for each program in which they are enrolled. If a student is simultaneously enrolled in both a degree and a certificate program, the student will pay program fees for both programs. If a student is enrolled in a certificate program and, prior to the completion/award of the certificate, transfers into a degree program, they will receive a financial credit toward the degree program fees in the amount of graduate certificate program fees already paid (note: in this situation, the graduate certificate will not be awarded). If a student who has already completed/been awarded a graduate certificate enrolls in a graduate degree program, they are required to pay all the program fees for the graduate degree program.

ADVANCED STANDING

Advanced standing refers to decisions about a student's competence when no transcript of graduate credit is presented, or when completed courses are not eligible for transfer credit. Advanced standing for individual courses may be granted to students who can demonstrate an acceptable level of mastery of the course content as described in the St. Stephen's College Academic Calendar. The process requires:

- A consultation with the Department Chair, and
- If deemed necessary by Department Chair, submission of a 10-page paper addressing knowledge of the course content, along with payment of an advanced standing non-refundable reviewer's fee of \$175, or
- Presentation of an official transcript showing satisfactory completion of the course which is being put forward for advanced standing, with course

syllabus demonstrating content equivalent to the corresponding College course. (Course may be upper-level undergraduate or graduate, and may have been used toward a prior degree).

The privilege of seeking advanced standing for a course is limited to students enrolled in a St. Stephen's College degree, diploma or certificate program. Students wishing to apply for advanced standing must consult with their Department Chair prior to submitting the application for advanced standing. Advanced standing is granted without credit, and does not reduce the total number of academic credits required for the degree, diploma or certificate. It will exempt students from taking the corresponding College course; an elective course, chosen in consultation with the Department Chair, must be taken instead.

LEAVE OF ABSENCE

A leave of absence is intended to support students experiencing extenuating personal circumstances beyond their control which impede their ability to contribute to their studies. Students may be granted a leave of absence from an academic program for any of the following three reasons: parental leave, medical leave, and compassionate leave. A compassionate leave of absence is not intended to cover circumstances related to course scheduling, employment, or financial concerns. During the leave of absence period, students are relieved both from making progress towards completing the requirements of their program and from paying program fees. Students cannot complete practicum hours, consult with Faculty Advisors/Supervisors, or do any academic work toward their program while they are on a leave of absence. During a leave of absence, students are not permitted to take courses at St. Stephen's College, nor will any course work done at another institution be accepted for transfer into a St. Stephen's program. The time limit for completion of the degree will be extended by the duration of any approved leave of absence.

Length and Timing: Once granted, the start date for a leave of absence must coincide with one of the following quarterly dates: (1) July 1, (2) October 1, (3) January 1, or (4) April 1. A leave of absence will be for a period of not less than **six** months and usually not more than 12 months. If at the point of going on leave, a student has outstanding coursework for a course taken prior to the leave start date, the student will be required either to (a) complete that coursework (if they are able) in accordance with due dates as outlined in the course syllabus, (b) request a course extension (so long as the duration of the leave aligns with the permitted timeframe of a course extension), or (c) petition for a Withdrawal with Cause from the course. As set by Immigration Canada, international students are not permitted to take a leave of absence longer than 150 days, and they cannot work during a leave of absence period. A leave of absence will not be granted

retroactively to previous quarters and students will be considered for a leave of absence only if their program fees for the previous fiscal bi-annual period have been paid in full. A second request for a leave of absence will be considered only in exceptional circumstances. If at the point of coming off of leave, the student wishes to take a course within their first month back, that student will be permitted to receive the course syllabus one month prior to the course start date and to complete all pre-course readings and assignments, even when those requirements fall within the last month of the student's leave of absence.

Documentation: Leaves of absence will be granted only when proper documentation is provided. Compassionate leave is granted by the Dean; additional documentation may be required at the Dean's discretion. Parental and medical leaves are granted by the Department Chair, with proper documentation.

Type of Leave	Documentation Required
Parental	Proof of pregnancy, birth/adoption or physician's report. Permissible for either parent.
Medical	Documentation must contain: student's name, complete contact information for the physician or nurse practitioner, a clear statement by the physician or nurse practitioner confirming the student's inability to perform his or her academic duties, with start and end dates.
Compassionate	A written explanation of the extenuating personal circumstances necessitating a leave. Additional documentation may be required.
Regardless of the type of leave, students must complete an <i>Application for Leave of Absence</i> form and submit it, with the supporting documentation, to the Registrar's Office. The form is available in the online Files Cabinet.	

Financial implications for students in the tuition model consisting of four years of program fees followed by a continuation phase:

Leave of Absence during first four years of Program: If the annual program fee has already been paid for the academic year in which a leave of absence is granted, a refund will be issued to the student based on the number of months of leave (either 6, 9, or 12 months). If the annual program fee has not yet been paid in the academic year in which a leave of absence is granted, the student must pay a prorated amount, equivalent to the months of active status. The program fee payment schedule will be extended by the duration of any approved leave of absence. The amount of program fees equivalent to the leave period will be deferred to either: (1) the first year of the student's Continuation

Phase (the continuation fee will be reduced accordingly), or (2) before graduation (only in cases when the student graduates before reaching the Continuation Phase).

Leave of Absence during Continuation Phase: If the annual Continuation Fee has already been paid in the academic year in which a leave of absence is approved, a refund will be issued to the student for the number of months of leave approved (either 6, 9, or 12 months). If the annual Continuation Fee has not yet been paid in the academic year in which a leave of absence is requested, the student must pay a prorated amount (equivalent to the months of active status).

Financial implications for students in the tuition model consisting of a flat annual program fee with no continuation phase:

If the annual program fee has already been paid for the academic year in which a leave of absence is granted, a refund will be issued to the student based on the number of months of leave (either 6, 9, or 12 months). If the annual program fee has not yet been paid in the academic year in which a leave of absence is granted, the student must pay a prorated amount, equivalent to the months of active status.

ACADEMIC STANDING

St. Stephen's College attempts to be understanding about the life circumstances of its students and flexible in dealing with them. However, it is necessary to maintain certain academic standards while providing mechanisms for exceptional circumstances.

Students are in good standing with the College when they maintain an adequate Grade Point Average (GPA) in their program requirements. Graduate students (doctoral and master's level programs) must maintain a GPA of 70%; undergraduate students (BTS) must maintain a GPA of 62%.

A course pass for an individual course for graduate students (Doctoral and Masters degrees, Post-Master's Diploma and Graduate Certificates) is 66%. A course pass for an individual course for undergraduate students (Bachelor degree) and Open Studies students is 50%. Refer to Evaluation Standards and Grading System policy below.

Students who have exhausted all other means of maintaining their academic standing and whose life circumstances continue to impede them from carrying out their academic responsibilities will be subject to the following implications. Any student who drops below the required GPA will be placed on probation - meaning that they may continue their studies but under closer supervision by their Department Chair (who will be informed by the Registrar of any student with a GPA below standard). Students on probation for a below-minimum GPA will remain on probation until their GPA

returns to the required level. One Failure (F, INF or a grade below passing) will also require the student to be put on academic probation under their Department Chair (who will be informed by the Registrar of the grade). Students on probation due to a failing grade will remain on probation until the failing grade is replaced by a passing grade, either by repeating the course or by taking an approved equivalent course. Students in degree/ certificate/ diploma programs must either repeat courses that they have failed, or replace them with other approved courses, as a priority. The course and the grade will be recorded on the transcript each time; however only the higher grade will be included in the students' cumulative Grade Point Average (GPA) and used as credit toward the program requirement.

At the discretion of the Department Chair, two Failures will put the student on a one-year suspension meaning they will not be able to continue their studies. Such students will have their program fees prorated for the current academic year and the balance refunded to them. After a one-year suspension, the student may reapply to the program (see Reapplication to a Program policy). If a student is readmitted to a program, all failing grades must be replaced with compensatory marks from repeats or other approved equivalent courses as a priority. Failure of the student to comply with this policy will result in the student's dismissal from the program and any further credit work at the College. In rare circumstances, a student may appeal to the Dean whose decision is considered final.

Open Studies students (students not enrolled in a St. Stephen's College degree, certificate or diploma program) are expected to maintain a minimum GPA of 62%. Academic standing is based on a student's performance in a minimum of nine credits. If the student's GPA falls below 62% at any time, having attempted at least nine credits, the student will be ineligible to proceed with further coursework for one year. After a one-year suspension, the student may again register for courses as an Open Studies student. Subsequent assessments of academic standing will be made once a further nine credits have been attempted as an Open Studies student and academic standing will be determined based upon only the courses (nine credits) attempted since the previous assessment. If the student does not reapply after one year, their file will be archived.

FULL-TIME STATUS AT ST. STEPHEN'S COLLEGE

St. Stephen's considers 15 graduate credits annually to be a full course load. To maintain fulltime status, students must complete 60 percent of a full load per year (min. 9 credits annually). For tax and other funding purposes, students are considered full-time if they either (a) complete at least 0.75 credits per month, or (b) are in the research/writing phase of their program. Master's students are in the research/writing phase

upon formal approval of the Thesis/IITP or Culminating Paper Proposal, or enrollment in the Capstone Project course. Doctoral students are in the research/writing phase upon completion of their Integrative Paper.

For the purposes of student loans, the student's year of study is determined by the total number of credits earned to date (not including courses currently in progress or courses the student intends to take).

Year equivalents for master's students (MPS, MTS):

Year 1 = 30 or fewer credits completed

Year 2 = 31-60 credits completed

Year equivalents for doctoral students (DMin):

Year 1 = 9 or fewer credits completed

Year 2 = 10-18 credits completed

Year 3 = 19-27 credits completed

Year 4 = 28-33 credits completed

EVALUATION STANDARDS AND GRADING SYSTEM

A+	90-100%	Exceptional	Superior performance. Displays great originality and depth. Comprehensive understanding of subject matter, with original insights.
A	85 - 89%	Excellent	Above normal expectations. Occasionally surprises the reader with insights or deft presentation. Strong evidence of maturity, independence and control of the subject. Any lapses in logic and style are few and minor.
A-	80 - 84%		
B+	77 - 79%	Good	Meets normal expectations. Solid, accurate and integrative, convincing. Lapses in logic or style are uncommon and not serious.
B	73 - 76%		
B-	70 - 72%		
C+	67 - 69%	Adequate	Barely meets normal expectations. Covers the ground, but rarely adds anything new or personal. Heavily dependent on sources and authorities, with accurate but awkward handling of concepts. [Course Pass for Graduate students: 66%]
C	63 - 66%		
C-	60 - 62%		
D+	57 - 59%	Poor	Below normal expectations.
D	53 - 56%		

D-	50 - 52%		Disorganized, frequent lapses in logic and style, superficial with no evidence of personal involvement. Inability to use theory. [Course Pass for Undergraduate and Open Studies students: 50%]
F	0 – 49%	Failure	Far below normal expectations. Massive structural or other academic defects, evidence of dependence on sources and authorities bordering on plagiarism. [Clear Failure for all students] [Grade of 0% calculated in overall grade for credit courses]

In addition to the letter grades described above, St. Stephen's College records the following grades and remarks:

S	Satisfactory	Course requirements completed satisfactorily. [Pass for work not graded numerically] [Not calculated in overall grade]
W	Withdrawal	Withdrawal from course with permission within established deadlines. [Not calculated in overall grade]
WC	Withdrawal with Cause	Granted only in case of serious illness or other extenuating circumstances beyond the control of the student which makes continuation in a course impossible and where an F is not in order. [Assigned by Registrar's Office and not calculated in overall grade]
*		Final grade includes a mark of 'O' for missed coursework that is worth 20% or more of course grade
WF	Withdrawal-Failure	Withdrawal from course after established deadline for withdrawing without academic penalty but before final assignment due. [Grade of 0% calculated in overall grade] WF not awarded after May 31, 2020
INF	Incomplete-Failure	Course work not completed within established academic deadlines: ie final assignment due date. [Grade of 0% calculated in overall grade for credit courses] INF not awarded after May 31, 2020.
IP	In Progress	Course in Progress: Extension or rewrite of final assignment granted
AU	Audit	Registered as an Auditor
AW	Withdrawal-Audit	Registered as an Auditor and withdrew

The grading system used prior to July 1, 2005 was a nine-point system, where 50-59% was a 5, 60-69% a 6, 70-79% a 7, 80-89% a 8, and 90-100% a 9. Transcripts include descriptions of both the system used prior to July 1, 2005 and the current system.

CODE OF STUDENT BEHAVIOR

St. Stephen's College (SSC) is an affirming theological college committed to scholarship and academic excellence, with freedom to explore theology and spirituality in an atmosphere which is inclusive of all persons regardless of race, creed, gender, sexual orientation and gender identity, or disabilities. Mutual respect and the honouring of diversity is a cornerstone of the College ethos. Therefore, conduct by students of the College community that adversely affects individuals or groups within this community – including administration, faculty, staff, and current and former students – must be considered as contrary to the philosophy and spirit of SSC and as breach of the College ethos, as they may compromise the well-being of the College community. This Code of Conduct is designed to address conduct contrary to this philosophy and spirit, and outlines relevant processes. This Code applies to all conduct by a SSC student or by SSC students, by any means whatsoever (including but not limited to practicum involvement, internet forums, electronic communications or other media) that has a real and substantial link to the College, the College community, or College-related functions, whether or not the conduct occurred on or in relation to College property. It is important to note that this Code neither prohibits nor inhibits freedom of speech, or lawful and peaceful assemblies.

Rights of Student

Any individual accused of behaviour contravening the Code has the right to:

- know the accusation against them
- obtain a copy of the complaint and all relevant evidence against them
- respond to any allegations
- present their account of relevant events
- participate in any meetings or hearings related to the alleged misconduct
- be accompanied by a support person, including counsel, at any meetings or hearings related to the alleged misconduct (the support person may observe but not participate in any proceedings without the permission of a designated College official)
- request that any hearing be free from a conflict of interest
- request that their case be heard in an unbiased manner
- a timely response to their particular situation
- appeal decisions through proper appellate process

Any individual who claims to be the injured party as a result of behaviour contravening the Code has the right to:

- report such incidences to the relevant authority
- present their account of relevant events
- a timely response to their particular situation
- with the permission of a designated College official, participate in any meetings or hearings related to the alleged misconduct

- notification in the event of an appeal process being initiated
- appeal decisions through proper appellate process

Code of Conduct Infractions

Inappropriate Behaviour: Academic

The following will be considered infractions of the SSC Student Code of Conduct in academic work, including courses, projects, and theses/dissertations:

- Plagiarism:
 - Words, ideas, images, research, art, or data of persons other than the student must be properly cited within all academic work.
 - Students who claim other's work as their own, or do not give proper reference to appropriate sources contravene the Code and are subject to academic consequences.
- Cheating:
 - copying, reproducing and misrepresenting another's work as their own
 - submitting in any course or program of study, without the written approval of the course instructor or Department Chair, all or a substantial portion of any academic writing, essay, thesis, research report, project, assignment, presentation or poster for which credit has previously been obtained by the student or which has been or is being submitted by the student in another course or program of study in the College or elsewhere.
 - use of material that has been used for credit in another course
 - providing statements they know to be untrue
 - misuse of confidential material

To protect the integrity of SSC degrees, certificates, diplomas and other academic credentials, the College may suspend or rescind any such credential awarded to a graduate who committed academic dishonesty, which, had it been detected before the granting of the credential, would have resulted in its not having been granted.

Inappropriate Behaviour: Supervised Education

The following will be considered infractions of the SSC Student Code of Conduct in practicum, field education, or other supervised educational experiences or projects:

- any contravention of the Professional Code of Ethics governing the profession where the student is fulfilling her/his practicum or other supervised education experience
- falsifying patient, student or client records
- falsifying financial records
- misrepresenting instructional activities or client services to practicum site supervisors or SSC
- careless or negligent behaviour resulting in harm to patients/clients, practicum supervisors, or to the practicum practice
- misrepresenting education, qualifications or competence
- operating outside of scope of practice

Inappropriate Behaviour: Individuals or Groups

The following will be considered infractions of the SSC Student Code of Conduct in matters involving conduct towards individuals and/or groups:

- disruption of class in a way that interferes with the learning or reflection of individuals involved in the course
- discrimination against any student or group of students that hinders or prevents their full participation while involved in a course
- distribution of offensive or defamatory materials
- submitting unfounded complaints or accusations against other individuals associated with SSC
- violations of personal safety or dignity, whether actual or implied
- damage to property

Code of Conduct Sanctions

The following is a list of potential sanctions which may be imposed for breaches of this Code. This list is neither exhaustive nor conclusive; and it remains at SSC's discretion where and when to use the sanctions named.

- apology and remediation
- probation
- reduction of a grade in a course
- a grade of F for a course
- withholding of grades or marks
- withdrawal from practicum or supervised education experience
- exclusion or restriction of participation in immediate or future courses
- rescission of offer of admission to a program
- rescission of degree, diploma or certificate
- suspension of one year
- expulsion

Reporting and Sanction Process

- Individuals report the student infraction, grievance, or concern to instructor or supervisor, associate faculty or faculty member responsible for the course or program in question.
- Instructors or supervisors report student infraction, grievance, or concern to faculty member or relevant Department Chair.
- If a student is reporting the infraction of another student, the responsible instructor, supervisor or faculty member will make the determination as to whether the complaint is valid. If an Instructor or supervisor is reporting the infraction, the responsible faculty member or Department Chair will make this decision.
- Once the validity of the complaint has been established, the Instructor and respondent student, supervisor and respondent student, faculty member and respondent student, or Department Chair and respondent student meet to discuss the complaint.
- If this initial meeting results in a satisfactory resolution and sanction, the complaint will be considered resolved; and the report of this resolution and sanction will be advised to the reporting student or Instructor/supervisor.

- If this initial meeting does not occur as a result of non-attendance of the respondent student or there is no satisfactory resolution or sanction, the lack of resolution shall be advised to the reporting student or Instructor/supervisor, and the complaint referred to the Principal and Dean.
- Where a matter is referred to the Principal and Dean, the Instructor and respondent student, supervisor and respondent student, faculty member and respondent student, or Department Chair and respondent student meet with the Principal and Dean to discuss the complaint.
- If this meeting with the Principal and Dean results in a satisfactory resolution and sanction, the complaint will be considered resolved; and the report of this resolution and sanction will be advised to the reporting student or Instructor/supervisor.
- If this meeting with the Principal and Dean does not occur as a result of non-attendance of the respondent student or there is no satisfactory resolution and sanction, the lack of resolution shall be advised to the reporting student or Instructor/supervisor and the sanction will be imposed by the Principal and Dean.

PETITIONS AND ACADEMIC APPEALS

Students attempting to resolve problems are advised to first try informal resolution by talking to the party directly involved in the dispute, such as an instructor or supervisor. Issues not resolved at this level can still be discussed informally with the Department Chair, especially if this is an issue related to grades, teaching methods, professional conduct or other classroom concerns. Most classroom-related problems or student-instructor conflicts are resolved through the informal route. After exhausting all informal channels, students have the right to a formal petition or appeal.

A petition is a formal, written request that a particular policy or regulation which involves discretionary power and permits exceptions be waived, in a particular case and for stated reasons. A petition is only heard once, and the decision is not appealable.

An appeal is a formal, written request that a policy or regulation be waived for extenuating circumstances. An appeal deals with those instances where a student's academic standing has been adversely affected by a decision of the College. Students must demonstrate that there has been a miscarriage of justice. An appeal, unlike a petition, can proceed to higher levels of decision making if it fails at a lower level.

i. PETITION GUIDELINES:

Students may petition the Department Chair for numerous reasons, including:

- to be permitted exceptions, substitutions for any program requirement or waivers to published program requirements;

- to submit an application for admission or readmission to a Degree or Certificate program after the published deadline;
- to be granted an extension for a final course assignment; instructor must be in agreement.
- to be granted an extension to a thesis or graduation deadline.

Petitions to make exceptions to registration and financial policies, in a particular case and for stated extenuating reasons, may be made to the Registrar/Director of Academic and Administrative Services.

ii. ACADEMIC APPEAL GUIDELINES:

Students may submit appeals relating to decisions that affect their academic standing such as being: required to withdraw from the College; denied recommendation for graduation; or denied transfer from one program to another within the College. Students cannot appeal the Program Committee's decision for admission and readmission. Students can appeal course grades within 30 days of the grade being awarded. Course grade appeals are always made one level higher: in most cases, a grade appeal will be directed toward the Chair, or when the Chair is also the instructor, to the Dean. Instructors record scores or grades achieved by students for all components of the course that count towards the final grade. When assessing the final, major assignment, the details contained in the documentation must enable the instructor (or the College on the instructor's behalf) to reconstruct the student's final grade where the necessity arises. Instructors submit to the Registrar's Office a copy of the student's major assignment, containing any evaluative comments, and a marked-up copy of the rubric used to determine the grade of the final assignment. A copy of the final assignment is retained for one year and permanently deleted/shredded after deadlines for grade appeals have passed. Student privacy is maintained by keeping the papers in a password-protected file or locked filing cabinet which is accessible only by the Registrar's Office, and accessed only in the event of a grade appeal.

Procedures for Appeals to the Dean

Students must always follow the academic appeal route, beginning at the lowest level of appeal, which is usually to the Department Chair. If the appeal fails at the first level, students can appeal to the Dean. The Dean will only hear appeals that are based on a miscarriage of justice such as: procedural errors on the part of the College; failure to consider all factors relevant to the decision being appealed; or bias or discrimination against the appellant on the part of the College.

Appeals to the Dean must be made within 21 calendar days of the failure of the first appeal. Students must always exhaust the first level of appeal before appealing to the Dean. The first person who should be made aware of a complaint is the person whose decision or action is being questioned. Appeal decisions made by the Dean will be communicated to the appellant in writing,

including a summary of the appeal and brief reasons for the decision.

Students who object to the Dean's ruling may appeal to the Academic Senate, which has general responsibility for the academic affairs of the College. Any disciplinary decision can be appealed to Academic Senate. Academic Senate will then convene a Hearing Panel, which will have the authority to uphold a student appeal, vary or quash it. The decision of the Hearing Panel is final and binding. In all cases, the principles of natural justice and procedural fairness will be observed.

The Hearing Panel will be comprised of five members: one student (from the same program as the appealing student), one Instructor, two core faculty members appointed by Faculty Council (not employed or enrolled in same program as the student who is appealing), and one administrative member, to serve as chair. Hearing Panel members must not have been involved with the initial decision which the student is appealing. The decision of the Hearing Panel is the final decision and no further appeals will be heard.

- Students may only appeal each sanction or disciplinary action to Senate once.
- Appeals to Academic Senate must be made in writing within 30 calendar days of the sanction decision.
- Appealing students will be provided reasonable notice of a Hearing date, and will be invited to attend the Hearing in person.
- The appealing student may be represented by legal counsel.
- The appealing student may object to the composition of the Panel based on evidence of bias.
- The appealing student has the right to make submissions and/or proffer evidence and should present their case clearly and concisely to the Hearing Panel, and be prepared to answer questions about the situation, their reasons for the appeal, and the remedy they are requesting.
- All relevant materials will be made available to the Hearing Panel members and the appealing student in advance of the appeal.
- During the Hearing, the Hearing Panel members may hear from any other relevant witnesses.

The appealing student will be notified in writing by the Chair of Senate, within 30 calendar days of the Hearing, of the decision pertaining to their appeal.

RESEARCH ETHICS POLICY

All research conducted at St. Stephen's College that involves human and/or animal participants must receive research ethics review and approval before research or recruitment of potential participants commences. The Academic Senate of St. Stephen's College requires all ethics review for research conducted by both St. Stephen's faculty and students to be conducted through the Research Ethics Office (REO) of the University of Alberta. The REO and its Research Ethics Boards (REB)

thus coordinates all ethics review for St. Stephen's research, and any appeal of an REB decision is in accordance with the Human Ethics Policy and Procedures of the University. The University of Alberta REO has the authority, in accordance with University standards, to approve, propose revisions to, or deny any proposed or ongoing research on the part of St. Stephen's faculty and students.

Applications for ethics review may be accomplished in either of two ways:

1) In most instances, St. Stephen's researchers will submit an application for ethics review through the Alberta Research Information Service (ARISE) following the procedures outlined by the Research Ethics Office. Procedures are on the College website:

www.ualberta.ca/st-stephens/st-stephens-programs/files-cabinet/ethics-review .

Or,

2) In some instances, St. Stephen's researchers may be required to obtain ethics approval from an institution other than the University of Alberta REO (eg. an educational, health care, or service agency). In such cases, the researcher must submit to the Dean of St. Stephen's College proof of the final research ethics approval received from the REO (or equivalent body) of that institution before commencing research at St. Stephen's College. Please note: St. Stephen's College reserves the right to request review of all research proposals, whether or not approved by an outside institution.

Proof of ethics approval will be kept in the student's departmental file, along with their research proposal. Ethics approval will typically need to be renewed annually, for as long as the PI and/or study team will be using animals or have direct or indirect contact with the research participants for the study. Once the research project is complete, the PI must submit a Closing Report through the ARISE system. A Closing Report should be filed when data collection has ended and the PI and/or study team will no longer be using animals or have any direct or indirect contact with the research participants for the study.

Research involving human and/or animal participants that has not been approved by the REO as noted above shall not be undertaken. Failure to comply with this provision on the part of students or faculty may constitute academic misconduct.

PROGRAM COMPLETION TIME LIMITS

The maximum time to complete the requirements of a degree, certificate or diploma is calculated from when the student registers in the specific program, or if transferring from another program, the start of the first program. Any time spent as an Open Studies student is not counted in the time limit for completion. The time limit for completion of the degree will be extended by the duration of any approved leave of absence.

Master's and Doctoral degree students, and Post-Master's Diploma students, must complete all requirements within seven years from the date on which the student registers in the program. In the case of students transferring from another Master's program, the beginning of the program is the date of initial registration in the first program. Graduate Certificate students must complete all the requirements within four years of the date on which the student registers in the program.

If a student reaches the program completion time limit and has not yet completed their program, they must apply for an extension, in accordance with the Program Extensions policy.

PROGRAM EXTENSIONS

In exceptional circumstances, a student who has failed to complete the requirements for a program within the period of time specified under Program Completion Time Limit policy may be considered for an extension. Requests for extensions will only be considered if there are well-documented reasons specific to a particular type of research that precludes completion within the time limit, or if there are sufficient, and substantial unforeseen circumstances beyond the control of the student and/or supervisor which prevent completion of the program within the time limits.

A student's program may be considered for an extension of up to one year at the time of initial request to the Department Chair. To request an extension, the student must meet with the Chair, and submit the following:

- An explanatory letter with the reason(s) for the request and expected date of completion
 - The timetable for completion approved by the supervisor and/or supervisory committee, if applicable
- The Department Chair may approve a one-year extension, and will return a decision in writing to the student.

Under exceptional circumstances an additional extension of up to one year may be granted by the Dean. To request a second extension, the Department Chair must submit a request for a program extension to the Dean and attach the following information:

- A summary of the student's progress to date
- The timetable for completion preferably approved by the supervisor and/or supervisory committee, if applicable
- An explanatory letter from the student with the expected date of completion
- Written departmental recommendation

The Dean will return a decision in writing to the Department Chair and the student. An approved extension begins when the time limit for the degree has been reached. Repeated and documented failure to abide by a completion schedule may result in the student's request for program extension being rejected.

MASTERS AND UNDERGRADUATE PROGRAMS GRADUATION DEADLINES

Convocation is held in the Fall, normally the first week of November. Students planning to graduate from a Master's or Undergraduate program (Degree, Certificate or Diploma-level) must meet the following deadlines:

1. When a Thesis or Integrative Theology Paper (ITP) is a program requirement: Two copies of final draft of Thesis/ITP, approved by supervisor, must be submitted to Department Chair for examination by **April 1** of the year of graduation. Final Thesis/ITP, incorporating any revisions required by examiners, and re-approved by supervisor, must be submitted to the College by **September 1**. One binding-ready, unbound paper copy and an electronic copy (Word and PDF) on USB flash drive of the Thesis/ITP must be submitted to the College by October 1.

2. When a Capstone Project is a program requirement: Capstone Project must be submitted to course instructor according to deadlines published in the Capstone Project course syllabus. The final Capstone Project, incorporating any revisions required by examiners/instructor, and re-approved by instructor, must be submitted to the College electronically (in Word and PDF) by **September 1**.

3. When a Culminating Paper is a program requirement: One copy of final draft of Culminating Paper, approved by supervisor, must be submitted to Department Chair for examination by **July 1** of the year of graduation. A paper copy of the final Culminating Paper, incorporating any revisions required by the examiner, and re-approved by supervisor, must be submitted to the College by **September 1**, along with an electronic copy (Word and PDF) emailed to st.stephens@ualberta.ca. All other program requirements (excluding Thesis/ITP/Capstone Project/Culminating Paper), must be completed and graded by August 1. Academic work received after these academic deadlines cannot be considered for Fall Convocation, and the awarding of the degree, diploma or certificate will be deferred.

DOCTOR OF MINISTRY PROGRAM GRADUATION DEADLINES

Students planning to graduate from the Doctor of Ministry program must meet the following deadlines:

1. Submission of final draft of Dissertation, approved by student's Dissertation Committee, must be submitted to Department Chair by **February 15**: The Department Chair will send it out for external examination. The student can expect the External Examiner's report by March 31.

2. All revisions, in light of the External Examiner's report, must be discussed with the student's Dissertation Committee by April 30.

3. Final approval of Dissertation by student's Dissertation Committee by **May 15**.

4. Submission of approved Dissertation to the Department Chair by **May 31**.

5. The final, approved, binding-ready, unbound copy and an electronic copy (Word and PDF) on USB flash drive of the dissertation must be submitted to St. Stephen's College Registrar's Office by **October 1**. DMin candidates are required to have all of their program requirements except the Dissertation completed by December 31 of the year prior to convocation. Any academic work received after these academic deadlines cannot be considered for Fall Convocation, and the awarding of the degree will be deferred.

THESIS AND DISSERTATION BINDING

Students must forward to St. Stephen's College by October 1, one binding-ready original thesis/dissertation, an electronic copy (Word and PDF) on USB flash drive, and documentation for registration with the National Library in Ottawa. One copy of the thesis/dissertation is bound for St. Stephen's College. Students who order a personal bound copy of the thesis/dissertation can expect to receive it 3-5 months after Convocation.

STUDENT RECORD ARCHIVING

Upon graduation or withdrawal from a program, the College will retain the following information in students' files: academic record/transcript; program application form; thesis evaluations; practicum evaluations, documentation of practicum hours, supervisor credentials; transcripts used to support admission to program or transfer credit; and where applicable, USB flash drive copies of thesis/dissertation.

CONVOCATION

St. Stephen's College Convocation is held in late October or early November, normally at Convocation Hall on the University of Alberta Campus. Convocation is a public celebration of the life and work of the College. Through the Charter of St. Stephen's and its degree-granting authority, certificates and degrees are granted to students who have fulfilled the requirements of their respective programs. Honorary Degrees and awards are granted by the Senate, upon recommendation of the Awards and Honorary Degrees Committee, to persons who have made exceptional contributions of leadership or ministry in their faith community, defining ministry very broadly.

COURSE REGISTRATION

Registration occurs when a student registers online and pays the course fee which is in effect on the first day of class. Course fees are detailed in the financial policies section of the Calendar. Course fees are payable either onsite at the College (cash, cheque, or debit), or online (credit cards or debit) through a third party payment processing service; service fees apply. Students are encouraged to register early, as maximum enrolment (normally 22 students or less) per course will be enforced.

Course enrollment priority is given to students for whom the course is required for their degree, diploma, or certificate program. Generally, this is determined in the following order: first to St. Stephen's College degree and diploma program students, second to certificate program students, and third to open studies students. In the event that, at the registration deadline, a course is at maximum capacity and the enrollment cannot be expanded, it is possible that a student's registration will be cancelled and fees fully refunded or credited toward a different St. Stephen's course.

As an extensive amount of student preparation is required, students are required to register for most courses one month in advance of the start date. The course schedule, which includes prerequisites and registration deadlines, is published at www.ualberta.ca/st-stephens. Late registrations for courses may be accepted if students can be prepared for the course (including acquiring syllabus, texts, and completing pre-course assignments); a late fee of \$75 applies. Students wishing to audit a course must register by the deadlines stated and will be enrolled only if the maximum enrollment has not been exceeded at the registration deadline.

AUDITING A COURSE

Audit students register in a course for interest but do not receive credit. Audit students are exempt from writing assignments and a final grade is not provided. Students may audit most courses, if prerequisites are met. Instructor permission, obtained through Registrar's Office, must be obtained to audit an online course. Independent Study courses cannot be audited. Tuition for auditing online courses is the same as credit course tuition; other courses may be audited for half the credit course fee. Students wishing to audit a course must register by the deadlines stated and will be enrolled only if the maximum enrollment has not been exceeded at the registration deadline. St. Stephen's College follows an adult education model, meaning that student participation in all courses is necessary. Auditors must do all the required reading as per the syllabus and be willing and able to participate meaningfully in class discussions and presentations. Graduate courses (500-level) at St. Stephen's College are designated for graduate students. Students applying

to audit courses must possess a Baccalaureate Degree or equivalent, and register as an Open Studies student. No grades will be given to participatory assignments.

Students wishing to change their status in the course from credit to audit must do so prior to the end of the first day of week-long courses, or prior to the fourth class, or fourth week, for courses lasting longer than one week. A \$75 administrative fee will be applied against the refund.

Students who want to change their status from audit to credit may do so after obtaining the consent of the course instructor, and notifying the Registrar's Office (normal assignment expectations and deadlines will apply). The student will pay the difference between the audit fee and the credit fee.

COURSE NUMBERING

The course numbering system at St. Stephen's College is as follows: Doctoral level: 700; Master level: 500; Bachelor level: 300 or 400. Master level students may not use Bachelor-level courses to satisfy program requirements. Doctoral students normally complete all courses at the 700-level; however, with the approval of the Department Chair, a doctoral student may fulfil one program requirement with a 500-level course if it is not possible to take the course at the 700-level.

St. Stephen's degree, diploma and certificate students who are interested in the subject matter of a course, and wish to take it at a higher level, may arrange an independent study which involves participation in the course, along with extra academic work at the appropriate level (readings and assignments). Example: a DMin student interested in the content of a 500-level course, needs it at the 700-level; they get the instructor's permission to register in the course and follow the process to register for it as a 700-level independent study (guidelines are in the student files cabinet under 'course files': <https://www.ualberta.ca/st-stephens/st-stephens-programs/files-cabinet/student-files.html>).

COURSE CREDIT WEIGHT AND CONTACT HOURS

The credit weight of a course at St. Stephen's College relates to the number of contact/instructional hours. A 3-credit course will have between 35–39 contact hours. These contact hours are usually delivered in either (a) a five-day intensive period (5 days of roughly 7 instructional hours per day), or (b) over a semester (equivalent to 13 weeks of approximately 3-hour class blocks per week). Contact hours can be achieved through either synchronous or asynchronous course delivery; contact hours do not normally include or factor in estimates for independent learning (such as individual study, readings, projects, or other work expectations outside the classroom).

CLASS ATTENDANCE

The success or failure of a class often depends on the attendance and full participation of all members of the class. It is expected that full attendance at class sessions (whether in-person or synchronous online) be the norm. In extenuating circumstances, students may be absent by approval of the instructor and at the discretion of the instructor, up to a maximum of 20% of the total classroom time, but students who miss significant portions of in-class time may be required to do additional work. Appeals to the Dean for absences that exceed 20% will be permissible and must have the endorsement of the instructor.

RE-EXAMINATIONS AND REWRITING ASSIGNMENTS IN A COURSE

Students who have written and submitted a final examination or assignment may be considered for a reexamination provided the following conditions are met:

- The course was failed.
- The final major written assignment or exam is worth 40% or more, as originally scheduled for the class as a whole.
- The student's GPA must be at least 70% including the failed course.
- Student must have written the final major assignment or exam and must provide evidence of a medical condition or similarly compelling circumstance that existed at the time, such that their performance in the final major assignment or examination was so affected that there was a substantial difference between the final major assignment results and the other course work.

To apply for a re-examination or rewrite of the final assignment, students must present a detailed written request to their Department Chair. This request must include detail of the student circumstances; demonstration of meeting the conditions above (notwithstanding GPA); and supporting documentation. Documentation may include: a declaration stating illness or injury, or an official medical note (optional) that provides specific details about student's condition and demonstrates inability to attend the examination or write the assignment satisfactorily. If the student is applying for reasons other than personal illness or injury, supporting documentation must be provided that substantiates the application. If a student cannot support the application, the application will be denied.

Students must apply within 10 days of receiving the course final grade. The application process will start once the student speaks with the Department Chair and indicates they would like a reexamination or rewrite. If the request for a reexamination or rewrite is denied, the student will receive the grade originally assigned in the course. The fee for applying for a reexamination or

rewrite is due upon approval of the application. Consult Fees for Special Services policy for current fees.

REPEATING A COURSE

Only one re-registration for credit or audit will be permitted in any course in which a student has received a final grade of F or W, except the course *Counselling Practicum PPSYC5870/5878*, or except for reasons deemed sufficient by the Dean. The course and the grade will be recorded on the transcript each time; however only the higher grade will be included in students' cumulative Grade Point Average (GPA). If a passing grade is obtained more than once, only the course with the higher grade will be used as credit toward the program requirement. Withdrawals recorded on a student's record prior to June 1, 2019 would not be included in the re-registration count. Students are responsible for monitoring the number of times they have repeated a course.

COURSE COMPLETION

Students are expected to submit assignments required for credit courses by the prescribed deadlines. A grade penalty may be applied to late assignments, if a penalty policy is published in the course syllabus. Final assignments are normally due the last day of the course (for semester, online, and independent study courses), or two months after the last day of the course (for week-long intensive courses). All un-submitted assignments will receive a grade of zero, and the final course grade will be assessed based on all marks recorded for the course (including marks of zero for failed or incomplete assignments).

Approval for an excused absence from any course assignment other than the final assignment (e.g., papers, reports, or examinations) is at the discretion of the instructor. To apply for an excused absence for an interim (other-than-final) assignment, a student must contact the instructor pertaining to the reason for the absence, within two working days following the deadline of the work missed, or as soon as the student is able, having regard to the circumstances underlying the absence. In cases where the reason is medical, medical documentation is not required. When considering an application for excused absence, instructors have one of three options:

- 1) not approve the application
- 2) waive the assignment, in which case the percentage weight allotted to the assignment missed will be distributed to other coursework or exams, as decided by the instructor
- 3) require the student to make up the work, in which case the student would be required to complete equivalent work as decided by the instructor.

If the instructor does not approve the application for excused absence, or if the student does not complete the make-up work as prescribed by the instructor, a raw score of zero will be assigned for the missed work or

exam, and the final course grade will be assessed based on all marks recorded for the course (including marks of zero for failed or incomplete assignments).

COURSE EXTENSIONS

Students are expected to submit course assignments by the deadlines outlined in the course syllabus, and according to the course completion policy outlined above. However, if extenuating circumstances (eg. medical reasons) impede a student's ability to complete course work within the course timeframe, students may consult with the instructor to request an extension to the course deadlines. In cases where the reason is medical, medical documentation is not required. It is the purview of the instructor (in consultation with the Department Chair) either to grant or deny the extension request. Factors that contribute to the instructor's decision include: (1) quality of the student's prior work in the course, (2) the nature of the extenuating circumstances, and (3) was the request made in a timely fashion (ie. three business days prior to the assignment due date).

If an extension is granted, the following will happen: (1) the student must obtain and complete a Course Extension Request form, which will document the incomplete assignments and outline a schedule of completion. The Course Extension Request form must be signed by the student, the instructor, the Department Chair, and the Registrar. The form must be submitted by the end of the course (ie. the day course grades are due to the Registrar, one month after the final assignment deadline), and it will be kept in the student's file. (2) the student will be given a temporary grade of IP (In Progress), which will remain on the student's transcript until their final grade is submitted. And (3) the student will enter into an IP period, which allows a maximum time of four months in which to complete all outstanding course work. By the end of the IP period, the instructor must submit the student's final course grade, regardless of whether assignments have been completed or not. The final course grade will be assessed based on all marks recorded for the course (including marks of zero for failed or incomplete assignments).

At the end of the IP period, no further extensions will be granted (except at the discretion of the Dean to accommodate extreme extenuating circumstances).

Students are reminded that they are expected to set realistic goals and timelines for themselves to complete assignments that are due, particularly in situations where they may enroll in several courses at the same time. Students who fail to complete the course assignments within either the scheduled course timeline or within the extended IP period will receive a grade of zero for any un-submitted assignment, and the final course grade will be assessed based on all marks

recorded for the course (including marks of zero for failed or incomplete assignments). After the final grade is awarded, students wishing to re-register for the course in order to obtain a higher grade should refer to the 'Repeating a Course' policy. Both the original registration and the re-registration will appear on the transcript.

COURSE WITHDRAWAL: ACADEMIC

Students who wish to withdraw from a course must submit a 'Withdrawal-Course or Program' form to the Registrar's Office (st.stephens@ualberta.ca), by the dates specified below. The College treats all students in an equitable fashion by adhering to published withdrawal deadlines.

Action / Grade	Length of Course Session				
	60 days or less (less than 2 months)	61-120 days (~2-4 months)	121-180 days (~4-6 months)	181-240 days (~6-8 months)	241+ days (~8+ months)
	Withdraw by:				
Registration Delete (no academic record)	End of first day of course	7 days after course start date	7 days after course start date	30 days after course start date	30 days after course start date
Withdrawal (Grade of W)	30 days after course start date	30 days after course start date	60 days after course start date	90 days after course start date	120 days after course start date
Withdrawal with Cause (Grade of WC)	Withdraw with cause anytime between the "Withdrawal (Grade of W)" deadline and the final assignment due date. Granted only in cases of serious illness or other extenuating circumstances (documentation required).				

COURSE WITHDRAWAL WITH CAUSE

Students are expected to complete all courses in which they are registered. However, if a serious illness or other extenuating circumstance beyond the control of the student impedes their ability to complete a course within its prescribed timeframe, the student may petition for a "Withdrawal with Cause" and receive a grade of WC (no grade point value). Petitions for a Withdrawal with Cause are submitted to the Registrar and reviewed and approved by the Dean. Petitions for Withdrawal with Cause will only be considered when:

1. Circumstances beyond the student's control, such as a serious illness or other extenuating circumstance, make it impossible for the student to complete the course. A petition for Withdrawal with Cause will not be considered for reasons of unsatisfactory academic performance.
2. The extenuating circumstance cannot be adequately accommodated by granting the student a course extension (see Course Extension Policy).
3. The deadline for withdrawing with a W has passed, and the student initiates their petition for a Withdrawal with Cause before the final assignment due date.

If the petition is successful, a grade of WC will be assigned for the course, and no percentage grade will be assigned or included in the student's overall grade point average. A grade of WC does not count toward the student's overall GPA. If the course is a program requirement, the student will need to re-take the course at a future time.

OBTAINING FINAL GRADE

St. Stephen's College credit course instructors are expected to submit final course grades in percentage format (or Satisfactory, Fail or In Progress as applicable) to the Office of the Registrar one month after the final assignment due date, together with grades for each course component (assignments, tests, participation) that counts towards the students' final grades. Final course grades are approved by the Dean, and distributed to students by the Registrar's Office within two weeks. Instructors are permitted to share the unofficial final grade with the student, with the proviso that the official final grade comes from the College.

If any students have been granted extensions in the course, all other grades are submitted by the usual deadline, except grades for the students who received an extension. For students with extensions, the extension date and a grade of IP ("In Progress") are noted on the Final Grade Report and submitted to Registrar's Office.

TRANSCRIPTS

Official transcripts of a student's academic record are issued by the Office of the Registrar upon request of the student, using the Transcript Request Form. The transcript is a record of all graded courses completed or attempted by an individual student. Suspensions will be recorded on the student transcript for the length of the suspension period. Expulsion will be recorded on the student's transcript in perpetuity or until such time as the student is readmitted to the College. Transcripts are issued to the student personally, or to whomever the student designates. An official transcript bears the signature of the Registrar or designate and the official seal of the College. Official Transcripts and other forms of certification are released only after any outstanding accounts with the College have been settled. There is no charge to obtain an Official Transcript; however, any special delivery methods must be prepaid by the student. If transcript is required by a given deadline, students should allow time for postal delivery and submit their request in advance.

ETHICAL CONDUCT POLICY

Introduction and Purpose

The highest standards of ethical conduct are essential to the success of any great institution. It is the people who work at and serve St. Stephen's College who are integral to its success. People reach their full potential when there is a shared commitment to high ethical standards, mutual respect and civility. Academic freedom, open inquiry and the pursuit of knowledge, which form the foundation of an institution of higher learning, depend on this shared commitment.

This policy applies to representatives of the College including executive officers, faculty, staff, professors emeriti, associate faculty, visiting academics, student employees, contractors when specified in the terms of the contract, members of the Board of Governors, Senate, and others acting on behalf of the College.

All representatives of the College shall maintain the highest standards of ethical conduct, in which their actions and behaviours uphold the principles of integrity, respect and accountability, supported by awareness of and compliance with relevant College policies and procedures, government legislation and relevant professional standards.

Compliance with Professional Standards

If our role as employees of St. Stephen's College (e.g. health professionals) requires membership in a professional governing body, we will comply with the College's professional standards as well as with the external professional organization's codes and standards.

Conflict of Interest and Conflict of Commitment

We understand that our position as representatives of the College may put us into conflict situations, in which our own interests may diverge from the interests of the College. We realize that the best test for this is to ask whether an impartial observer might reasonably question whether our actions or decisions could be unduly influenced when we are in such a situation. We know that it is not possible to eliminate all conflict situations. We therefore disclose such situations so they may be assessed and, if the conflict is determined to be permissible, managed in a way that is compliant with legislation and considers, protects and serves the interests, integrity and reputation of the College, and withstands the test of reasonable and independent scrutiny.

Discrimination and Harassment

We strive for a campus environment that is inclusive and respectful. We each share responsibility for ensuring the College community is free from unlawful discrimination and harassment. We do not discriminate against or harass others. We constructively participate in education and resolution processes aimed at eliminating

discrimination and harassment, including personal harassment or bullying.

Financial Accountability

In our handling of financial resources we are fully aware of our roles and accountabilities and follow all relevant institutional policies and procedures. We are responsible for the effective and efficient use of resources and comply with applicable legislation and principles of financial reporting. We follow the agreed-upon conditions of our donors and sponsors.

Integrity, Respect and Accountability

We act with integrity, respect and accountability in all our dealings with each other, with students, visitors, government, associates, vendors and others within and outside the College community.

- Acting with integrity, we are committed to truth, fair dealing, honesty and sincerity.
- Acting with respect, we show consideration for more than one point of view and we treat others with due regard, courtesy and civility.
- Acting with accountability, we are prepared to give account of, and answer for, the manner in which we conduct ourselves as representatives of St. Stephen's College.

Research

When we conduct research as representatives of the College, we ensure that human research participants are treated safely and with respect; we are dedicated to supporting and developing research and scholarship through prudent resource management; and we ensure our research is compatible with established College policies and procedures. [Refer to Research Ethics Policy]

Violations and Reporting

Failure to comply with this policy may result in disciplinary action, up to and including termination of employment and prosecution if appropriate. Representatives of the College are encouraged to report conduct that does not meet the College's ethical standards, and in certain cases, such as those involving fraud, are obliged to report conduct to the appropriate College authority. Reports should be made where there is a reasonable belief that a violation has occurred. The College does not tolerate reports that are malicious, frivolous or vexatious. The College will maintain an environment of safe disclosure when such a report is made, in which:

- The persons and offices that receive and/or investigate such reports shall protect the identity of the person making the report to the extent possible under government legislation and College policies
- The College will not tolerate any reprisal, directly or indirectly, against anyone who, in good faith, makes a report
- All individuals against whom allegations are made will maintain the rights, privileges and protections

afforded to them through the Personal Information Protection Act (PIPA) and other applicable government legislation in effect at the time of the alleged misconduct.

The absence of a specific policy covering a particular situation does not relieve an individual of the responsibility to apply the highest ethical standards in that situation. In the event there is no policy that addresses an ethical question that arises during the execution of their responsibilities, individuals may seek clarification or guidance from the Principal and Dean.

STUDENT RECORDS: CONTENTS, ACCESS, USE, AND PROTECTION

St. Stephen's College collects, uses, discloses and retains personal information in accordance with privacy legislation enacted by the Province of Alberta and the Government of Canada. The Personal Information Privacy Act (PIPA) protects the personal information of the public and employees of organizations operating in Alberta. The College is also subject to the Freedom of Information and Protection of Privacy (FOIP) Act when performing services under contract to a public body such as the University of Alberta. These privacy acts govern the collection, use, disclosure and retention of personal information by organizations in a manner that recognizes and balances the right of an individual to have his or her personal information protected, and the need of an organization to collect, use, disclose or retain personal information for purposes that are reasonable. St. Stephen's College policy concerning Student Records is set out below.

■ Collection of Personal Information

Information that forms part of the student record is collected and used to determine eligibility for admission, to advise students about academic programs and to provide College services. The student record is disclosed to academic and administrative staff of the College, and Program Committee members assigned to the role of Faculty Advisor. Program Committee members participating in admission decisions have access to the application documents only.

■ Student Access

Students have access to their own information.

■ Student Records

1. Official transcripts: Official transcripts are issued by the Office of the Registrar only upon the request of the student. They are issued to the student personally or to whomever the student designates. An official transcript bears the signature of the Registrar and the official seal of the College. An unofficial transcript or copy of the student's academic record does not bear the Registrar's signature, nor is it sealed with the official seal of the College.

2. Letters of Reference: The contents of letters of reference collected implicitly or explicitly in confidence with the consent of the student, for the purposes of determining admission to a program, may be revealed

to the student. Letters of reference will be used only for the express purpose(s) for which they have been supplied. Letters of reference will be retained for at least one year.

3. General Assessment of a Student's Ability and Character: Assessment information contained in a student's record may only be divulged by an administrative officer of the College to third parties (such as institutions, agencies or prospective employers) with the student's consent. When asked by such institutions, agencies or prospective employers to express an opinion concerning a student's academic ability, character and personality, a faculty member may do so only with the consent of the student, in which case, a record of the opinion so expressed will be retained for a minimum of one year by the faculty member.

4. Records of Disciplinary Action: The only disciplinary action that will be documented on a student's permanent academic record is one involving suspension, or expulsion from the College.

5. Retention of Student Course Work: A copy of a student's major assignment (for each course) together with any evaluative comments and a marked-up copy of the rubric used to determine the grade of the final assignment is retained for one year and permanently deleted/shredded after deadlines for grade appeals have passed.

■ Public Information Concerning Students

The following information is defined as the student's public record: name; faculty or department of registration; dates of registration or convocation; and degree, diploma or certificate awarded. This information may be issued to third parties (such as other educational institutions, appropriate government agencies, or prospective employers) on a need-to-know basis.

■ Security of Student Records

The College must protect students' personal information by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure or destruction.

FINANCIAL POLICIES

COURSE FEES: Students are assessed course fees at the rate that is in effect at the course start date. Course fees effective September 1, 2023 are \$1,029/3-credit course, \$2,058/6-credit course, and \$3,087/9-credit course, unless published otherwise. Course fees for Clinical Psychospiritual Education are set at \$2,800 per 6-credit offering (this rate is set in consultation with the Alberta Consortium for Supervised Psychospiritual Education and is standardized across the Province of Alberta). Tuition for auditing online courses is the same as credit course tuition; other courses may be audited for half the credit course fee. Registration deadlines apply to courses; a late fee of \$75 is applied where late registrations are accepted. Fees may change without notice. Some program requirements may be fulfilled at other institutions with permission of the Department Chair; students are responsible for any fees in effect at that institution.

PROGRAM FEES: Program fees cover general academic and administrative support. A non-refundable deposit of \$250 is due upon acceptance of admission to degrees and diplomas and applied as credit to the first program fee invoice. Students do not pay a program fee in the academic year they graduate. The academic year is July 1 to June 30; graduation is late October or early November. Non-refundable program application fees for degree/diploma programs: \$200 for Canadian/PR applicants and \$400 for International applicants. Non-refundable program application fee for certificate programs: \$100 for Canadian/PR applicants and \$200 for International applicants.

TUITION INCREASES: Each year, tuition (course and program fees) will rise by Alberta's inflation, with the possibility of additional annual increases.

Program Fees: Bachelor, Master and Diploma Programs (For Students Admitted in 2023 and After)

Program fees are paid annually (or semi-annually) for the duration of studies.

Program	Annual Program Fee (payable for duration of studies) Canadian students	Annual Program Fee (payable for duration of studies) International students	Additional Fees
	Annual Amount	Annual Amount	Course fees due at registration deadline. Thesis/ITP/CP fees due one month after proposal approval.
Post-Master's Art Therapy Diploma	\$3,760: ■ \$1,880 due July 31 ■ \$1,880 due Jan 31	\$7,520: ■ \$3,760 due July 31 ■ \$3,760 due Jan 31	<ul style="list-style-type: none"> ■ All courses at current Course Fee rate ■ clinical supervision fees ■ personal therapy fees
Master of Psychotherapy and Spirituality	\$4,720 ■ \$2,360 due July 31 ■ \$2,360 due Jan 31	\$9,440: ■ \$4,720 due July 31 ■ \$4,720 due Jan 31	<ul style="list-style-type: none"> ■ All courses at current Course Fee rate ■ Additional fees if students take CPE ■ clinical supervision fees ■ personal therapy fees ■ Thesis or Capstone fee \$3,087
Master of Theological Studies	\$1,300: ■ \$650 due July 31 ■ \$650 due Jan 31	\$2,600: ■ \$1,300 due July 31 ■ \$1,300 due Jan 31	<ul style="list-style-type: none"> ■ All courses at current Course Fee rate ■ Additional fees if students take CPE ■ Thesis fee \$3,087 ■ Culminating Paper fee \$1,029
MTS or BTS in Diaconal Ministry	\$1,300: ■ \$650 due July 31 ■ \$650 due Jan 31	\$2,600: ■ \$1,300 due July 31 ■ \$1,300 due Jan 31	<ul style="list-style-type: none"> ■ All courses at current Course Fee rate ■ ITP fee \$1,029

Program Fees: Graduate Certificate Programs

Certificate program fees are paid in two installments in the first year. The entire program fee is payable regardless of the number of years students take to complete the program.

Program	Program Fees Canadian students	Program Fees International students	Additional Fees
GCSICA, GCSIP, GCSC, GCSD, GCTS	\$1,300 ■ 50% due at admit ■ 50% due 6 months later	\$2,600 ■ 50% due at admit ■ 50% due 6 months later	All courses at current course fee rate (due at registration deadline).

FINANCIAL POLICIES

Program Fees: Doctor of Ministry Program

DMin program fees are paid in semi-annual or annual installments over the first four years of the program, with a continuation fee payable by students taking longer than four years to complete their program. The entire program fee is payable regardless of the number of years students take to complete the program.

	Program Fees (Year 1-4) Canadian students		Program Fees (Year 1-4) International students		Program Continuation Fees	Additional Fees
	Total Program Fee	Annual Amount	Total Program Fee	Annual Amount	Payable Year 5 and onward (due July 31)	Course fees due at registration deadline. Dissertation fee due one month after proposal approval.
	\$21,000	\$5,250: ■ \$2,625 due July 31 ■ \$2,625 due Jan 31	\$42,000	\$10,500: ■ \$5,250 due July 31 ■ \$5,250 due Jan 31	Year 5: \$1,275 Year 6: \$1,400 Year 7: \$1,520 Year 8+: \$1,650	<ul style="list-style-type: none"> ■ All courses at current Course Fee rate ■ DMin-SE: Additional CASC fees ■ Dissertation fee \$3,087

Program Fees: Bachelor, Master and Diploma Programs (For Students Admitted in 2022 and Prior)

Program fees are paid in semi-annual or annual installments over the first four years of the program, with a continuation fee payable by students taking longer than four years to complete their program. The entire program fee is payable regardless of the number of years students take to complete the program.

Program	Program Fees (Year 1-4) Canadian students		Program Fees (Year 1-4) International students		Program Continuation Fees	Additional Fees
	Total Program Fee	Annual Amount	Total Program Fee	Annual Amount	Payable Year 5 and onward; due July 31	Course fees due at registration deadline. Dissertation/Thesis/ITP/CP fees due one month after proposal approval.
Post-Master's Art Therapy Diploma	\$15,040	\$3,760: ■ \$1,880 due July 31 ■ \$1,880 due Jan 31	\$30,080	\$7,520: ■ \$3,760 due July 31 ■ \$3,760 due Jan 31	Year 5: \$1,275 Year 6: \$1,400 Year 7: \$1,520 Year 8+: \$1,650	<ul style="list-style-type: none"> ■ All courses at current Course Fee rate ■ clinical supervision fees ■ personal therapy fees
Master of Psychotherapy and Spirituality	\$18,880	\$4,720 ■ \$2,360 due July 31 ■ \$2,360 due Jan 31	\$37,760	\$9,440: ■ \$4,720 due July 31 ■ \$4,720 due Jan 31	Year 5: \$1,275 Year 6: \$1,400 Year 7: \$1,520 Year 8+: \$1,650	<ul style="list-style-type: none"> ■ All courses at current Course Fee rate ■ Additional fees if students take CPE ■ clinical supervision fees ■ personal therapy fees ■ Thesis or Capstone fee \$3,087
Master of Theological Studies	\$5,200	\$1,300: ■ \$650 due July 31 ■ \$650 due Jan 31	\$10,400	\$2,600: ■ \$1,300 due July 31 ■ \$1,300 due Jan 31	Year 5: \$1,275 Year 6: \$1,400 Year 7: \$1,520 Year 8+: \$1,650	<ul style="list-style-type: none"> ■ All courses at current Course Fee rate ■ Additional fees if students take CPE ■ Thesis fee \$3,087 ■ Culminating Paper fee \$1,029
MTS or BTS in Diaconal Ministry	\$2,600	\$650: ■ \$325 due July 31 ■ \$325 due Jan 31	\$5,200	\$1,300: ■ \$650 due July 31 ■ \$650 due Jan 31	Year 5: \$1,275 Year 6: \$1,400 Year 7: \$1,520 Year 8+: \$1,650	<ul style="list-style-type: none"> ■ All courses at current Course Fee rate ■ ITP fee \$1,029

FEES FOR SPECIAL SERVICES

Service	Fee
Administrative Fee: •Refund of partial course or program fee when student withdraws from a course or degree program •Refund of partial course fee where status is changed from credit to audit •Refund of partial program fee when Leave of Absence status granted •Late registration in a course	\$75
Application for Advanced Standing in a course	\$175
Application to a degree program (Canadian/Permanent Resident applicant)	\$200
Application to a degree program (International applicant)	\$400
Application for equivalency review related to graduate degree/certificate program application	\$225
Application for reexamination or rewrite of major assignment in a course	\$175
Art material fee	\$40
NSF cheque or declined credit card	\$40
Parchment replacement fee	\$60
Student card replacement fee	\$20
Thesis copy (plus 10 cents/page)	\$35
Thesis Re-examination (applies if Internal Examiner requires major revisions after the second examination)	\$350
Thesis re-submission (fail, rewrite required): reassessed by supervisor, internal and external examiners	\$800
Transfer from one specialization to another within a SSC degree program	\$100
Transcript fee	n/a

FINES AND PENALTIES

Graduating students must pay all outstanding fees by September 1. Failure to do so will result in the deferral of the awarding of the degree. There will be a penalty of 10% of the total outstanding amount charged on accounts paid after the due date. Students will not be allowed to register for, or participate in, any course or learning event unless their account is paid in full. Official Transcripts and other forms of certification are released only after any outstanding accounts with the College have been settled.

FINANCIAL ASSISTANCE

St. Stephen's College offers bursaries and scholarships to students enrolled in St. Stephen's College degree, diploma and certificate programs to help defray the cost of studies. Bursaries are granted based on financial need and the terms of the bursary. Scholarships are awarded according to the terms of the scholarship. Financial aid will be granted according to the following priorities: (1) Canadian and Permanent Resident students, (2) International students. Details about the bursaries and scholarships, and the online application

form, are available in the Student File Cabinet on the College website.

Other possible sources of financial support include:

(1) congregational or denominational assistance from the student's faith group

(2) The Canada Student Loans and Grants Program may help by providing student financial assistance to Canadians attending post-secondary education. For more information about eligibility and how to apply, visit Student Aid Alberta: <http://studentaid.alberta.ca/>.

Students in the following programs are eligible to apply for government student loans: Open Studies (non-degree), DMin, MPS, and MTS/BTS Diaconal degrees. Students in the following programs are not eligible to apply for government student loans: PMATD, and all graduate certificate programs.

(3) Private institutions such as banks, trust companies and credit unions may also offer loan options, should you not qualify for a government student loan.

COURSE WITHDRAWAL: TUITION

Students who wish to withdraw from a course and receive a refund must submit a 'Withdrawal-Course or Program' form to the Registrar's Office (st.stephens@ualberta.ca), by the dates specified below. The College treats all students in an equitable fashion by adhering to published withdrawal deadlines. If the College cancels a course for any reason, the course fee is fully refunded.

Refund	Length of Course Session				
	60 days or less (less than 2 months)	61-120 days (~2-4 months)	121-180 days (~4-6 months)	181-240 days (~6-8 months)	241+ days (~8+ months)
	Withdraw by:				
Fee Refund 100%, less \$75 admin fee	30 days prior to course start date	Prior to course start date	Prior to course start date	Prior to course start date	Prior to course start date
Fee Refund 75%, less \$75 admin fee	14 days prior to course start date	7 days after course start date	14 days after course start date	30 days after course start date	56 days after course start date
Fee Refund 50%, less \$75 admin fee	End of first day of course	14 days after course start date	30 days after course start date	56 days after course start date	120 days after course start date

Deadlines for withdrawal from non-credit workshops and lectures vary and are published with event description.

PROGRAM WITHDRAWAL: TUITION

Tuition will be refunded to students as follows:

(1) Where a student withdraws from a degree or certificate program having already paid their annual program fee, a pro-rated refund will be granted. For example, if a student withdraws in the ninth month of the academic year of their program, a refund is issued for the remaining three months of fees (or one quarter of the annual program fee). There is a \$75 administrative fee for this action.

(2) Where St. Stephen's College ceases to deliver a degree, diploma or certificate program, the College will compensate students enrolled in the program for any undelivered portion of the program by providing a pro-rated refund of the annual program fee paid in that academic year. The refund will be paid to the student, individual or organization that originally paid the tuition. If the College ceases to deliver the program in the ninth month of the academic year of the program, a refund is issued for the remaining three months of fees (or one quarter of the annual program fee). In cases where a student has pre-paid the entire program fee, the refund will include academic years for which the student has paid tuition in advance.

Tuition will be owed to the College as follows, if a student withdraws from a degree, diploma or certificate program with outstanding program fees:

(1) A pro-rated tuition amount will be owed to the College; if annual fees are outstanding at time of withdrawal an amended pro-rated invoice will be issued at that time. The student will owe tuition for the number of months of the academic year(s) they were in the program before withdrawing, in addition to any amounts outstanding from prior academic years. Where a student has neglected or refused to pay amounts owed to the College, the College will withhold their official transcript until the student has settled the account with the College or has made arrangements satisfactory to the College to do so. Delinquent accounts will be reported to the Credit Bureau and referred to a collection agency for recovery.

(2) When a student withdraws from a degree, diploma, or certificate program with outstanding program fees, and decides to re-apply to that program in the future, all program fees outstanding at the time of withdrawal must be paid in full before reapplying.

RESEARCH WITHDRAWAL: TUITION

In some programs, students pay a fee one month following approval of the proposal for a major supervised paper. Where a student withdraws from the supervision process after the thesis/dissertation/CP/ITP fee has been paid but prior to submitting the project for examination, the fee is partially refunded.

Type of Project	Refund Amount
Dissertation	50%
Thesis, Culminating Paper or Integrative Theology Paper	75%

TUITION/EDUCATION TAX CREDIT

In Canada, students may be able to reduce income tax payable by claiming tax credits for enrolment in and payment of tuition and academic fees for St. Stephen's credit courses. Each February, the official Tuition, Education, and Textbook Amounts Certificate (form T2202) will be mailed out by the last day of February. To be eligible for the tax credit, the total of such fees paid to an educational institution in Canada for the year must exceed \$100. Fees paid for books, art materials, or late charges are not eligible for inclusion in the tuition tax credit.

The calendar year for which the fees are paid, not the date on which the fees are paid, is used to calculate eligible tuition fees. Tuition fees paid for courses or programs that extend beyond the calendar year-end will be pro-rated on the T2202 according to the period of course or program delivery pertaining to each calendar year. For example, if a course has an October 1 start date and a March 31 end date, only 50 percent of the tuition fee representing the October through December period will be reflected in the current year tax credit certificate. The remaining 50 percent, representing January through March, will be reflected on the following year's T2202.

The T2202 Tuition, Education, and Textbook Amounts Certificate will reflect the number of months of enrolment that are eligible to be considered as part time or full time. Students taking fewer than the minimum full-time credits (as outlined in the Full-Time Status at St. Stephen's College section of the Calendar) are considered to be part-time. Further details concerning the Tuition, Education, and Textbook Amounts Certificate may be found in Canada Revenue Agency's (CRA) website or by contacting a CRA district taxation office.

ONLINE DATABASE SERVICE

St. Stephen's students are able to access an online database subscription service through EBSCO Publishing. This includes 24-hour access to databases through an ID/Password login system. "Academic Search Complete" is a comprehensive scholarly, multi-disciplinary full-text journal database for the highest-ranked journals in many disciplines, and includes PDF archives back to the first published issue for many journals. Log in access information is provided to students and faculty on the College website.

Public libraries also hold subscriptions to other journals and databases beyond what is available in EBSCO. St. Stephen's College students can take their Rutherford library card, student card, or other ID, to the Edmonton Public Library and for a small fee obtain a Visitor's card. This Visitor's card gives students online access to the databases for which the Library has a subscription.

RESOURCE CENTRE/LIBRARY

There is a Reference Library located on the lower level at St. Stephen's College. With over 500 volumes, this collection supports the programs that are being offered through St. Stephen's. Its strengths lie in biblical studies, theology, church history and pastoral counselling. The library's main function is to provide onsite resources for the students, faculty and staff of St. Stephen's. Reference Library hours are Monday to Friday, 8:30 am to 4:30 pm. Books and material must remain in the Reference Room at all times except for photocopying purposes within the building. Books are arranged according to the Library of Congress Classification system. A printout of the collection's items in alphabetical order by title is available in the library. There is a computer available for student use, with an internet connection.

Rutherford Library at the University of Alberta provides services to St. Stephen's students and faculty:

<https://www.library.ualberta.ca/services/library-cards-and-borrowing/st-stephens-college-students>. The library is located a half-block north of St. Stephen's College. Students obtain library cards at the Service Desk. Students identify themselves as a St. Stephen's graduate student, and receive a library card granting term borrowing privileges. To register for free delivery services with the University of Alberta Libraries Interlibrary Loans/Document Delivery Office, call 1-780-492-3795.

For further information, consult the University of Alberta Libraries website at: www.library.ualberta.ca. Access to the University of Alberta Library System (NEOS Libraries catalogue) is available. St. Stephen's students and faculty are eligible for reciprocal borrowing privileges, at no charge, at participating university libraries elsewhere in Alberta and in other provinces. COPPUL clients are issued a COPPUL card at their home agency library

(Rutherford) that can then be presented at a participating library. OCUL clients can simply present their individual ID cards for identification. Students can make arrangements with the Rutherford Library for a COPPUL card to be mailed to them.

Remote access to University of Alberta Libraries' proxying service:

St. Stephen's College students and faculty are not covered by the University of Alberta Libraries' Licenses, and do not have remote (off-campus) access to UAlberta electronic resources (e.g. e-journals, e-books or databases). Access to electronic resources for St. Stephen's College students and faculty will be limited to onsite access on campus:

- In person at a library or lab public computer,
- In person at the College, using the student computer in the lounge, or
- In person on campus, by logging in to University wireless network with your personal device.

St. Stephen's students require a University of Alberta "guest" CCID (Campus Computing Identification) to access these resources. CCIDs will be issued by the St. Stephen's College Registrar's Office, and renewed annually; password resets, if required, are also managed through the Registrar's office.

COMPUTER TECHNOLOGY

Students are required to have access to a computer and use standard word processing software (Microsoft Office Suite) to enhance their learning environment. Students taking credit courses are required to have internet access and an email account, so that communication with instructors, Faculty Advisors and College administration may take place effectively. Some online courses are required for most of our programs. Online courses are offered via eClass on the University of Alberta website, and use Zoom, which requires a webcam, microphone and speakers.

COMPUTING ID

For the duration of their studies at St. Stephen's College, students enrolled in programs and/or courses are issued a University of Alberta computing ID (CCID). CCIDs are used to access eClass, some library services, and if applicable, the research ethics portal. CCIDs are governed by the University of Alberta and are subject to all relevant university policies. CCIDs are the property of the University of Alberta and will no longer be renewed once a student completes their studies at St. Stephen's College.

ONLINE RESOURCES

Visit our website www.ualberta.ca/st-stephens for:

- Workshops and Lectures
- People
- News and Events
- Academic Calendar (Programs and Courses)
- Course Schedule
- St. Stephen's capstone, theses and dissertation titles

HEALTH CARE RESOURCES

St. Stephen's College does not have a health plan available for students. The Government of Canada does not pay for the medical costs of international students. Health coverage for international students varies among the provinces of Canada. International students who are residing in Canada for a prolonged period should learn about the Alberta Health Care Insurance Plan (AHCIP): www.alberta.ca/ahcip-temporary-residents.aspx. International students are advised to purchase Visitor to Canada Insurance, which is available from private insurance companies, if they are physically present in Canada but not eligible for AHCIP coverage.

ACCESS TO ST. STEPHEN'S THESES

Theses, dissertations and capstone projects are made freely available to the public once they have been formally approved; a list is available on the College website. Theses, dissertations and capstone projects produced after 2009 are available electronically in PDF format for no charge. Contact the Registrar's Office at st.stephens@ualberta.ca to order. Theses and dissertations may also be downloaded from the University of Alberta Education and Research Archive (ERA) at:

<https://era.library.ualberta.ca/collections/xg94hs495>

If you would like a copy of a thesis produced between 1995-2009, you may search the National Library of Canada's main database:

<https://www.bac-lac.gc.ca/eng/services/theses>.

Staff at the College can arrange for a print copy of any thesis at a cost of \$45 per thesis. Students may read theses on-site at the College, but they cannot be removed from the premises.

ACCESSIBILITY – CLASSROOM AND PRACTICUM PLACEMENT SUPPORTS

St. Stephen's College promotes an accessible, inclusive, and universally designed environment. Individuals with documented disabilities are connected to the resources and supports needed to achieve full potential. We serve prospective and current students with disabilities affecting mobility, vision, hearing, learning, and physical or mental health. The lower level of the college is wheelchair accessible; students unable to navigate stairs should notify the College when registering so that appropriate classroom space can be utilized.

Students with disabilities may require accommodation support in courses and in practicums or other experiential learning courses. In a reasonable accommodation process, both the student with a disability and the College has rights and responsibilities. Clear communication and collaboration between all parties is the most reliable way to arrive at, and implement, effective classroom and field placement accommodations. While the instructors of the department delivering the course have knowledge regarding the competencies required for successfully passing a course or placement, the student has knowledge about the implications of the disability in meeting academic demands and specific tasks. We recommend that students who foresee requiring support in their courses or experiential learning initiate discussion with the St. Stephen's College Registrar's Office as early as possible, so that accommodations can be arranged through the Registrar's Office with the instructor or Department Chair.

STUDENT CARDS

The College provides a Student Identification Card to students who wish to have one. The main benefit of this card is the potential for commercial discounts. In order to receive a student card, students must submit a photograph via email to st.stephens@ualberta.ca (jpeg format). Student cards are issued to students in degree, diploma, certificate and CPE programs upon receipt of the program fee, normally in July.

DONORS

The College has been a community of learning and transformation for over a century. Our ongoing mission is to offer safe and sacred spaces for education that not only informs, but transforms, and that is inclusive and accessible to persons from many different vocations and faith traditions. Our students study and serve in: education, chaplaincy, faith communities, the arts, spiritual direction, social service agencies, counselling and healthcare, to name a few.

The growing needs of our world make it more important than ever that the programs we offer are of the highest quality, that they be sustainable, and that our teaching technology allows them to be delivered effectively. As we do not receive Government funding and our student tuitions only cover a portion of our basic expenses, we need financial assistance from individuals and companies to continue with this legacy of learning and transformation.

Donors can provide monthly, bi-annual, annual, Legacy and one-time gifts, choosing for themselves where they would like their gifts to go: the Tuttle Education Fund (the College's endowment program), Student Bursaries (assisting students through bursaries and scholarships), Capital Costs (assisting with building upgrades), General Donation (for those that would like the Board of Governors to apply their gift to the area of greatest need). Donations can be processed through our website www.ualberta.ca/st-stephens.

DISCLAIMER

By the act of registering for a course of study, each student at St. Stephen's College agrees to observe and be bound by the terms of this notice, and the terms, conditions, academic standards, rules, regulations, policies, and codes of behavior contained or referenced in the Calendar. Therefore, it is the student's responsibility to make himself or herself aware of the contents of the Calendar. The Calendar sets forth the intention of St. Stephen's College at the time the Calendar was prepared. The publication of information in the Calendar or in other documents relating to admission and registration does not bind the College to provide the courses, programs, schedule of studies, or facilities referenced in the documents. St. Stephen's College specifically reserves the right to exercise its sole, absolute and unfettered discretion in admitting individuals to the College, its programs or courses. St. Stephen's College reserves the right, subject to the authority of the Academic Senate, to make whatever changes it considers necessary to the information referenced in the Calendar or referenced in other documents relating to admission and registration. The right of the College to make changes includes, but is not limited to, the elimination of or changes to the following: programs, organizational structure, courses, course sections, mode of course delivery, course content, prerequisites and corequisites, course schedules, course locations, instructors assigned to particular courses, tuition and fees, entrance standards, academic standards, degree requirements, College policies, regulations, and rules. With respect to program requirements, students are governed by the requirements that were in place when they enrolled in the program. Students are not bound by subsequent changes in program requirements, though they may opt into any change if they wish. Students must abide by policies and procedures in the current year's Calendar. Degree Program Manuals are often changed during the year; students must always consult the latest version of their program's Manual. In instances when a student is enrolled in an older version of a program, and when the latest version of a Program Manual is out of sync with that older program design, the Chair and student will defer to the past program manual for guidance with the discrepancy. Where the College ceases to deliver a program or course, the College will compensate students for any undelivered portion of the program or course in accordance with the College tuition refund policies. All changes referred to above may be made by the College without notice to students or prospective students. The College is not liable to anyone who may suffer any loss or damages of any type arising from such changes including any loss or damages arising from the interruption of academic activities.

PROGRAMS

COMMUNITY LEARNING and CONTINUING EDUCATION PROGRAM

In addition to its formal programs, St. Stephen's College has a mission to be responsive to the needs of spiritual seekers, whether or not they are associated with a traditional faith community. Through our Community Learning and Continuing Education Program, we design and support learning opportunities that invite the wider community to creatively engage the resources of leading-edge theological scholarship in ways that are intellectually stimulating and socially engaged. Our website www.ualberta.ca/st-stephens will have current information on workshops, lectures and other events offered.

OPEN STUDIES

One of the goals of St. Stephen's College is to facilitate and encourage knowledge development. The Open Studies program gives students the opportunity to take graduate courses without being admitted or committed to a degree, diploma or certificate program. Courses may be taken to satisfy prerequisite requirements prior to applying to enter graduate studies, to develop useful professional skills, to upgrade postsecondary qualifications, or purely for personal interest. Many courses offered at the College are open to Open Studies students, though in some cases there are prerequisites. Open Studies students are not eligible to arrange Independent Study courses.

Graduate courses (500-level) at St. Stephen's College are designated for graduate students. Students applying to take courses (for credit or audit), as an Open Studies student must possess a Baccalaureate Degree from an institution of higher education approved by a Canadian provincial authority, or the demonstrated educational equivalent. Students must abide by the English Language Proficiency policy.

Completion of courses is not a guarantee of admission to a degree, diploma or certificate program. A maximum of three 3-credit courses taken as an Open Studies student may be used toward a St. Stephen's College program. Open Studies students who may be interested in applying to a degree, diploma or certificate program are urged to consult with the relevant Department Chair to ensure that courses selected are appropriate. Students who complete courses as an Open Studies student with the intent of applying those courses towards the requirements of a program should be aware that the courses should be no older than three years in the area of specialization or five years outside the area of specialization. Acceptance of individual courses will be at the discretion of the Department Chair. Courses are scheduled year-round, and students must submit course registrations by the published registration deadline for the course(s) they wish to attend. The program is open to people from any faith tradition.

Information and applications for degree, diploma and certificate programs are available online: www.ualberta.ca/st-stephens

For further inquiries contact the Registrar's Office at St. Stephen's College:
Phone: 780-439-7311 or 1-800-661-4956
Email: st.stephens@ualberta.ca

DEPARTMENT OF PYSCHOTHERAPY AND SPIRITUALITY

GRADUATE CERTIFICATE IN SPIRITUALLY-INFORMED CREATIVE ARTS (GCSICA)

The Graduate Certificate in Spiritually-Informed Creative Arts (GCSICA) is an introductory program which may be taken either as a stand-alone certificate or as a bridge to the Master of Psychotherapy and Spirituality-Art Therapy Specialization (MPS-AT). The GCSICA provides a flexible, yet structured, course of study for the adult learner who wishes to explore creative arts and spirituality. It is open to persons who are interested in the integration of creative arts and spiritual knowledge as a holistic way to understand others. This program is open to people from all faith traditions. The GCSICA does not prepare students for professional certification.

The GCSICA may be used as a ladder into the Master of Psychotherapy and Spirituality specialization in Art Therapy (MPS-AT), the Master of Psychotherapy and Spirituality (MPS), the Post-Master's Art Therapy Diploma (PMATD), or the Master of Theological Studies (MTS) at St. Stephen's College. The electives can be taken in an area of specialization, and must be selected in consultation with the Department Chair. If the certificate is intended to ladder to another St. Stephen's graduate program, attention to the requirements of that program should be given, and students should consult with the appropriate Chair. Students wishing to continue on to another graduate program after completing the GCSICA must apply and meet admission requirements of that program. Successfully-completed GCSICA coursework can be transferred if coursework has been completed within the last 5 years, or at Department Chair's discretion. Completion of the GCSICA does not guarantee admission into a master's degree or other graduate program. Refer to 'Laddering Graduate Certificates and Diplomas into a Master's Degree' policy in the Academic Policies section of the Calendar.

LENGTH OF PROGRAM

Students taking a full course load can complete the GCSICA in one year. Students must complete all requirements within four years from the date on which they register in the program. Extensions beyond the fourth year are considered in exceptional circumstances (see Program Extensions policy).

ADMISSION REQUIREMENTS

1. Baccalaureate Degree from an institution of higher education approved by a Canadian provincial authority, or the demonstrated educational equivalent, in the area of theology, psychology, fine arts, counselling, social work, or the humanities and human sciences. Applicants who possess a Baccalaureate Degree in an unrelated area should consult with the Department Chair. Grade average minimum must be 72%/B/3.0 during last 60 credits of course weight.
2. The academic ability to engage in graduate education; academic background in counselling and/or some experience in a helping role are desirable.
3. Language Requirements: All applicants must be proficient in English prior to admission. Proficiency is

demonstrated by either (a) possession of a prior degree where the primary language of instruction was English, (b) demonstration of sufficient coursework completed in English, or (c) a satisfactory score on an approved English language examination (either TOEFL iBT, IELTS, CAEL, or PTE Academic). For full details, see the "English Language Proficiency" section of the St. Stephen's College Academic Calendar.

Application deadline: Applications can be submitted throughout the year. The recommended starting course(s) are scheduled in June/July each year; in order to begin with these courses, it is advised that applications be submitted prior to November 1 for international applicants and April 1 for Canadian and Permanent Residents. Applications are processed within two months of submission. Applications which require a baccalaureate equivalency review are processed within four months of submission. Upon acceptance to the program, students can begin coursework. Applicants applying for a Baccalaureate equivalency review: equivalency fee is \$225; if equivalency is granted, applicants then pay the normal application fee.

Orientation: Upon admission, students are invited to register for and attend the St. Stephen's College Orientation Day (in May).

PROGRAM REQUIREMENTS 12 CREDITS

REQUIRED COURSES (6 Credits)

PPSYC581 Intro to Psychotherapy and Spirituality (3cr)
PPSYC5841 Introduction to Art Therapy: Theories of Counselling and Historical Foundations (3cr)
The required courses must be taken at St. Stephen's College; transfer credits are not accepted.

ELECTIVES (6 credits)

Two electives chosen from: PPSYC583 Professional Ethics for Psychotherapy and Spiritual Care, PPSYC587 Life Span Development, PPSYC584 Theories of Counselling and Psychotherapy, PPSYC5896 Spiritually-Informed Developmental Psychology, SSC511 Introduction to Theology, SSC5540 Spirituality: From Contemplation to Action, ARTST [any] Art Therapy Studio, SPRIT/CATS [any] (graduate-level University of Alberta credit), or another St. Stephen's course approved by Department Chair.

GRADUATE CERTIFICATE IN SPIRITUALLY-INFORMED PSYCHOTHERAPY (GCSIP)

The Graduate Certificate in Spiritually-Informed Psychotherapy (GCSIP) is an introductory program which may be taken either as a stand-alone certificate or as a ladder to the Master of Psychotherapy and Spirituality (MPS). The GCSIP provides a flexible, yet structured, course of study for the adult learner who wishes to explore spiritual concepts and therapeutic practice. It is open to persons who are interested in the integration of psychological and spiritual knowledge as a holistic way to understand others and those who want to include spiritual awareness and perspectives in their therapeutic understanding and skill development. This program is open to people from all faith traditions. The GCSIP does not prepare students for professional certification.

The GCSIP may be used as a ladder into the Master of Psychotherapy and Spirituality (MPS), Master of Psychotherapy and Spirituality specialization in Art Therapy (MPS-AT), the Post-Master's Art Therapy Diploma (PMATD), or the Master of Theological Studies (MTS) at St. Stephen's College. The elective can be taken in an area of specialization, and must be selected in consultation with the Department Chair. If the certificate is intended to ladder to another St. Stephen's graduate program, attention to the requirements of that program should be given, and students should consult with the appropriate Department Chair. Students wishing to continue on to another graduate program after completing the GCSIP must apply and meet admission requirements of that program. Successfully-completed GCSIP coursework can be transferred if coursework has been completed within the last 5 years, or at Department Chair's discretion. Completion of the GCSIP does not guarantee admission into a master's degree or other graduate program. Refer to 'Laddering Graduate Certificates and Diplomas into a Master's Degree' policy in the Academic Policies section of the Calendar.

LENGTH OF PROGRAM

Students taking a full course load can complete the GCSIP in one year. Students must complete all requirements within four years from the date on which they register in the program. Extensions beyond the fourth year are considered in exceptional circumstances (see Program Extensions policy).

ADMISSION REQUIREMENTS

1. Baccalaureate Degree from an institution of higher education approved by a Canadian provincial authority, or the demonstrated educational equivalent, in the area of theology, psychology, fine arts, counselling, social work, or the humanities and human sciences. Applicants who possess a Baccalaureate Degree in an unrelated area should consult with the Department Chair. Grade average minimum must be 72%/B/3.0 during last 60 credits of course weight.

2. The academic ability to engage in graduate education; academic background in counselling and/or some experience in a helping role are desirable.

3. Language Requirements: All applicants must be proficient in English prior to admission. Proficiency is demonstrated by either (a) possession of a prior degree where the primary language of instruction was English, (b) demonstration of sufficient coursework completed in English, or (c) a satisfactory score on an approved English language examination (either TOEFL iBT, IELTS, CAEL, or PTE Academic). For full details, see the "English Language Proficiency" section of the St. Stephen's College Academic Calendar.

Application deadline: Applications can be submitted throughout the year. The recommended starting course(s) are scheduled in June/July each year; in order to begin with these courses, it is advised that applications be submitted prior to November 1 for international applicants and April 1 for Canadian and Permanent Residents. Applications are processed within two months of submission. Applications which require a baccalaureate equivalency review are processed within four months of submission. Upon acceptance to the program, students can begin coursework. Applicants applying for a Baccalaureate equivalency review: equivalency fee is \$225; if equivalency is granted, applicants then pay the normal application fee.

Orientation: Upon admission, students are invited to register for and attend the St. Stephen's College Orientation Day (in May).

PROGRAM REQUIREMENTS 12 CREDITS

REQUIRED COURSES (6 Credits)

PPSYC581 Intro to Psychotherapy and Spirituality (3cr)
PPSYC584 Theories of Counselling and Psychotherapy (3cr)

The required courses must be taken at St. Stephen's College; transfer credits are not accepted.

ELECTIVES (6 credits)

Two electives chosen from: PPSYC583 Professional Ethics for Psychotherapy and Spiritual Care, PPSYC587 Life Span Development, PPSYC5896 Spiritually-Informed Developmental Psychology, SSC511 Introduction to Theology, SSC5540 Spirituality: From Contemplation to Action, SSC589 Spiritual and Theological Reflection in Professional Practice, SPRIT/CATS [any] (graduate-level University of Alberta credit), or another St. Stephen's course approved by Department Chair.

MASTER OF PSYCHOTHERAPY AND SPIRITUALITY (MPS)

The Master of Psychotherapy and Spirituality (MPS) is an academic-professional degree that develops spiritually integrated counsellors, psychotherapists, and art therapists. The program enables students to integrate psychological and spiritual knowledge for effective therapeutic practice. Students in the MPS program will have the ability to integrate diverse learning with their own personal growth, awareness, and spirituality.

The program is 60-credits and can be taken as either a Counselling stream or an Art Therapy stream, both of which are delivered through a blend of academic coursework, supervised clinical experience in community settings, and a final research project. Academic instruction includes a combination of intensive week-long courses and traditional semester long online courses. This blend provides students the opportunity to develop strong cohort groups and learn from the experiences and backgrounds of their peers.

The program is open to people from all faith, spiritual, and world-belief traditions/practices.

LEARNING OBJECTIVES

The learning objectives for the MPS degree are:

- 1) Develop a mature professional identity as a psychotherapist, which includes an ongoing process of spiritual discovery, growth, and integration;
- 2) Develop critical reflection and competence in the delivery of psychotherapy by understanding history, theory, assessment, and intervention, and apply these to psychotherapy practice;
- 3) Integrate spirituality into professional psychotherapy practice;
- 4) Develop and maintain a culturally competent, ethical, and anti-oppressive professional practice; and
- 5) Contribute to knowledge and field advancement through a capstone or thesis project.

For those who choose the Art Therapy stream:

- 6) Develop competence in the delivery of art therapy by understanding art therapy history, theory, and intervention, and apply both of these to art therapy practice; and
- 7) Recognize the inherently spiritual nature of the creative process in clinical practice.

MPS COUNSELLING STREAM

The MPS Counselling stream blends theoretical knowledge and clinical skills with particular emphasis on the individual student's ability to integrate spiritual awareness and perspectives in their therapeutic understanding and skills development. The program is designed for those who see professional counselling as both an aptitude and a calling.

The MPS Counselling program offers a blend of academic coursework with supervised clinical experience in community settings. Students complete a

minimum of 300 hours of supervised counselling training, and they have the choice of completing either a master's thesis or final capstone project. Personal therapy and/or spiritual direction is also a component of the program to allow students to explore their personal, spiritual, and professional development.

MPS ART THERAPY STREAM

The MPS Art Therapy program enables students to develop competence in the delivery of art therapy as well as recognize the inherently spiritual nature of creative practice. The Art Therapy stream blends theoretical knowledge and clinical skills with particular emphasis on the individual student's ability to integrate spiritual awareness and perspectives in their therapeutic understanding and skills development.

The MPS Art Therapy program offers a blend of academic course work, arts-based course work, and experience in community settings. Students complete a minimum of 300 hours of supervised counselling training (clinical art therapy supervision fees apply and vary depending on required supervisory credentials). Students also have the choice of completing either a master's thesis or final capstone project. Personal therapy and/or spiritual direction is also a component of the program to allow students to explore their personal, spiritual, and professional development.

Since 2008, St. Stephen's Art Therapy programs have met the Educational Standards of the Canadian Art Therapy Association (CATA); the College is actively working to ensure the new 2023 program meets this same standard.

LENGTH OF PROGRAM

Students taking a full course load can complete the MPS in two years, though students can take longer if they desire. Students must complete all requirements within seven years from their start date. Extensions beyond the seventh year are considered in exceptional circumstances (see Program Extensions policy).

AFTER GRADUATION

Graduates of the MPS program go on to work in contexts of professional counselling, psychotherapy, art therapy, spiritual care, chaplaincy, pastoral counselling, and other therapeutic and ministry contexts. Graduates may apply to become professional, certified, and registered members of various professional counselling, psychotherapy, and art therapy associations (including CCPA and CATA) and are prepared to qualify for provincial regulatory colleges including the CRPO (College of Registered Psychotherapists of Ontario).

The MPS program is designed to assist students in acquiring professional counselling credentials in several counselling associations and regulatory bodies. Although the curriculum is designed accordingly, please note that students are not guaranteed licensure or professional registration upon graduation. It is the student's responsibility to ensure that their course and practicum work meets the requirements for the licensing or registration body relevant to the jurisdiction.

in which they intend to practice. The program does not meet requirements to pursue registration as a psychologist in Alberta.

ADMISSION REQUIREMENTS

1. Academic Requirements: Baccalaureate Degree from an institution of higher education approved by a Canadian provincial authority, or the demonstrated educational equivalent. Grade average minimum must be 72%/B/3.0 during last 60 credits of course weight. Applicants who hold a degree other than psychology must have either completed a minimum of 9 undergraduate credits in psychology, or, if they are offered admission to the program, must have completed 3 undergraduate credits in psychology and commit to complete an additional 6 undergraduate credits as co-requisites within the first year of the program. Additional course work in religious studies, theology, and/or spirituality will be a benefit. Students who are required to complete co-requisite courses should expect to complete the program in a longer timeframe.

2. Personal Requirements: Evidence of commitment and ability to integrate spiritually-informed training into professional practice. This will be assessed through the applicant's written statements and admissions interview.

3. Professional Requirements: All applicants should be able to demonstrate work or volunteer experience in a humanities and/or social services field. For applicants to the Art Therapy Stream, demonstration of skill and experience in visual arts. These will be assessed through the CV, written statements, and (for art therapy applicants) visual art portfolio.

4. Language Requirements: All applicants must be proficient in English prior to admission. Proficiency is demonstrated by either (a) possession of a prior degree where the primary language of instruction was English, (b) demonstration of sufficient coursework completed in English, or (c) a satisfactory score on an approved English language examination (either TOEFL iBT, IELTS, CAEL, or PTE Academic). For full details, see the "English Language Proficiency" section of the St. Stephen's College Academic Calendar.

Application deadline: February 1 for Canadian and Permanent Resident applicants. November 1 for international applicants and applicants applying for a Baccalaureate equivalency review (equivalency fee \$225); if equivalency is granted, applicants then pay the normal application fee.

Interview: Applicants will attend an admission interview as part of the application process. Intake interviews will reflect on the applicant's learning goals and determine the applicant's appropriateness for admission to the program.

Orientation and first core course: Upon admission, students are expected to register for the St. Stephen's College Orientation Day (in May).

OPTIONS EQUIVALENT TO CREDIT IN MPS (Counselling Stream)

The following options are considered equivalent to credit in the MPS Counselling Stream. Students must consult with a Department Chair prior to applying for equivalency; acceptance of equivalencies will be in accordance with program and course requirements, and will be at the discretion of the Department Chair. Equivalencies granted for work done prior to entry into the MPS program will apply to work no older than five years. Original certificate of completion must be presented to the Registrar's Office.

ACADEMIC WORK	EQUIVALENCY
One Unit Clinical Psychospiritual Education (CPE)	6 elective credits [for CPE completed outside of a College/ University; CPE completed at a College/University would be considered transfer credit]
Spiritual Direction Programs (Phase I & II) (eg. Jubilee or PRC Presence Program)	3 elective credits

PROGRAM REQUIREMENTS

MPS (Counselling stream)

60 credits

PSYCHOLOGICAL KNOWLEDGE CONTENT (18 credits)

PPSY585 Basic Psychotherapy Skills (3cr)

PPSY583 Professional Ethics for Psychotherapy and Spiritual Care (3cr)

PPSY587 Life Span Development (3cr)

PPSY5812 Psychopathology (3cr)

PPSY584 Theories of Counselling and Psychotherapy (3cr)

PPSY5869 Systems Psychotherapy Skills (3cr)

SPIRITUAL INTEGRATION CONTENT (12 credits)

PPSY581 Intro to Psychotherapy and Spirituality (3cr)

SSC589 Spiritual and Theological Reflection in Professional Practice: An Introduction (3cr)

Course from Spirituality and Cultural Competency Category (3cr)

PPSY555 Spiritual Integration Processing Group I (1.5cr)

PPSY556 Spiritual Integration Processing Group II (1.5cr)

ELECTIVE CONTENT (6 credits)

Two 3-credit counselling electives in areas of student interest or as required by the student's desired Professional Association.

PROFESSIONAL PRACTICE CONTENT (9 credits)

Personal therapy (40 hours; 0cr)

PPSY5870 Counselling Practicum (6cr)

PPSY5844 Topics in Professional Practice Seminar Series (3cr)

ACADEMIC CONTENT (15 credits)

SSC579 Graduate Academic Skills (3cr)

SSC5710 Inquiry, Research and Evaluation (3cr)

Thesis or Capstone Project (9cr)

PROGRAM REQUIREMENTS

MPS (Art Therapy stream)

60 credits

PSYCHOLOGICAL KNOWLEDGE CONTENT (18 credits)

PPSYC585 Basic Psychotherapy Skills (3cr)
PPSYC583 Professional Ethics for Psychotherapy and Spiritual Care (3cr)
PPSYC587 Life Span Development (3cr)
PPSYC5812 Psychopathology (3cr)
PPSYC5841 Introduction to Art Therapy: Theories of Counselling and Historical Foundations (3cr)
PPSYC5880 Professional Issues in Art Therapy: Group, Family, and Diversity (3cr)

SPIRITUAL INTEGRATION CONTENT (12 credits)

PPSYC581 Intro to Psychotherapy and Spirituality (3cr)
SSC589 Spiritual and Theological Reflection in Professional Practice: An Introduction (3cr)
Course from Spirituality and Cultural Competency Category (3cr)
PPSYC557 Art Therapy Spiritual Integration Processing Group I (1.5cr)
PPSYC558 Art Therapy Spiritual Integration Processing Group II (1.5cr)

ELECTIVE AND ADDITIONAL ART THERAPY CORE CONTENT (6 credits)

ARTST586 Art Therapy Studio: Assessment and Application (3cr)
Art Therapy elective (3cr)

PROFESSIONAL PRACTICE CONTENT (9 credits)

Personal therapy (40 hours; 0 cr)
PPSYC5878 Counselling Practicum (Art Therapy) (6cr)
PPSYC5843 Topics in Art Therapy Professional Practice Seminar Series (3cr)

ACADEMIC CONTENT (15 credits)

SSC579 Graduate Academic Skills (3cr)
SSC5710 Inquiry, Research and Evaluation (3cr)
Thesis or Capstone Project (9 cr)

Students in both the Counselling and the Art Therapy stream must complete either a Thesis or a Capstone Project:

THESIS OPTION

■ Prerequisite: 'Thesis or Capstone' Seminar, and permission of Department Chair

The thesis is an option for students who can demonstrate their readiness and ability to work independently after advisement. The thesis is an extended piece of scholarly research, largely conducted independently, along with an appropriately credentialed supervisor. It is usually between 100-150 pages in length, and summarizes a student's research of a stated question. The thesis integrates an introduction, a thorough literature review, explication of methodology, data presentation and analysis, and a summary of findings, conclusions, and recommendations. It is intended to address not only the candidate's research interest, but to make a contribution to the body of knowledge in that field. Research must be within the field of a student's professional interest. Upon approval of the thesis proposal, students will pay the thesis fee [equivalent to a 9-credit course fee].

CAPSTONE PROJECT OPTION

■ Prerequisite: 'Thesis or Capstone' Seminar

Students have the option of completing a capstone project instead of a thesis. See *Capstone Project in Psychotherapy [PPSYC5892]*, or *Capstone Project in Psychotherapy (Art Therapy) [PPSYC5893]* course description for prerequisites and details. Students must attend the 'Thesis or Capstone' seminar (non-credit, half-day) prior to considering the capstone project option. Students meeting the prerequisites register and pay a 9-credit course fee.

TRANSFERRING FROM THE MPS DEGREE PROGRAM TO A GRADUATE CERTIFICATE

Students enrolled in the MPS Program who do not wish to complete their degree will have the option to transfer to either the Graduate Certificate in Spiritually-Informed Psychotherapy, or the Graduate Certificate in Spiritually-Informed Creative Arts. Students opting out of the degree program would graduate with the certificate instead—providing they have met the requirements.

POST-MASTER'S ART THERAPY DIPLOMA (PMATD)

The Post-Master's Art Therapy Diploma program is designed for those who have previously completed a Master's or Doctoral degree in a related field. This program is open to students from any faith tradition and is intended for those interested in professional training that integrates their professional and academic learning alongside their personal development and interest in spiritually informed practice.

Upon completion of this program students will be eligible for professional membership as an art therapist. St. Stephen's College's Art Therapy programs meet the Educational Standards of the Canadian Art Therapy Association (CATA). Although the curriculum is designed accordingly, please note that students are not guaranteed licensure or professional registration upon graduation. It is the student's responsibility, in consultation with the faculty and staff of the Department of Psychotherapy and Spirituality, to ensure that their course and practicum work meets the requirements for the licensing or registration body relevant to the jurisdiction in which they intend to practice.

LENGTH OF PROGRAM

Students taking a full course load can complete the PMATD in four years. Students must complete all requirements within seven years from the date on which they register in the program. Extensions beyond the seventh year are considered in exceptional circumstances (see Program Extensions policy).

ADMISSION REQUIREMENTS

1. Master's Degree from an institution of higher education approved by a Canadian provincial authority, or the demonstrated educational equivalent, in the area of health sciences, theology, social work, occupational therapy, counselling, healing arts, education, psychology, fine arts and the expressive arts, or the humanities and human sciences. The Master's degree must have included a thesis or capstone project. Grade average minimum must be 72%/B/3.0.
2. The academic ability to engage in graduate education; academic background in counselling and/or some experience in a helping role are desirable.
3. Background experience in the fine arts, studio art, and the artistic creative process.
4. Evidence of commitment and ability to integrate spiritually-informed training into professional practice.
5. Language Requirements: All applicants must be proficient in English prior to admission. Proficiency is demonstrated by either (a) possession of a prior degree where the primary language of instruction was English, (b) demonstration of sufficient coursework completed in English, or (c) a satisfactory score on an approved English language examination (either TOEFL iBT, IELTS, CAEL, or PTE Academic). For full details, see the "English Language Proficiency" section of the St. Stephen's College Academic Calendar.

Application deadline: February 1 for Canadian and Permanent Resident applicants. November 1 for international applicants and applicants applying for an equivalency review (equivalency fee \$225); if equivalency is granted, applicants then pay the normal application fee.

Interview: Applicants will attend an admission interview as part of the application process. Intake interviews will reflect on the applicant's learning goals and determine the applicant's appropriateness for admission to the program.

Orientation and first core course: Upon admission, students are expected to register for the St. Stephen's College Orientation Day (in May).

PROGRAM REQUIREMENTS

51 credits

REQUIRED COURSES (24 credits)

- PPSYC5841 Introduction to Art Therapy: Theories of Counselling and Historical Foundations (3cr)
PPSYC5830 Theories and Art Therapy Studio Training Group One (3cr)
PPSYC5833 Theories and Art Therapy Studio Training Group Two (3cr)
PPSYC5880 Professional Issues in Art Therapy: Group, Family, and Diversity (3cr)
PPSYC5890 Special Topics in Art Therapy (3cr)
One course (3cr) focused on Studio Art Therapy or Expressive Art Therapy; course may be at graduate or undergraduate level, and is to be selected in consultation with Department Chair.
PPSYC5878 Counselling Practicum (Art Therapy) (6cr)

COREQUISITE COURSES (27 credits)

Corequisites are normally completed while in the program but may be: (1) completed prior to admittance, (2) used toward another degree, or (3) fulfilled with equivalent transfer credits. Corequisites must be completed at the graduate level.

Six Psychology/ Methodology Courses:

- Choice of PPSYC587 Life Span Development, or PPSYC5896 Spiritually-Informed Dev. Psych (3cr)
PPSYC5812 Psychopathology (3cr)
PPSYC585 Basic Psychotherapy Skills (3cr)
PPSYC583 Professional Ethics for Psychotherapy and Spiritual Care (3cr)
SSC5710 Inquiry, Research and Evaluation (3cr)
PPSYC584 Theories of Counselling/Psychotherapy(3cr)

Three spiritually-informed/theology-related courses:

- PPSYC581 Intro to Psychotherapy and Spirituality (3cr)
SSC589 Spiritual and Theological Reflection Prof Practice (3cr)
One of: SSC511 Intro to Theology, or SSC5540 Spirituality: From Contemplation to Action (3cr)

THERAPY (0 credit, corequisite)

40 hours of personal therapy with a certified/registered counselling therapist or psychotherapist is considered a minimum during the program in order to provide an opportunity for students to address personal issues as they relate to their professional development as a counselling therapist or art therapist. A form must be completed by the therapist, stating dates the therapy took place, whether this was individual or group therapy, and the number of hours provided. This form must be submitted to the Clinical Director for approval.

DEPARTMENT OF THEOLOGY

BACHELOR OF ARTS MINOR IN CHRISTIAN THEOLOGY ■ UNIVERSITY OF ALBERTA

The Christian Theology Minor is an interdisciplinary program offered by the Faculty of Arts. To successfully complete the requirements of a Christian Theology Minor, students take courses offered by St. Joseph's College and St. Stephen's College. The Department of Religious Studies and the Department of History and Classics each offer additional courses that would augment and complement material learned in this program.

A minimum of ★18 to a maximum of ★42 at the senior level in CHRTC/PHIL courses at St. Joseph's College and/or CHRTP/SPRIT courses at St. Stephen's College courses are required, including ★9 at the 300- or 400-level. It is recommended that students include RELIG 102, CHRTC 100, SPRIT 312 and HIST 297 in their program. The staff at St. Joseph's College and St. Stephen's College serve as student advisors.

- In a rapidly changing world is there any room for faith?
- How can Biblical truths apply to contemporary problems?
- How do Christians define their place in society?

Students who choose to pursue the interdisciplinary Christian Theology minor will challenge and define these questions throughout their studies.

The Christian Theology minor offers a unique educational opportunity for Arts students, allowing for faith studies in combination with a broad-based liberal arts education. Students who graduate with a Christian Theology minor are equipped to handle tough philosophical and theological questions that may arise throughout their lives and careers. In addition, the Christian Theology minor is an excellent entry point into religious studies, religious education programs as well as vocational callings to serve in the Christian community.

For more information or program planning, please contact:

Academic Dean and Program Advisor
St. Joseph's College
780-492-7681
or
St. Stephen's College Dean
780-439-7311

BACHELOR OF THEOLOGICAL STUDIES IN DIACONAL MINISTRY (BTS)

St. Stephen's College and the Centre for Christian Studies have collaborated to offer a program of study in diaconal ministry leading to a Bachelor of Theological Studies in Diaconal Ministry degree granted under the Charter of St. Stephen's College. This degree will be conferred after completing the Centre for Christian Studies (CCS) Diploma in Diaconal Ministries, and the additional requirements of St. Stephen's College (SSC).

LENGTH OF PROGRAM

Students taking a full course load can complete the BTS-Diaconal in four-and-a-half years (this includes concurrent enrollment in the four-year Diploma in Diaconal Ministries offered at the Centre for Christian Studies in Winnipeg, plus a half-year of guided research at St. Stephen's College). Most students complete the degree in five to six years. Students must complete all requirements within seven years from the date on which they register in the program. Extensions beyond the seventh year are considered in exceptional circumstances (see Program Extensions policy).

ADMISSION REQUIREMENTS

1. Diploma in Diaconal Ministries from CCS or current enrollment in that program
2. General readiness to function in an integrative adult learning program in terms of both personal qualities and academic competencies
3. Commitment to one's lay profession or employment (paid or volunteer) as a ministry
4. Willingness to engage in a program that is grounded in the Christian faith but is also broadly ecumenical and multi-faith
5. Language Requirements: All applicants must be proficient in English prior to admission. Proficiency is demonstrated by either (a) possession of a prior diploma or degree where the primary language of instruction was English, (b) demonstration of sufficient coursework completed in English, or (c) a satisfactory score on an approved English language examination (either TOEFL iBT, IELTS, CAEL, or PTE Academic). For full details, see the "English Language Proficiency" section of the St. Stephen's College Academic Calendar.

Application deadline: CCS students must apply to the program no later than after they have taken three open studies courses at St. Stephen's College. CCS graduates must apply within 5 years of completing the CCS Diploma in Diaconal Ministries; applications will be assessed on the basis of previous academic work, including the CCS Diploma and any additional academic courses and professional training.

PROGRAM REQUIREMENTS

90 Credits

Students must complete all requirements within seven years. Extensions are considered in exceptional circumstances [see Program Extension policy].

ACADEMIC WORK COMPLETED AS PART OF CCS DIPLOMA:

12 Theme Learning Circles, Diaconal Praxis Years, Global Perspectives Experience, 3 Integrating Circles
8 courses: Intro Christian Scriptures, Christian Scriptures: Theme/Focus, Intro Hebrew Scriptures, Hebrew Scriptures: Theme/Focus, Intro Theology, Theology: Theme/Focus, Church History, Intro Ethics.
(Six of these courses [18 credits] must be taken at St. Stephen's College)

CCS Diploma requirements prior to 2017 were different, but considered equivalent to the above requirements for the purposes of the BTS in Diaconal Ministry degree.

POST CCS WORK:

Integrative Theology Paper (6 credits): 40-60 pages, at the undergraduate level. A project of guided research founded upon personal reflection and integration designed to demonstrate the researcher's ability to correlate learning from a variety of disciplines and integrate theological and personal meaning within a ministry setting.

MASTER OF THEOLOGICAL STUDIES IN DIACONAL MINISTRY (MTS)

St. Stephen's College and the Centre for Christian Studies have collaborated to offer a program of study in diaconal ministry leading to a Master of Theological Studies in Diaconal Ministry degree granted under the Charter of St. Stephen's College. This degree will be conferred after completing the Centre for Christian Studies Diploma in Diaconal Ministries, and the additional requirements of St. Stephen's College.

LENGTH OF PROGRAM

Students taking a full course load can complete the MTS-Diaconal in four-and-a-half years (this includes concurrent enrollment in the four-year Diploma in Diaconal Ministries offered at the Centre for Christian Studies in Winnipeg, plus a half-year of guided research at St. Stephen's College). Most students complete the degree in five to six years. Students must complete all requirements within seven years from the date on which they register in the program. Extensions beyond the seventh year are considered in exceptional circumstances (see Program Extensions policy).

ADMISSION REQUIREMENTS

1. Baccalaureate Degree from an institution of higher education approved by a Canadian provincial authority, or the demonstrated educational equivalent. Grade average minimum must be 72%/B/3.0 during last 60 credits of course weight.
2. Diploma in Diaconal Ministries from CCS, or current enrollment in that program
3. General readiness to function in an integrative adult learning program in terms of both personal qualities and academic competencies
4. Commitment to one's lay profession or employment (paid or volunteer) as a ministry
5. Willingness to engage in a program that is grounded in the Christian faith but is also broadly ecumenical and multifaith
6. Language Requirements: All applicants must be proficient in English prior to admission. Proficiency is demonstrated by either (a) possession of a prior degree where the primary language of instruction was English, (b) demonstration of sufficient coursework completed in English, or (c) a satisfactory score on an approved English language examination (either TOEFL iBT, IELTS, CAEL, or PTE Academic). For full details, see the "English Language Proficiency" section of the St. Stephen's College Academic Calendar

Application deadline: CCS students must apply to the program no later than after they have taken three open studies courses at St. Stephen's College. CCS graduates must apply within 5 years of completing the CCS Diploma in Diaconal Ministries; applications will be assessed on the basis of previous academic work, including the CCS Diploma and any additional academic courses and professional training.

PROGRAM REQUIREMENTS

45 Credits

Students must complete all requirements within seven years. Extensions are considered in exceptional circumstances [see Program Extension policy].

ACADEMICS COMPLETED AS PART OF CCS DIPLOMA:

12 Theme Learning Circles, Diaconal Praxis Years, Global Perspectives Experience, 3 Integrating Circles
8 courses: Intro Christian Scriptures, Christian Scriptures: Theme/Focus, Intro Hebrew Scriptures, Hebrew Scriptures: Theme/Focus, Intro Theology, Theology: Theme/Focus, Church History, Intro Ethics.
(Six of these courses [18 credits] must be taken at St. Stephen's College)

CCS Diploma requirements prior to 2017 were different but considered equivalent to the above requirements for the purposes of the MTS in Diaconal Ministry.

POST CCS WORK:

Integrative Theology Paper (6 credits): 40-60 pages, at the graduate level. A project of guided research founded upon personal reflection and integration designed to demonstrate the researcher's ability to correlate learning from a variety of disciplines and integrate theological and personal meaning within a ministry setting.

GRADUATE CERTIFICATE IN SPIRITUAL CARE (GCSC)

The field of spiritual care or chaplaincy is broad and diverse, with practitioners working in contexts as diverse as healthcare, prisons, the military, post-secondary education, business and corporations, civil services (such as city, police, fire), and inner-city/street organizations. The Graduate Certificate in Spiritual Care (GCSC) is designed to equip individuals with foundational skills and aptitudes needed for a variety of spiritual care or chaplaincy contexts. Curriculum for the GCSC is designed to equip students in four areas of competency: (a) skills for professional spiritual care practice, (b) disciplines for self-knowledge and self-care, (c) leadership skills, and (d) the ability to engage in spiritual care across lines of diversity and difference.

The GCSC has been developed through a partnership of St. Stephen's College with four other theological colleges in the Province of Alberta: Ambrose Seminary (Calgary), Taylor Seminary (Edmonton), Newman Theological College (Edmonton), and Canadian Baptist Theological Seminary and College (Cochrane). Each college contributes one or more courses toward the curriculum of the GCSC; special arrangements are in place for students to enrol and transfer any of the courses outlined in the Program Requirements (below) between the various colleges.

The GCSC provides students with foundational competencies for a broad range of spiritual care and chaplaincy work. Some employment contexts (such as healthcare) and professional certifying bodies (such as the Canadian Association for Spiritual Care) will require additional training.

LENGTH OF PROGRAM

Students taking a full course load can complete the GCSC in two years. Students must complete all requirements within four years from the date on which they register in the program. Extensions beyond the fourth year are considered in exceptional circumstances (see Program Extensions policy).

ADMISSION REQUIREMENTS

1. Baccalaureate Degree from an institution of higher education approved by a Canadian provincial authority, or the demonstrated educational equivalent. Grade average minimum must be 72%/B/3.0 during last 60 credits of course weight.
2. General readiness to function in an integrative adult learning program in terms of both personal qualities and academic competencies.
3. Commitment to one's lay profession or employment (paid or volunteer) as a ministry. Note: Persons who define their work activity as being committed to the improvement and nurture of society and the world community, including such fields as education, faith/religious community assignments, chaplaincy, mediation, management, media services, the arts, health care, counseling, Intercultural

relationships, and care of the earth are recognized by St. Stephen's College as being in ministry.

4. Willingness to engage in a program that is broadly ecumenical and multi-faith; readiness to engage deeply in personal reflection; commitment to the practice of a spiritual life.

5. Language Requirements: All applicants must be proficient in English prior to admission. Proficiency is demonstrated by either (a) possession of a prior degree where the primary language of instruction was English, (b) demonstration of sufficient coursework completed in English, or (c) a satisfactory score on an approved English language examination (either TOEFL iBT, IELTS, CAEL, or PTE Academic). For full details, see the "English Language Proficiency" section of the St. Stephen's College Academic Calendar.

Application deadline: Applications can be submitted throughout the year. The recommended starting course(s) are scheduled in June/July each year; in order to begin with these courses, it is advised that applications be submitted prior to November 1 for international applicants and April 1 for Canadian and Permanent Residents. Applications are processed within two months of submission. Applications which require a baccalaureate equivalency review are processed within four months of submission. Upon acceptance to the program, students can begin coursework. Applicants applying for a Baccalaureate equivalency review: equivalency fee is \$225; if equivalency is granted, applicants then pay the normal application fee.

Orientation: Upon admission, students are invited to register for and attend the St. Stephen's College Orientation Day (in May).

PROGRAM REQUIREMENTS

21 Credits

REQUIRED COURSES (12 credits)

Spiritual Care Skills	One of: SSC589 Spiritual and Theological Reflection in Professional Practice, SC501 Foundations of Spiritual Care (Ambrose) (3cr)
Ethics	One of: PPSYC583 Professional Ethics in Psychotherapy and Spiritual Care, SC625 Professional Ethics (Ambrose), STP576 Bioethics: Moral Issues from Life Sciences (Newman) (3cr)
Leadership	One of: LE503 Leadership & Leadership Formation (Ambrose), 2P3231 Spiritual Leadership (CSBSC) (3cr)
Diversity	One of: SSC547 Diversity in Faith and Culture, or MI502 Intercultural Competence (Ambrose), or MI620 Gospel in Multi-Cultural/Faith World (Taylor) (3cr)

ELECTIVES (6 credits)

Students choose two electives from the following list. Note: CPE (=6 credits) fulfills Elective 2 + Field Education.

SSC5823/INTD577 Spiritual Assessment in the Promotion of Health

SC610 The Ministry of the Chaplain (Ambrose)

SC613 Introduction to Prison Chaplaincy (Ambrose)

SC615 Spiritual Care of the Dying (Ambrose)

LE633 Leadership and Resilience (Ambrose)

CC602 Crisis Counselling (Ambrose)

PT501 Personal Formation & Development (Ambrose)

2C1243 Dealing with Conflict (CSBSC)

2P3215 Spiritual Formation (CSBSC)

STP575 Spiritual Direction (Newman)

STP586 Introduction to Pastoral Counselling (Newman)

PC431 Personal Development & Ministry (Taylor)

PC632 Crisis Intervention (Taylor)

PT540 Spiritual Formation (Taylor)

FIELD PLACEMENT/FIELD EDUCATION (3 credits)

Students choose one field education course from the following list. Note: CPE (= 6 credits) fulfills Elective 2 + Field Education.

CPE5889 Supervised Psychospiritual Education (6 cr)

SC715/716 Clinical Pastoral Education (6 cr) (Ambrose)

STP470 Theological Field Education (Newman)

PT712/721 Pastoral Internship or Mentoring (Ambrose)

MI712/720 Intercultural Internship or Mentoring (Ambrose)

2P2341/2P2342 Capstone Ministry I & II (CSBSC)

FE442/443/444 Field Education (Taylor)

TAKING COURSES AT OTHER THEOLOGICAL COLLEGES

Students at St. Stephen's College are permitted to enrol in any of the courses listed in the Program Requirements outline above, even when those courses are offered by a college other than St. Stephen's. Each college maintains their own course registration process; students of St. Stephen's must contact the registrar of the partner college to enrol in their desired course. Students are required to pay the tuition rate as set by the college offering the course. When transferring one of the approved courses back to St. Stephen's College, students must complete a Transfer Credit Request form.

GRADUATE CERTIFICATE IN SPIRITUAL DIRECTION (GCSD)

The Graduate Certificate in Spiritual Direction (GCSD) is a program which may be taken either as a stand-alone certificate or to ladder into a Master's degree. It is designed for students who wish to extend their studies in Spiritual Direction beyond either the Presence Program at Providence Renewal Centre in Edmonton or a Spiritual Direction program already recognised at St. Stephen's College. The GCSD will be awarded by St. Stephen's College after students complete a two-year program in Spiritual Direction and the additional course requirements of St. Stephen's College. The GCSD requires a two-year, part-time formation program in spiritual direction (such as the Presence Program at Providence Renewal Centre, or an equivalent program already recognised by St. Stephen's College) that prepares people to be spiritual directors. The GCSD course work provides a foundation in theological studies with an opportunity to explore interdisciplinary and creative topics as electives. Electives must be selected in consultation with the Chair of the Department of Theology.

The GCSD may be used as a ladder into the Master of Theological Studies (MTS), Master of Psychotherapy and Spirituality (MPS), Master of Psychotherapy and Spirituality specialization in Art Therapy (MPS-AT), or the Post-Master's Art Therapy Diploma (PMATD) at St. Stephen's College. Electives can be taken in an area of specialization. If the certificate is intended to ladder to another St. Stephen's graduate program, attention to the requirements of that program should be given, and students should consult with the appropriate Chair. Students wishing to continue on to another graduate program after completing the GCSD must apply and meet admission requirements of that program. Successfully-completed GCSD coursework can be transferred if coursework has been completed within the last 5 years, or at Department Chair's discretion. Completion of the GCSD does not guarantee admission into a master's degree or other graduate program. Refer to 'Laddering Graduate Certificates and Diplomas into a Master's Degree' policy in the Academic Policies section of the Calendar.

The GCSD may also be used to fulfil corequisites for students who apply to the Doctor of Ministry (DMin) program with a Master's degree which is not in the area of theology. If the certificate is intended to meet DMin corequisites, students must consult with the Chair of the Department.

LENGTH OF PROGRAM

Students taking a full course load can complete the credited requirements of the GCSD in one year (not including the 2-year, non-credited Spiritual Direction program). Students must complete all requirements within four years from the date on which they register in the program. Extensions beyond the fourth year are considered in exceptional circumstances (see Program Extensions policy).

ADMISSION REQUIREMENTS

1. Baccalaureate Degree from an institution of higher education approved by a Canadian provincial authority, or the demonstrated educational equivalent. Grade average minimum must be 72%/B/3.0 during last 60 credits of course weight.
2. Completion of or current enrollment in the Presence Program (Spiritual Direction) at Providence Renewal Centre or an equivalent program recognised by St. Stephen's College.
3. General readiness to function in an integrative adult learning program in terms of personal qualities and academic competencies.
4. Willingness to engage in a program that is broadly ecumenical and multi-faith; readiness to engage deeply in personal reflection; commitment to the practice of a spiritual life.
5. Language Requirements: All applicants must be proficient in English prior to admission. Proficiency is demonstrated by either (a) possession of a prior degree where the primary language of instruction was English, (b) demonstration of sufficient coursework completed in English, or (c) a satisfactory score on an approved English language examination (either TOEFL iBT, IELTS, CAEL, or PTE Academic). For full details, see the "English Language Proficiency" section of the St. Stephen's College Academic Calendar.

Application deadline: Applications can be submitted throughout the year. The recommended starting course(s) are scheduled in June/July each year; in order to begin with these courses, it is advised that applications be submitted prior to November 1 for international applicants and April 1 for Canadian and Permanent Residents. Applications are processed within two months of submission. Applications which require a baccalaureate equivalency review are processed within four months of submission. Upon acceptance to the program, students can begin coursework. Applicants applying for a Baccalaureate equivalency review: equivalency fee is \$225; if equivalency is granted, applicants then pay the normal application fee.

Orientation: Upon admission, students are invited to register for and attend the St. Stephen's College Orientation Day (in May).

PROGRAM REQUIREMENTS

12 Credits

REQUIRED COURSES (6 credits)

One Theology course (3 credits) chosen from: SSC511 Intro to Theology, SSC5540 Spirituality: From Contemplation to Action, or SSC589 Spiritual and Theological Reflection in Professional Practice: An Introduction, and PPSYC583 Professional Ethics for Psychotherapy and Spiritual Care (3 credits)

ELECTIVES (6 credits)

Two elective courses (3 credits each) chosen in consultation with the Department Chair. Electives can be taken in an area of specialization. Electives must be St. Stephen's College courses or University of Alberta [CATS/SPRIT] graduate-level courses.

REQUIRED SPIRITUAL DIRECTION PROGRAM (0 credits)

Completion of either the Presence Program at Providence Renewal Centre or an equivalent two-year Spiritual Direction program that is recognised by St. Stephen's College. Original certificate of completion must be presented at Registrar's Office. Students who continue on and ladder to a master's degree may be granted additional equivalency credits for their Spiritual Direction Program (see the Options Equivalent to Credit for program of study).

GRADUATE CERTIFICATE IN THEOLOGICAL STUDIES (GCTS)

The Graduate Certificate in Theological Studies (GCTS) is an introductory program which may be taken either as a stand-alone certificate or as a bridge to the Master of Theological Studies Degree (MTS). The GCTS provides a flexible, yet structured, course of study for the adult learner who wishes to explore spiritual concepts and practices. It is open to persons who are self-reflectively committed to the improvement and nurturing of society, the earth and the world community. It may be of particular interest to professionals in fields such as education or health care wishing to integrate theology/spirituality into their work.

The program provides a foundation in theological studies with an opportunity to explore interdisciplinary and creative topics as electives. Electives must be selected in consultation with the Department Chair. Students wishing to continue on to the MTS or other master's degree after completing the GCTS must apply and meet admission requirements of that program. Successfully-completed GCTS coursework can be transferred to a Master's degree if coursework has been completed within the last 5 years, or at Department Chair's discretion. Completion of the GCTS does not guarantee admission into a Master's degree or other graduate program. Refer to 'Laddering Graduate Certificates and Diplomas into a Master's Degree' policy. Students interested in graduate degrees should consult with the appropriate Department Chair regarding requirements.

LENGTH OF PROGRAM

Students taking a full course load can complete the GCTS in two years. Students must complete all requirements within four years from the date on which they register in the program. Extensions beyond the fourth year are considered in exceptional circumstances (see Program Extensions policy).

ADMISSION REQUIREMENTS

1. Baccalaureate Degree from an institution of higher education approved by a Canadian provincial authority, or the demonstrated educational equivalent. Grade average minimum must be 72%/B/3.0 during last 60 credits of course weight.
2. General readiness to function in an integrative adult learning program in terms of both personal qualities and academic competencies
3. Commitment to one's lay profession or employment (paid or volunteer) as a ministry. Note: Persons who define their work activity as being committed to the improvement and nurture of society and the world community, including such fields as education, faith/religious community assignments, chaplaincy, mediation, management, media services, the arts, health care, counseling, Intercultural relationships, and care of the earth are recognized by St. Stephen's College as being in ministry.
4. Willingness to engage in a program that is broadly ecumenical and multifaith; readiness to engage

deeply in personal reflection; commitment to the practice of a spiritual life.

5. Language Requirements: All applicants must be proficient in English prior to admission. Proficiency is demonstrated by either (a) possession of a prior degree where the primary language of instruction was English, (b) demonstration of sufficient coursework completed in English, or (c) a satisfactory score on an approved English language examination (either TOEFL iBT, IELTS, CAEL, or PTE Academic). For full details, see the "English Language Proficiency" section of the St. Stephen's College Academic Calendar.

Application deadline: Applications can be submitted throughout the year. The recommended starting course(s) are scheduled in June/July each year; in order to begin with these courses, it is advised that applications be submitted prior to November 1 for international applicants and April 1 for Canadian and Permanent Residents. Applications are processed within two months of submission. Applications which require a baccalaureate equivalency review are processed within four months of submission. Upon acceptance to the program, students can begin coursework. Applicants applying for a Baccalaureate equivalency review: equivalency fee is \$225; if equivalency is granted, applicants then pay the normal application fee.

Orientation: Upon admission, students are invited to register for and attend the St. Stephen's College Orientation Day (in May).

PROGRAM REQUIREMENTS 18 Credits

REQUIRED COURSES (12 credits)

SSC511 Introduction to Theology (3cr)

SSC5540 Spirituality: from Contemplation to Action (3cr)

One graduate course (3cr) focused on Sacred Text, related to student's chosen faith tradition

One graduate course (3cr) focused on Sacred History, related to student's chosen faith tradition

If courses in the Sacred Text or Sacred History category related to student's faith tradition are not available at St. Stephen's College, transfer credits may be used with the permission of the Department Chair.

ELECTIVES (6 credits)

Two elective courses (3 credits each) chosen in consultation with the Department Chair. Electives must be St. Stephen's College courses, or University of Alberta [CATS/SPRIT] graduate-level courses.

OPTIONS EQUIVALENT TO CREDIT

The following options are considered equivalent to credit in the GCTS Program. Students must consult with the Department Chair prior to applying for equivalency; acceptance of equivalencies will be in accordance with program and course requirements, and will be at the discretion of the Chair. Equivalencies granted for work done prior to entry into the GCTS program will apply to work no older than five years. Original certificate of completion must be presented to the Registrar's Office.

ACADEMIC WORK	EQUIVALENCY to ELECTIVE CREDITS
One unit Clinical Psychospiritual Education (CPE)	6 elective credits [for CPE completed outside of a College/ University; CPE completed at a College/University would be considered transfer credit]
Spiritual Direction Programs (Phase I & II) (eg. Jubilee or PRC Presence Program)	6 credits
Healing the Healer Program, Providence Renewal Centre	6 credits

MASTER OF THEOLOGICAL STUDIES (MTS)

The Master of Theological Studies (MTS) at St. Stephen's College invites students to encounter diverse faith traditions and cultures in ways that enrich their person and deepen their social engagement. The core courses are oriented toward cross-cultural and inter-religious experiences, personal and intellectual formation, and development in community leadership. Dedicated study tracks allow students to specialize in ways that deepen their spiritual understanding and/or focus on one of several vocational fields. The MTS can be taken as either a 42-credit course-based degree or a 48-credit thesis-based honours degree.

MTS LEARNING OBJECTIVES:

Students who complete the Master of Theological Studies will:

- Demonstrate a growing capacity to honour and engage differences in individuals, communities, and social issues
- Have an increased capacity for spiritual and theological reflection
- Be able to articulate how leadership engages diverse faith commitments
- Have demonstrated a capacity for critical thought and cogent communication

CONTEMPLATION, THE ARTS, AND SOCIAL ENGAGEMENT SPECIALIZATION

The Contemplation, the Arts, and Social Engagement Specialization offers students the opportunity to integrate the arts into contemplative practice and societal engagement. Students will explore how aesthetic practices of different faith traditions connect to human health and wholeness. This stream includes opportunities to deepen the professional practice of those studying or already working in the field of spiritual direction.

Additional Learning Objectives: In addition to the core MTS learning objectives, students who complete the MTS in Contemplation, the Arts, and Social Engagement will:

- Demonstrate a growing capacity to connect art to contemplative practices and social engagement.
- Be able to articulate how the wholeness of body, mind, and spirit has been understood within various traditions and/or worldviews.

FAITH AND CULTURE SPECIALIZATION

The MTS in Faith and Culture is an academic degree that is open to students across denominations and faith-traditions. Designed for students who wish to deepen their appreciation of the diverse expressions of human spiritual awareness in our society, this degree combines the study of religious traditions as well as contemporary developments. Students who desire a challenging program of self-enrichment, wish to augment their professional practice with a greater understanding of

the human spirit, or prepare to pursue further doctoral studies in theology, will be drawn to this stream.

Additional Learning Objectives: In addition to the core MTS learning objectives, students who complete the MTS in Faith and Culture will:

- Have deepened their appreciation of diverse expressions of human spiritual awareness.

SPIRITUAL CARE SPECIALIZATION

The Spiritual Care Specialization is an academic-professional degree that equips students with the foundational skills and aptitudes needed for a variety of spiritual care or chaplaincy contexts (such as healthcare, prisons, the military, postsecondary, business and corporations, inner-city/street organizations, and civil services such as city, police, fire). Curriculum in this specialization is designed to equip students in four areas of competency: (a) skills for professional spiritual care practice, (b) disciplines for self-knowledge and selfcare, (c) leadership skills, and (d) the ability to engage in spiritual care across lines of diversity and difference. This specialization has been developed through a partnership of St. Stephen's College with four other theological colleges in the Province of Alberta: Ambrose Seminary (Calgary), Taylor Seminary (Edmonton), Newman Theological College (Edmonton), and Canadian Baptist Theological Seminary and College (Cochrane).

Additional Learning Objectives: In addition to the core MTS learning objectives, students who complete the MTS in Spiritual Care will:

- Be able to demonstrate skills for professional spiritual care in ways that honour and engage diverse faith commitments and worldviews, and
- Demonstrate disciplines for self-knowledge and selfcare.

LENGTH OF PROGRAM

Students taking a full course load can complete the MTS in three years. Many students take four or five years to complete the degree. Students must complete all requirements within seven years from the date on which they register in the program. Extensions beyond the seventh year are considered in exceptional circumstances (see Program Extensions policy).

ADMISSION REQUIREMENTS

1. Academic Requirements: Baccalaureate Degree from an institution of higher education approved by a Canadian provincial authority, or the demonstrated educational equivalent. Grade average minimum must be 72%/B/3.0 during last 60 credits of course weight.
2. Personal Requirements: Willingness to engage in a program that is broadly ecumenical and multifaith, and readiness to engage deeply in personal and spiritual reflection as part of a learning community. These will be assessed through the applicant's written statements and admissions interview.
3. Language Requirements: All applicants must be proficient in English prior to admission. Proficiency is demonstrated by either (a) possession of a prior degree where the primary language of instruction was English,

(b) demonstration of sufficient coursework completed in English, or (c) a satisfactory score on an approved English language examination (either TOEFL iBT, IELTS, CAEL, or PTE Academic). For full details, see the "English Language Proficiency" section of the St. Stephen's College Academic Calendar.

Application deadline: February 1 for Canadian and Permanent Resident applicants. November 1 for international applicants and applicants applying for a Baccalaureate equivalency review (equivalency fee \$225); if equivalency is granted, applicants then pay the normal application fee.

Interview: Applicants will attend an admission interview that will reflect on the applicant's learning goals and determine her/his appropriateness for admission to the program.

Orientation Day and Program Start Date: Upon admission, students are expected to register for the St. Stephen's College Orientation Day (in May). Incoming students can expect to take their first course in June or July of their starting year.

MTS (Contemplation, The Arts, And Social Engagement Specialization)

PROGRAM REQUIREMENTS

42 Credits Course-Based, OR

48 Credits Thesis-Based Honours

MTS CORE COURSES (15 credits)

SSC535 Theological Studies Collegium (enrolled for three years) (0cr)
SSC511 Introduction to Theology: Wisdom and Interreligious Theology (3cr)
SSC547 Diversity in Faith and Culture (3cr)
SSC5028 Scriptures and Sacred Stories (3cr)
SSC539 Leadership: Power, Privilege, and Allyship (3cr)
SSC579 Graduate Academic Skills (3cr)

SPECIALIZATION COURSES (21 credits)

SSC5540 Spirituality: Contemplation to Action (3cr)
SSC548 Pathways to Wholeness: Wisdom from the Desert, the Mountain, and the Cosmos (3cr)
SSC589 Spiritual and Theological Reflection in Professional Practice (3cr)
SSC5154 Intersectional Theology (3cr)
SSC5152 Sacred Beauty: Theology through the Arts, or an elective in either Art Studio or Contemplative Practice (3cr)
Elective, or approved Spiritual Direction Program (3cr)
Elective, or approved Spiritual Direction Program (3cr)

FINAL WRITING PROJECT (6 OR 12 CREDITS)

SSC5710/771 Inquiry, Research and Evaluation (3cr)
Culminating Paper (3cr) or Thesis (9cr)

Course-Based Stream: Student's complete a 30-40 page Culminating Paper. This project of guided review, research and reflection integrates learning in the area of the student's specialization. It is designed to demonstrate the researcher's ability to correlate learning from a variety of disciplines and integrate theoretical and personal meaning within a professional setting. The focus of the study is within the student's area of major concentration. The Culminating Paper must not involve research with human subjects.

Thesis-Based Honours Stream: Students in the Honours stream complete a 100-150 page, formally written thesis based upon the student's research of a stated question. The thesis integrates an introduction, a thorough literature review, explication of methodology, data presentation and analysis, and a summary of findings, conclusions, and synthesis. It is intended to address not only the candidate's research interest, but to make a contribution to the body of knowledge in that field. Upon approval of the thesis proposal, students pay a thesis fee. Note: Students may choose from a variety of arts-based research methodologies, incorporating visual arts, music, dance, theatre, etc.

MTS (Faith and Culture Specialization)

PROGRAM REQUIREMENTS

42 Credits Course-Based, OR

48 Credits Thesis-Based Honours

MTS CORE COURSES (15 credits)

SSC535 Theological Studies Collegium (enrolled for three years) (0cr)
SSC511 Introduction to Theology: Wisdom and Interreligious Theology (3cr)
SSC547 Diversity in Faith and Culture (3cr)
SSC5028 Scriptures and Sacred Stories (3cr)
SSC539 Leadership: Power, Privilege, and Allyship (3cr)
SSC579 Graduate Academic Skills (3cr)

SPECIALIZATION COURSES (21 credits)

SSC501 Hebrew Scriptures, or approved substitute (3cr)
SSC505 Christian Scriptures, or approved substitute (3cr)
SSC521 Sacred History, or approved substitute (3cr)
SSC5540 Spirituality: Contemplation to Action (3cr)
SSC5154 Intersectional Theology (3cr)
Elective (3cr)
Elective (3cr)

FINAL WRITING PROJECT (6 OR 12 CREDITS)

SSC5710/771 Inquiry, Research and Evaluation (3cr)
Culminating Paper (3cr) or Thesis (9cr)

Course-Based Stream: Student's complete a 30-40 page Culminating Paper. This project of guided review, research and reflection integrates learning in the area of the student's specialization. It is designed to demonstrate the researcher's ability to correlate learning from a variety of disciplines and integrate theoretical and personal meaning within a professional setting. The focus of the study is within the student's area of major concentration. The Culminating Paper must not involve research with human subjects.

Thesis-Based Honours Stream: Students in the Honours stream complete a 100-150 page, formally written thesis based upon the student's research of a stated question. The thesis integrates an introduction, a thorough literature review, explication of methodology, data presentation and analysis, and a summary of findings, conclusions, and synthesis. It is intended to address not only the candidate's research interest, but to make a contribution to the body of knowledge in that field. Upon approval of the thesis proposal, students pay a thesis fee. Note: Students may choose from a variety of arts-based research methodologies, incorporating visual arts, music, dance, theatre, etc.

MTS (Spiritual Care Specialization) PROGRAM REQUIREMENTS

42 Credits Course-Based, OR

48 Credits Thesis-Based Honours

MTS CORE COURSES (15 credits)

SSC535 Theological Studies Collegium (enrolled for three years) (0cr)

SSC511 Introduction to Theology: Wisdom and Interreligious Theology (3cr)

SSC547 Diversity in Faith and Culture (3cr)

SSC5028 Scriptures and Sacred Stories (3cr)

SSC539 Leadership: Power, Privilege, and Allyship (3cr)

SSC579 Graduate Academic Skills (3cr)

SPECIALIZATION COURSES (21 credits)

One of: SSC589 Spiritual and Theological Reflection in Professional Practice, SC501 Foundations of Spiritual Care (Ambrose) (3cr)

One of: PPSYC583 Professional Ethics in Psychotherapy and Spiritual Care, SC625 Professional Ethics (Ambrose), STP576 Bioethics: Moral Issues from Life Sciences (Newman) (3cr)

One of: LE503 Leadership & Leadership Formation (Ambrose), 2P3231 Spiritual Leadership (CSBSC) (3cr)

Either: CPE5889 Supervised Psychospiritual Education (6cr), or approved Field Placement plus Elective (total 6cr) from list below

Spiritual Care Elective from list below (3cr)

Elective (3cr)

FINAL WRITING PROJECT (6 OR 12 CREDITS)

SSC5710/771 Inquiry, Research and Evaluation (3cr)
Culminating Paper (3cr) or Thesis (9cr)

Course-Based Stream: Student's complete a 30-40 page Culminating Paper. This project of guided review, research and reflection integrates learning in the area of the student's specialization. It is designed to demonstrate the researcher's ability to correlate learning from a variety of disciplines and integrate theoretical and personal meaning within a professional setting. The focus of the study is within the student's area of major concentration. The Culminating Paper must not involve research with human subjects.

Thesis-Based Honours Stream: Students in the Honours stream complete a 100-150 page, formally written thesis based upon the student's research of a stated question. The thesis integrates an introduction, a thorough literature review, explication of methodology, data presentation and analysis, and a summary of findings, conclusions, and synthesis. It is intended to address not only the candidate's research interest, but to make a contribution to the body of knowledge in that field. Upon approval of the thesis proposal, students pay a thesis fee. Note: Students may choose from a variety of arts-based research methodologies, incorporating visual arts, music, dance, theatre, etc.

TAKING COURSES AT OTHER THEOLOGICAL COLLEGES

Students at St. Stephen's College are permitted to enrol in any of the courses listed below, even when those courses are offered by a college other than St. Stephen's. Each college maintains their own course registration process; students of St. Stephen's must contact the registrar of the partner college to enrol in their desired course. Students are required to pay the tuition rate as set by the college offering the course. When transferring one of the approved courses back to St. Stephen's College, students must complete a Transfer Credit Request form.

Complete List of Approved Spiritual Care Courses at Participating Colleges

Note: CPE (= 6 cr.) fulfills one Elective (3 cr.) + Field Education (3 cr.)

St. Stephen's College

Spiritual and Theological Reflection in Professional Practice (SSC589)

Professional Ethics in Psychotherapy and Spiritual Care (PPSYC583)

Diversity in Faith and Culture (SSC547)

Spiritual Assessment in the Promotion of Health (SSC5823/INTD577)

Supervised Psychospiritual Education (CPE5889; 6 cr. Field Placement)

Ambrose Seminary

Foundations of Spiritual Care (SC501)

The Ministry of the Chaplain (SC610)

Introduction to Prison Chaplaincy (SC613)

Spiritual Care of the Dying (SC615)

Professional Ethics (SC625)

Leadership & Leadership Formation (LE503)

Leadership and Resilience (LE633)

Crisis Counselling (CC602)

Personal Formation & Development (PT501)

Intercultural Competence (MI502)

Pastoral Internship or Mentoring (PT712/721; 3 cr. Field Placement)

Intercultural Internship or Mentoring (MI712/720; 3 cr. Field Placement)

Clinical Pastoral Education (SC715/716; 6 cr. Field Placement)

Canadian Baptist Theological Seminary and College

Dealing with Conflict (2C1243)

Spiritual Formation (2P3215)

Spiritual Leadership (2P3231)

Capstone Ministry I & II (2P2341/2P2342; 3 cr. Field Placement)

Newman Theological College

Spiritual Direction (STP575)

Bioethics: Moral Issues from Life Sciences (STP576)

Introduction to Pastoral Counselling (STP586)

Theological Field Education (STP470; 3 cr. Field Placement)

Taylor Seminary

Gospel in Multi-Cultural/Faith World (MI620)

Personal Dev. & Ministry (PC431)

Crisis Intervention (PC632)

Spiritual Formation (PT540)

Field Education (FE442/443/444; 3 cr. Field Placement)

OPTIONS EQUIVALENT TO CREDIT

The following options are considered equivalent to credit in the MTS Program. Students must consult with the Department Chair prior to applying for equivalency; acceptance of equivalencies will be in accordance with program and course requirements, and will be at the discretion of the Chair. Equivalencies granted for work done prior to entry into the MTS program will apply to work no older than five years. Original certificate of completion must be presented to the Registrar's Office.

ACADEMIC WORK	EQUIVALENCY to ELECTIVE CREDITS
One unit Clinical Psychospiritual Education (CPE)	6 elective credits [for CPE completed outside of a College/ University; CPE completed at a College/University would be considered transfer credit]
Spiritual Direction Programs (Phase I & II) (eg. Jubilee or PRC Presence Program)	6 credits
Healing the Healer Program, Providence Renewal Centre	6 credits

OPPORTUNITIES FOR SPIRITUAL CARE PROVIDERS

St. Stephen's College—through many of its course offerings—supports students working towards professional certification by the Canadian Association for Spiritual Care/*Association canadienne de soins spirituels* (CASC/ACSS). Students seeking professional certification may need to take additional courses and training over and above the requirements of the MTS Degree Program. The onus will be on the student to consult with CASC/ACSS regarding certification categories and specifications; and to meet the expressed requirements of CASC/ACSS, both during and subsequent to their academic training.

TRANSFERRING FROM THE MTS DEGREE PROGRAM TO A GRADUATE CERTIFICATE

Students enrolled in the MTS program who do not wish to complete their Degree will have the option to transfer to the Graduate Certificate in Theological Studies or the Graduate Certificate in Spiritual Care program. Students opting out of the Degree Program would graduate with the Certificate instead—providing they have met its requirements (see Certificate descriptions above).

DOCTOR OF MINISTRY (DMin)

The Doctor of Ministry (DMin) program is designed for those working in both traditional and non-traditional ministry contexts who see their work as possessing an inherent spiritual and ministerial dimension. Counsellors, chaplains, health practitioners, spiritual care providers, social workers, nurses, long-term care workers, educators, clergy, and other ministry practitioners can deepen their practice through the DMin program. Students enter the program with a minimum of three years of experience in their field of ministry.

St. Stephen's College understands ministry from a broad and inclusive perspective as a lifelong spiritual exploration in which practitioners are self-reflectively aware of the nurturing quality of their activities in the service of the human community and Earth.

The DMin program combines academic research with practical, applied competencies as appropriate to the student's professional field.

OUTCOMES FOR ALL STUDENTS

DMin students, through their engagement with the program and one another, will find an opportunity to:

- deepen their current professional experience
- build on previously acquired academic skills
- integrate personal and spiritual growth
- enhance their ability to do independent research with the support of a team of advisors
- develop an advanced understanding of ministry in relation to various disciplines
- contribute to the understanding and practice of ministry through the completion of a DMin doctoral level project.

SPECIALIZATION IN SUPERVISORY EDUCATION

This specialization offers doctoral level supervisory education for students working towards professional certification as a Certified Supervisor-Educator (i.e. Spiritual Care Educator or Psycho-Spiritual Therapist Educator) in the Canadian Association for Spiritual Care/*Association canadienne de soins spirituels* (CASC/ACSS). DMin program goals, as set out by the Association of Theological Schools in United States and Canada (ATS), are integrated with CASC/ACSS Education Standards for Provisional and Certified Supervisor-Educators.

As a result of completing this Specialization, program participants will gain:

- Advanced understanding of the nature and purposes of spiritual care and psycho-spiritual therapy supervision
- In-depth knowledge of, and practical experience with, the five identified CASC/ACSS Supervisory Competencies:
 1. Conceptual knowledge of clinical supervision
 2. Aptitude in CPE/PCE program design, implementation and management

3. Engagement in the supervision of individual CPE/PCE students
4. Facilitation of CPE/PCE group seminars and related activities, and
5. Integration of personal and supervisory identity
 - Ability to integrate theological reflection, spiritual and educational assessment, and the safe and effective use of self in the supervision of spiritual care and/or psycho-spiritual therapy students
 - New knowledge pertaining to spiritual care and psycho-spiritual therapy supervision

LENGTH OF PROGRAM

Students taking a full course load can complete the credited and non-credited requirements of the DMin program within four years (this applies to both the Core and SE Specialization streams). Most students complete the degree in five to six years. Students must complete all the requirements within seven years from the date on which they register in the program. Extensions beyond the seventh year are considered in exceptional circumstances (see Program Extensions policy).

ADMISSION REQUIREMENTS

1. Master's Degree in Theology/Spirituality/Religion (e.g. MDiv, MRE or MTS), or a Master's Degree in a related field with study in the areas of theology, religious history, and sacred texts (e.g. MSc plus additional courses). The additional courses must be completed before participating in the DMin program. (Grade Average minimum 72%-see Admissions Policy)
2. At least three years' experience in ministry (see definition)
3. Evidence of a capacity to integrate theory with practice (e.g. academic or published papers, completion of training as a Spiritual Director, Supervised Psychospiritual Education appointment to faith tradition committee/task forces, etc.)
4. Evidence of reflective capabilities that attend to spiritual values integrated into one's professional practice
5. Language Requirements: All applicants must be proficient in English prior to admission. Proficiency is demonstrated by either (a) possession of a prior degree where the primary language of instruction was English, (b) demonstration of sufficient coursework completed in English, or (c) a satisfactory score on an approved English language examination (either TOEFL iBT, IELTS, CAEL, or PTE Academic). For full details, see the "English Language Proficiency" section of the St. Stephen's College Academic Calendar.

Additional Requirements for Specialization in Supervisory Education applicants:

6. CASC/ACSS Certification as a Specialist
7. Letter from a CASC/ACSS Certified Supervisor-Educator stating willingness to supervise the applicant as a Provisional Supervisor-Educator (Note: St. Stephen's College will appoint the Certified Supervisor-Educator to the voluntary position of Faculty Advisor for the duration of the student's program.)

Interview: All potential DMin applicants will attend an admission interview as part of the application process. Intake interviews will reflect on the applicant's learning

goals and determine the applicant's appropriateness for admission to the DMin program. For those in the Supervisory Education Specialization: a CASC/ACSS Regional Admitting Committee (RAC) review process is also required; this is distinct and separate, and results in approval for the applicant to learn at the supervisory level. A person in this Specialization can be admitted to the DMin program but cannot complete Foundational Practicum SE2 without RAC approval.

Inquiries: Persons interested in the DMin program are welcome to make inquiries throughout the year. Prospective students without the necessary prerequisites in theology are encouraged to seek contact early and may be able to take courses to meet their needs during the months preceding their application.

Application deadlines: In order to participate in the Integrative Seminar of a given year applicants must submit their completed applications to the College no later than February 1 for Canadian and Permanent Resident applicants and November 1 for international applicants.

Orientation and First Year Core Courses: First year students are encouraged to register for the St. Stephen's College Orientation Day (in May). It is expected that first year students will enroll in the core courses in the Spring/Summer of their intake year: the first *DMin Integrative Seminar*, and *SSC771 Inquiry, Research and Evaluation*. Both are residential courses.

Foundational Courses: Foundational courses are to be approved by the DMin Department Chair.

See next page for program requirements.

DOCTOR OF MINISTRY PROGRAM REQUIREMENTS

33 Credits	DMin (Core Program) Learning Process	33 Credits	DMin (Specialization in Supervisory Education) Learning Process
	YEAR ONE		YEAR ONE
0	Orientation Day (recommended) Learning Covenant Formation	0	Orientation Day (recommended) Learning Covenant Formation
3	Integrative Seminar	3	Integrative Seminar
3	Course: Inquiry, Research, and Evaluation (SSC771)	3	Course: Inquiry, Research, and Evaluation (SSC771)
1.5	DMin Online Collegium 1 (SSC735)	1.5	DMin Online Collegium 1 (SSC735)
3	Foundational Course 1: Religious/Spiritual/Theological Foundations (relevant to dissertation focus)	3	Foundational Course SE1: Religious/Spiritual/Theological Foundations /Psychological/Systems Foundations for Supervisory learning [CASC/ACSS Standards refer to this as “a graduate credit course in Adult Education or Supervision Theory”]
3	Foundational Course 2: Learner’s Focus of Expertise	1.5	Program Approval Documentation (Part 1): Co-write with Certified Supervisor-Educator (CSE) a program approval prior to offering the first course of supervision as a Provisional Supervisor-Educator (PSE) in either Spiritual Care or Psycho-Spiritual Therapy.
		1	Foundational Practicum SE2: Completion of first CASC/ACSS CPE/PCE course as a PSE [i.e. co-plan and co-implement a Spiritual Care or Psycho-Spiritual Therapy Education Program while working under the supervision of a qualified CASC/ACSS CSE in order to learn the art and craft of SPE supervision]. Corequisites before credit is assigned: (1) Completion of Foundational Course SE1, (2) Provision of a letter from CASC/ACSS CSE/Faculty Advisor verifying that student has completed Regional Admitting Committee approval.
	YEAR TWO		YEAR TWO
3	Integrative Seminar	3	Integrative Seminar
1.5	DMin Online Collegium 1 (SSC735)	1.5	DMin Online Collegium 1 (SSC735)
0	Project Vision (Preliminary Project Proposal)	1	Completion of second CASC/ACSS CPE/PCE course as a PSE [with both ongoing CASC/ACSS supervision, and increased course responsibility and self-directed functioning].
3	Foundational Course 3: Methodologies for Knowledge Generation (Program Evaluation/Research)	3	Foundational Course SE3: Methodologies for Knowledge Generation (Program Evaluation/Research)
		1	Provision of evidence of having (1) completed the CASC/ACSS Learning Module on “Supervising Advanced Students and Provisional Supervisor-Educators in SPE Training” (a letter or copy of certificate of completion), and (2) participated in a peer group of provisional supervisors over the course of one’s two PSE courses (letter from CASC/ACSS Certified Supervisor-Educator/Faculty Advisor).
		1.5	Program Approval Documentation (Part 2): Prepares an update of the program approval document developed prior to first PSE course, including submission to and approval by the CASC/ACSS Accreditation Committee.
	YEAR THREE		YEAR THREE
3	Integrative Seminar	3	Integrative Seminar
1.5	DMin Online Collegium 2 (SSC736)		
3	Integrative Paper (when IP approved, student granted full time status)	2	Preparation of Materials for and evidence of Certification as a Supervisor-Educator (in either Spiritual Care or Psycho-Spiritual Therapy). A letter or copy of certificate from CASC/ACSS is required stating that student has achieved CASC/ACSS Certification.
3	Project Proposal, Ethics Review, Project Design	1	Satisfactory Completion of Post-Certification Mentoring course following certification as a Supervisor-Educator (as evidenced by a letter from the mentoring Certified Supervisor-Educator).
	YEAR FOUR & FORWARD		YEAR FOUR & FORWARD
1.5	DMin Online Collegium 2 (SSC736)		
0	Optional participation in additional Integrative Seminars/Online Collegiums (with instructor permission)	0	Optional participation in additional Integrative Seminars/Online Collegiums (with instructor permission)
0	Completion of Dissertation (150-200 pages) and Public Presentation of Project Research on Convocation day	3	Project Proposal, Ethics Review, Project Design
0		0	Completion of Dissertation (150-200 pages) and Public Presentation of Project Research on Convocation day

COURSE FORMATS

St. Stephen's College offers credit courses in a variety of delivery and scheduling models. Although the courses are normally held in Edmonton, we facilitate learning for persons who are geographically situated throughout the world. The course delivery models and schedules vary; 3-credit courses will typically consist of 35–39 contact hours and contain either synchronous and/or asynchronous learning.

DELIVERY MODELS

IN-CLASS COURSES

In-Class courses are delivered on campus. The instructor and the students are together in a face-to-face setting in the same classroom. Presence on campus is required for all class sessions.

ONLINE COURSES

Online courses are delivered virtually, most commonly using a video-conferencing software (such as eClass with Zoom). Online courses may include a greater degree of asynchronous contact hours. Presence on campus is not required.

MIXED-PRESENCE COURSES

Mixed Presence courses are delivered on campus. The instructor delivers the course on campus, with some students physically present in the classroom while others participate synchronously via video-conference (e.g., via Zoom). Presence on campus is optional.

BLENDED COURSES

Blended courses include both in-class and online components. Presence on campus is required only for the in-class components.

INDEPENDENT STUDY COURSES

Independent Study courses are arranged by the student for the purpose of examining topics/content that is unique and which is not covered in existing St. Stephen's College courses. Independent Studies can be arranged at the doctoral, master's or undergraduate levels. Independent Studies are restricted to students enrolled in a degree, diploma or certificate program at St. Stephen's College, and must not involve research with human subjects.

SCHEDULING MODELS

WEEK-LONG INTENSIVE COURSES

Week-long intensive courses usually run Monday to Friday, 9:00am to 5:00pm (35 classroom hours). Intensive courses involve extensive preparation, including reading and assignments. To maximize learning in these courses students are expected to arrive on the course dates well prepared as per the course outline specifications. Students are expected to keep their day and evening schedule free during these courses in order to carry out the expected classroom work assigned as the course unfolds. Because of the extensive amount of preparation, all participants must register one month in advance.

VARIABLE LENGTH COURSES

Variable length courses are scheduled with a variety of dates and times. Dates for Variable Length courses are published in the course schedule. Students are expected to attend all published course dates.

SEMESTER COURSES

Semester courses run once or twice a week (3 hours/week) for approximately 13 weeks, normally from September to December (Fall semester) or January to April (Winter semester).

APPLIED PRACTICE

Art Therapy Fundamentals
 Art Therapy Studio (all sub-headings)
 Art Therapy Studio Skills
 Basic Psychotherapy Skills
 Capstone Project in Psychotherapy
 Capstone Project in Psychotherapy (Art Therapy)
 Counselling Practicum
 Counselling Practicum (Art Therapy)
 Group Counselling: Process, Theories and Strategies
 Indigenizing and Decolonizing the Self in Professional Practice
 Intro to Art Therapy
 Intro to Art Therapy: Historical & Theoretical Foundations
 Intro to Drama Therapy
 Intro to Music Therapy
 Intro to Psychotherapy and Spirituality
 Leadership: Power, Privilege, and Allyship
 Life Span Development
 Mindfulness in Education and the Workplace
 Professional Ethics for Psychotherapy/Spiritual Care
 Professional Issues in Art Therapy: Group, Family, and Diversity
 Psychopathology
 Psychotherapy and Spirituality: An Introduction
 Sacred Beauty: Theology through the Arts
 Special Topics: Expressive Arts Therapy
 Special Topics in Art Therapy: Children & Adolescents
 Special Topics in Art Therapy: Cross-cultural Art Therapy with Newcomers to Canada and in International Development
 Special Topics in Art Therapy: Loss and Grief
 Special Topics in Art Therapy: Theory in Practice: Trauma-Informed Art Therapy
 Special Topics in Art Therapy Studio
 Special Topics in Art Therapy Studio: Children/Adolescents
 Special Topics in Counselling/Psychotherapy
 Special Topics in Counselling/Psychotherapy: Cross-Cultural Counselling with Newcomers to Canada and in International Development
 Special Topics in Counselling/Psychotherapy: Eating Disorders
 Special Topics in Counselling/Psychotherapy: Grief and Loss Across the Lifespan
 Special Topics in Counselling/Psychotherapy: Professional Practice Seminar
 Special Topics: Introduction to Dance Therapy
 Special Topics: Introduction to Music Therapy
 Spiritual Assessment in the Promotion of Health Spirituality: From Contemplation to Action
 Spiritually-Informed Developmental Psychology
 Systems Psychotherapy Skills
 Supervised Psychospiritual Education Course-Based CPE Practicum
 Spiritual and Theological Reflection in Professional Practice: An Introduction
 Theories and Art Therapy Studio Training Group (I/II)

Theories of Counselling and Psychotherapy
 Topics in Art Therapy Professional Practice Seminar Series
 Topics in Professional Practice Seminar Series

ARTS AND THEOLOGY

Art Therapy Fundamentals
 Art Therapy Studio: Aesthetics of Devotion (I/II)
 Art Therapy Studio and All That Jazz (I/II)
 Art Therapy Studio: Art Hives, Community, and Social Action
 Art Therapy Studio: A Language Older than Words
 Art Therapy Studio: Assessment and Application
 Art Therapy Studio: Beauty-A Healing Force
 Art Therapy Studio: Discovering Deep Play
 Art Therapy Studio: Embodied Imagery
 Art Therapy Studio: Introspection and Contemplation in the Arts (I/II)
 Art Therapy Studio: Painting with Soul
 Art Therapy Studio: Recovering Delight
 Art Therapy Studio Skills
 Art Therapy Studio: The Mystic and the Artist (I/II)
 Contemplation and the Arts
 Earth, Art, and Spirituality
 Introduction to Art Therapy: Theories of Counselling and Historical Foundations
 Intro to Drama Therapy
 Intro to Music Therapy
 Mindfulness in Education and the Workplace
 Pop Culture and Theology
 Professional Issues in Art Therapy: Group, Family, and Diversity
 Sacred Beauty: Theology through the Arts
 Special Topics: Expressive Arts Therapy
 Special Topics in Art Therapy: Children & Adolescents
 Special Topics in Art Therapy: Cross-cultural Art Therapy with Newcomers to Canada and in International Development
 Special Topics in Art Therapy: Loss and Grief
 Special Topics in Art Therapy: Theory in Practice: Trauma-Informed Art Therapy
 Special Topics in Art Therapy Studio
 Special Topics in Art Therapy Studio: Children/Adolescents
 Special Topics: Introduction to Dance Therapy
 Special Topics: Introduction to Music Therapy
 Theories and Art Therapy Studio Training Group (I/II)

ETHICS

Introduction to Ethics
 Pathways to Wholeness: Wisdom from the Desert, the Mountain, and the Cosmos
 Practising Peace
 Professional Ethics for Psychotherapy/Spiritual Care
 Special Topics: Practising Peace

COURSE TITLES BY SUBJECT CATEGORY

METHODOLOGY

Graduate Academic Skills
Inquiry, Research and Evaluation
Thesis Collegium

RELIGIOUS DIVERSITY

Diversity in Faith and Culture
Leadership: Power, Privilege, and Allyship
Pathways to Wholeness: Wisdom from the Desert,
the Mountain, and the Cosmos
Scriptures and Sacred Stories
Special Topics: African Religion
Special Topics: Fortune Telling and the Predictive Arts
Special Topics in Diversity
Special Topics in Diversity: The Genesis of Hate and
the Trauma of Genocide-The Rwandan Context

SACRED HISTORY

Diversity in Faith and Culture
Introduction to Church History
Pathways to Wholeness: Wisdom from the Desert,
the Mountain, and the Cosmos
Special Topics: African Religion
Special Topics: Fortune Telling and the Predictive Arts
Women and Religion: Women in the Hebrew Bible

SACRED TEXT

Hebrew Scripture Basics
Introduction to Christian Scriptures
Introduction to Hebrew Scriptures
Scripture as Story
Scriptures and Sacred Stories
Special Topics in Christian Scriptures
Special Topics in Christian Scriptures: Ancient Christian
Gospels
Special Topics in Christian Scriptures: Gender and
Sexuality in Christian Scriptures
Special Topics in Hebrew Scriptures
Special Topics in Hebrew Scriptures: Perspectives on
King David
Women and Religion: Women in the Hebrew Bible

SPIRITUALITY

Contemplation and the Arts
Diversity in Faith and Culture
Earth, Art, and Spirituality
Intro to Psychotherapy and Spirituality
Mindfulness in Education and the Workplace
Practising Peace
Psychotherapy and Spirituality: An Introduction
Questioning Faith: Theological Perspectives on
Contemporary Issues
Sacred Beauty: Theology through the Arts
Special Topics: Fortune Telling and the Predictive Arts
Special Topics: Practising Peace
Special Topics: Spirituality: From Contemplation to
Action
Spirituality: From Contemplation to Action

SPIRITUALITY AND CULTURAL COMPETENCY

Diversity in Faith and Culture
Indigenizing and Decolonizing the Self in Professional
Practice
Introduction to Theology
Spirituality: From Contemplation to Action

THEOLOGY

Diversity in Faith and Culture
Intersectional Theology
Introduction to Theology
Pathways to Wholeness: Wisdom from the Desert,
the Mountain, and the Cosmos
Pop Culture and Theology
Sacred Beauty: Theology through the Arts
Special Topics: African Religion
Special Topics in Diversity: The Genesis of Hate and
the Trauma of Genocide-The Rwandan Context
Special Topics in Theology
Special Topics in Theology: Religions and the
Environment
Spiritual and Theological Reflection in Professional
Practice: An Introduction
Spirituality: From Contemplation to Action

SEMINARS and COLLEGIUMS

Art Therapy Spiritual Integration Processing Group I
Art Therapy Spiritual Integration Processing Group II
DMin Integrative Seminar
DMin Online Collegium 1
DMin Online Collegium 2
Spiritual Integration Processing Group I
Spiritual Integration Processing Group II
Theological Studies Collegium

The following list of courses includes all required courses at St. Stephen's College, as well as any course offered at the College in the past three years. The appearance of a course in this list does not guarantee that the course will be offered in the current academic year. For further details of the specific course offerings for the current academic year check the Course Schedule: <https://www.ualberta.ca/st-stephens/st-stephens-programs/ssc-courses.html>. Courses are 3 credits unless indicated otherwise.

ART THERAPY SPIRITUAL INTEGRATION PROCESSING GROUP I [PPSYC557]

■1.5 credits

■Prerequisite: Enrollment in MPS.

This course will focus on how students can come to know themselves better, particularly in light of their spirituality, so that they can become more effective, competent and ethical art therapists. Additionally, students will be encouraged to think critically and creatively about their spiritual and holistic wellness and self-care practices both personally and professionally. To support this learning, this course will engage group processing via the creative and reflective self. The purpose of these groups will be to allow students to process their learning collectively with their peers in a way that invites feedback from a variety of perspectives. This course is graded on a pass/fail basis; a final grade of 'S' (satisfactory) or 'F' (failure) will be assigned.

ART THERAPY SPIRITUAL INTEGRATION PROCESSING GROUP II [PPSYC558]

■1.5 credits

■Prerequisite: Enrollment in MPS and enrollment in Practicum.

Development as an art therapist requires significant critical self-reflection and personal integration. While these critical reflections are often conducted in personal therapy or formal supervision, peer processing groups also provide a means to develop these skills. Peer processing is a practice where students choose to tolerate feelings of unease in order to refine their skills and deliver better client care. The purpose of these groups will be to allow students to process their learning collectively with their peers in a way that invites feedback from a variety of perspectives. Building on the first year with its exploration of oneself and one's spirituality, the second year will expand on this foundational knowledge by applying it within a therapeutic setting as students begin their clinical practice and forming their capstone/thesis ideas. Special attention will be given to helping students understand how their sense of self and spirituality can impact their therapeutic work and vice versa. This course is graded on a pass/fail basis; a final grade of 'S' (satisfactory) or 'F' (failure) will be assigned.

ART THERAPY STUDIO: ART HIVES, COMMUNITY, AND SOCIAL ACTION [ARTST5897]

There is a growing movement of art therapists, locally and globally, who work alongside others to create spaces for art making in community. These spaces are opening up in various places where people gather: community agencies, churches, store-fronts, food banks, libraries, parks and so on. Informed by art therapy theories and practices, community-based art

therapists offer their perspectives and skills along with an openness to learning with and from others, for the benefit of participants and their communities. This course will introduce student-participants to the history and current developments in art therapy in community. Topics will include participatory practices and relational aesthetics; power and identities; art therapy informed practices, including perspectives, skills, limitations and ethics; possibilities and challenges of community art therapy; and working from a spiritually informed perspective. The course will be of interest to practicing art therapists, art therapy students, educators and others interested in community art therapy. [Not open to students with credit in *Art Therapy Studio: Art Therapy in Community-Supporting Wellness, Resilience and Action through Making Art ARTST5897*]. Studio art courses are graded on a pass/fail basis; a final grade of 'S' (satisfactory) or 'F' (failure) will be assigned.

ART THERAPY STUDIO: ASSESSMENT AND APPLICATION [ARTST586]

■Prerequisite: PPSYC5841, and enrollment in the MPS-AT, or permission obtained through Registrar's Office.

This course combines art therapy theory, and applications, with art therapy studio practice. Students are exposed to diverse theoretical approaches to art therapy and will explore these approaches in the classroom and in the studio, while exploring key concepts including choice of materials, assessment, case conceptualization, assessments, population needs, directive and non-directive art therapy applications. Students will be invited to explore transtheoretical thinking, how to apply theories to individual clinical cases, including core foundational theories of symbol and meaning-making in art psychotherapy. Emphasis will be placed upon the development of skills that support engagement with the creative process and the thoughtful evocation of personal reflection as it relates to theory, imagery and imagination.

BASIC PSYCHOTHERAPY SKILLS [PPSYC585]

■Prerequisite: Enrolled in a Department of Psychotherapy and Spirituality degree/ diploma/ certificate program, or permission obtained through Registrar's Office.

This course will emphasize experiential integration of basic counselling skills and concepts into each student's natural way of being. Students will be actively involved in the learning process and will be expected to fully engage in all opportunities for self-reflection and skill acquisition. Attention will be given to developing relationships, attending to the change process, professional boundaries, and stages of counselling. Counselling as a sacred space will be explored through practice, supervision and self-reflection.

CAPSTONE PROJECT IN PSYCHOTHERAPY [PPSYC5892]

■9 credits

■Prerequisites: Enrollment in MPS, and completion of: 12 MPS credit courses (including *PPSYC584 Theories of Counselling and Psychotherapy*, *SSC5710 Inquiry, Research and Evaluation*), 200 direct client practicum hours, 35 personal therapy hours, and 'Thesis or Capstone' Seminar. Students who do not meet prerequisites may apply for permission through the Registrar's Office.

At or near the end of their program, MPS students have the option of completing a 9-credit capstone project instead of a thesis. The project should be an investigation of an issue relevant to professional practice that arrives at a practical conclusion. It must be grounded in the field of psychotherapy. The project must not involve research as defined by the *Tri-Council Policy Statement on Research Involving Humans*. The capstone project is intended to prepare students for professional practice and is carried out under the guidance of the course instructor who will assist students with identifying a topic, deciding on the form, and writing-up of the project. This course is graded on a pass/fail basis; a final grade of 'S' (satisfactory) or 'F' (failure) will be assigned. Students must attend the 'Thesis or Capstone' seminar (non-credit, half-day) prior to registering. Students meeting the prerequisites or students who receive permission register and pay a 9-credit course fee. [Students re-taking this course pay tuition equivalent to 6 credits if they did not receive a refund for the previous session.]

CAPSTONE PROJECT IN PSYCHOTHERAPY (ART THERAPY) [PPSYC5893]

■9 credits

■Prerequisites: Enrollment in MPS-AT or PMATD program. Prerequisites for MPS-AT students only: completion of 12 MPS-AT credit courses (including *PPSYC5841 Introduction to Art Therapy*, and *SSC5710 Inquiry, Research and Evaluation*), 200 direct client practicum hours, 35 personal therapy hours, and 'Thesis or Capstone' Seminar. Students who do not meet prerequisites may apply for permission through the Registrar's Office.

At or near the end of their program, MPS-AT students have the option of completing a 9-credit capstone project instead of a thesis. The project should be an investigation of an issue relevant to professional practice that arrives at a practical conclusion. It must be grounded in the field of art therapy/psychotherapy. The project must not involve research as defined by the *Tri-Council Policy Statement on Research Involving Humans*. The capstone project is intended to prepare students for professional practice in the field of art therapy and is carried out under the guidance of the course instructor who will assist students with identifying a topic, deciding on the form, and writing-up of the project. PMATD students may complete a capstone project as extra to their Certificate requirements; this project may impact on some of their

future professional registration interests and requirements, where a capstone or thesis in Art Therapy/Counselling is required. This course is graded on a pass/fail basis; a final grade of 'S' (satisfactory) or 'F' (failure) will be assigned. Students must attend the 'Thesis or Capstone' seminar (non-credit, half-day) prior to registering. Students meeting the prerequisites or students who receive permission register and pay a 9-credit course fee. [Students re-taking this course pay tuition equivalent to 6 credits if they did not receive a refund for the previous session.]

COUNSELLING PRACTICUM [PPSYC5870]

■6 credits

■Prerequisite: Enrollment in MPS

■Prerequisites: PPSYC581 Introduction to Psychotherapy and Spirituality, PPSYC583 Professional Ethics, PPSYC585 Basic Psychotherapy Skills, PPSYC584 Theories of Counselling and Psychotherapy, and Practicum Preparation Seminar.

Students may not engage in a practicum prior to commencing this course. Students are expected to secure a practicum placement based on their location and clinical interests, in consultation with the Clinical Director. Practicum placements will be at Canadian practicum sites and residency in Canada is required. Placements should be secured prior to starting the class. This 6-credit practicum course consists of 700 hours in total, *300 of which are Direct Client Contact, plus 60 hours of Clinical Supervision. Practicum placements should be arranged so as to meet the student's desired Professional Association membership requirements. The practicum course (online delivery) will contain three two-day weekend intensives of instruction, along with monthly engagement in online topic-based group supervision modules over the course of ten months. Students may start seeing clients following the first weekend intensive. Throughout the second and third weekend intensives, students will present two case studies that reflect on their clinical work with two individual clients. At the conclusion of the 300 Direct Client Contact hours, students will write an integrative paper. After successful completion of all practicum coursework (including practicum hours and supervision) students will be credited with 25 clinical supervision hours for this course. Students must complete all 300 Direct Client Contact hours within two years of course start date; if hours are not completed by that date, students may be required, at the discretion of the Clinical Director, to re-enroll in the Counselling Practicum course on an audit basis. Practicum supervisors for MPS students must be approved by the College. Counselling experience a student may have obtained prior to entrance into the program will not be considered or count toward practicum hours. A current criminal record check may be required by sites providing clinical practice (see Criminal Records Check policy). Practicum sites may require students to be immunized, including for COVID-19, prior to starting their placement. *More hours may be required in cases where a student fails a practicum experience, at discretion of

the Clinical Director. Students can receive no more than one fail in their performance in a practicum. A practicum placement is considered to be failed when a grade of unsatisfactory is assigned by the clinical supervisor in any of these categories: (1) supervision, (2) counselling skills, (3) professional conduct. If a second practicum receives a failing grade in any of the three categories named above, the student will receive a failing grade in the Counselling Practicum course. This will mean the student will be unable to complete the degree requirements. This course is graded on a pass/fail basis; a final grade of 'S' (satisfactory) or 'F' (failure) will be assigned.

COUNSELLING PRACTICUM (ART THERAPY) [PPSYC5878]

■6 credits

■Prerequisite: Enrollment in MPS-AT or PMATD

■Prerequisites: PPSYC581 Introduction to Psychotherapy and Spirituality, PPSYC583 Professional Ethics, PPSYC585 Basic Psychotherapy Skills, PPSYC5841 Introduction to Art Therapy, and Practicum Preparation Seminar

Students may not engage in a practicum prior to commencing this course. Students are expected to secure a practicum placement based on their location and clinical interests, in consultation with the Clinical Director. Practicum placements will be at Canadian practicum sites and residency in Canada is required. Placements should be secured prior to starting the class. This 6-credit practicum course consists of 700 hours in total, *300 of which are Direct Client Contact, plus 60 hours of Clinical Supervision. Practicum placements should be arranged so as to meet the student's desired Professional Association membership requirements. The practicum course (online delivery) will contain three two-day weekend intensives of instruction, along with monthly engagement in online topic-based group supervision modules over the course of ten months. Students may start seeing clients following the first weekend intensive. Throughout the second and third weekend intensives, students will present two case studies that reflect on their clinical work with two individual clients. At the conclusion of the 300 Direct Client Contact hours, students will write an integrative paper. After successful completion of all practicum coursework (including practicum hours and supervision) students will be credited with 25 clinical supervision hours for this course. Students must complete all 300 Direct Client Contact hours within two years of course start date; if hours are not completed by that date, students may be required, at the discretion of the Clinical Director, to re-enroll in the Counselling Practicum course on an audit basis. Practicum supervisors for MPS-AT and PMATD students must be approved by the College. Counselling experience a student may have obtained prior to entrance into the program will not be considered or count toward, practicum hours. A current criminal record check may be required by sites providing clinical practice (see Criminal Records Check policy). Practicum sites may

require students to be immunized, including for COVID-19, prior to starting their placement. *More hours may be required in cases where student fails a practicum experience, at discretion of the Clinical Director. Students can receive no more than one fail in their performance in a practicum. A practicum placement is considered to be failed when a grade of "Unsatisfactory" is assigned by the Clinical Supervisor in any of these categories: (1) Supervision, (2) Counselling Skills, (3) Professional Conduct. If a second practicum receives a failing grade in any of the three categories named above, the student will receive a failing grade in the Counselling Practicum course. This will mean the student will be unable to complete the degree requirements. This course is graded on a pass/fail basis; a final grade of 'S' (satisfactory) or 'F' (failure) will be assigned.

NOTE: Clinical supervision requirements for AT students must be discussed with the Clinical Director prior to registering for PPSYC5878 so that art therapy students are aware of the specific requirements for clinical supervision (individual and group) in their practicum placements.

DIVERSITY IN FAITH AND CULTURE [SSC547]

Multicultural competence and interfaith discourse are increasingly needed in 21st century living. This course will provide an opportunity to look at one's own culture, beliefs and traditions reflectively while also exploring the culture, beliefs and traditions of others. Gaining increased knowledge about multicultural topics and skills for interfaith communication can further professional functioning and interdisciplinary collaboration. The prefix multi and the suffix culture imply many integrated patterns of human behavior, including thoughts, communications, actions, customs, beliefs, and values as they relate to racial, ethnic, religious, or social groups. Similarly, the prefix inter and the suffix faith imply many integrated inroads for discourse between faith groups and religious traditions informed by historical, ritual and scholarly diversity, including founding narratives, core beliefs, sacred texts, guiding values or doctrines, and religious practices. This course seeks to enable increased awareness, knowledge, skill and authentic relating across diverse faiths and cultures. [Not open to students with credit in *SSC547 Special Topics in Diversity: Faith and Culture*]

DMIN INTEGRATIVE SEMINAR [SSC7323]

■Prerequisite: Enrollment in DMin Program

This 5-day Integrative Seminar (IS) enables participants to attend to the primary goals of the Doctor of Ministry program: development of an advanced understanding of the nature and purposes of ministry; enhancement of competencies in integrative analysis and ministry skills; integration of advanced understanding and enhanced competencies into a theologically/integrative reflective practice of ministry; and continued growth in spiritual maturity. Participants will engage DMin peers and Faculty Advisors in reflective presentations, discussions, practices and evaluations

that deepen their own research and ministry practices. Reading preparation may include texts from the following areas: Psychospiritual Theology, Leadership in Change, Current Social Trends Impacting Ministry, Ethics in Ministry, and Globalization and Ministry across Cultures. The texts will vary from year to year. There will be a post-course assignment that emerges from the content and process of the week of learning together.

DMIN ONLINE COLLEGIUM 1 [SSC735]

■ 1.5 credits

■ Prerequisite: DMin Integrative Seminar and enrollment in DMin Program, or permission of Department Chair

All DMin students are required to complete two 1.5 credit collegiums during years 1 and 2 of the DMin program (for a total of 3 credits). Each online collegium begins in September. It involves discussions and participation for an eight-month period and participation is required on an at a least bi-weekly basis, in a way that indicates in-depth engagement with the student's learning process and with peers. Each collegium is graded on a pass/fail basis; a final grade of 'S' (satisfactory) or 'F' (failure) will be assigned.

DMIN ONLINE COLLEGIUM 2 [SSC736]

■ 1.5 credits

■ Prerequisite: Completion of 3 credits of OLC 1 [SSC735] and enrollment in DMin Program, or permission of Department Chair

Core program students are required to complete two 1.5 credit collegiums during years 3 and 4 of the DMin program (for a total of 3 credits). Each online collegium begins in September. It involves discussions, participation, and presentations, with a view to supporting students in completing their Integrative Paper. Participation is required in at least six of eight sessions each year in a way that indicates in-depth engagement with the student's learning process and with peers. The OLC2 focus on student self-realization of their ministry goals is foundational to integrating spirituality/theology in personal, academic and career goals developed in the DMin program Integrative Paper, Proposed Research, and Dissertation. Over the course of completing two collegiums, students present to the collegium group twice and act as discussant for other student presentations four times. Each collegium is graded on a pass/fail basis; a final grade of 'S' (satisfactory) or 'F' (failure) will be assigned.

EARTH, ART, AND SPIRITUALITY [SSC5541]

■ Prerequisite: Enrolled in a graduate program, or permission obtained through Registrar's Office

This course will consider the interplay between nature and art with special attention to the way both nourish the soul and can be called a spiritual practice. We will consider how art emerges from the earth (such as natural formations), the way humans and the earth interrelate to create art (such as culturally modified trees), and the way that nature is used to create art (gardens, wild weaving, natural pigments). All of this

will be linked to our spiritual selves, and the ways that wholeness is enhanced and represented by various interrelationships. This course marries theoretical content with experiential learning. It will consider cross cultural representations alongside the historic and the more recent. Concepts will include earth art, earth as art, ecological art, eco-spirituality, and the impact of art on ecology (and vice versa). The class will reflect on these concepts from an intersectional perspective, as well as reflect on their own history and ancestry.

GRADUATE ACADEMIC SKILLS [SSC579]

This course enables students to master key components of sound academic writing and research at the graduate level—recognizing that incorporating these skills with critical analysis and personal reflection engages readership. The goal of the course is to develop proficiency in a variety of areas including the mechanics of writing (with discipline-appropriate referencing styles), academic form, grammar, and methods of literature review and integration. Feedback will address developing a personal writing style within an academic context. The course will enable students to develop the academic skills required for the research and writing of course papers.

GROUP COUNSELLING: PROCESS, THEORIES AND STRATEGIES [PPSYC5834]

■ Prerequisite: PPSYC581 Intro Psychotherapy and Spirituality, PPSYC585 Basic Psychotherapy Skills, and enrolled in a Department of Psychotherapy and Spirituality degree/ diploma/ certificate program, or permission obtained through Registrar's Office.

This course highlights the role of groups in the treatment of adults, adolescents and children. Students will become familiar with the stages of group development and some of the strategies used to facilitate group process at each stage. There will be an opportunity to learn, in an experiential context, some of the group practices deriving from the cognitive-behavioural, psychodynamic, narrative and psychodrama approaches to healing.

INDEPENDENT STUDY [SSC/PPSYC/ARTST]

■ Prerequisite: Enrolled in a St. Stephen's College degree, diploma or certificate program

Directed reading or research project in a chosen area: applied practice, arts and theology, ethics, methodology, sacred history, sacred text, spirituality or theology.

INDIGENIZING AND DECOLONIZING THE SELF IN PROFESSIONAL PRACTICE [PPSYC5836]

■Prerequisite: Enrolled in a Department of Psychotherapy and Spirituality degree/ diploma/ certificate program

This course focuses on indigenizing and decolonizing the self in professional practice. This course will encourage critical analysis and reflection of recent literature, of yourself as a becoming practitioner, and as an individual. It is strongly based in narrative theory, Indigenous methodology, and decolonization.

INQUIRY, RESEARCH AND EVALUATION [SSC5710/771]

■Prerequisite: SSC579 Graduate Academic Skills or SS071 Academic Writing, or equivalent; or enrollment in the DMin or PMATD programs; or permission obtained through Registrar's Office.

Generating knowledge through research is a graduate studies expectation. Graduate students bring to their research development not only cultural perspectives but also worldview, paradigm and theological assumptions. What are these subtle shapers? This course will draw on worldview, research paradigm, methodology and theological and spiritual ideas, concepts, and values to illustrate their influence on how the researcher questions, discerns, explores, gathers knowledge, works with findings and communicates results. Choosing a research method with greater awareness of the implicit forces that attract one to particular ideas, schools of thought, and approaches to inquiry can empower as well as impassion a researcher.

INTERSECTIONAL THEOLOGY [SSC5154]

Intersectional thought has seen a growing awareness. Students will be introduced to the concept of Intersectionality in the context of theology and will gain the skills and confidence to critically engage with contemporary theological texts. Examples of intersectional thought/theology in practice will help to show the diversity among these issues, while the course texts and short portions of text from others will help to demonstrate the grounding of intersectional thinking in Womanist thought/theology. Students will be mentored in and will practice critical and hospitable theological analysis through their engagement with one another in weekly assignments and posts.

INTRODUCTION TO ART THERAPY: THEORIES OF COUNSELLING AND HISTORICAL FOUNDATIONS [PPSYC5841]

Art Psychotherapy brings the areas of creativity, spirituality and healing together. This graduate-level course brings you into the Art Therapy studio for both experiential and theoretical learning around the traditions, theoretical approaches, ethics and history of Art Therapy. Students will be introduced to the spontaneous art therapy approach and have the opportunity to explore directed clinical interventions pertaining to varied populations. The course is intended for self and professional development. This course will

be of interest to those studying and working in mental health, spiritual care, counselling, nursing, fine arts and education. Group and individual work, lecture format, readings and assignments integrate course materials in the area of spirituality, psychotherapy, art therapy theory and practice. This course is a requirement in the MPS-AT Program. No art experience required.

INTRODUCTION TO CHRISTIAN SCRIPTURES [SSC505]

This introduction presents the unity and diversity of the texts, beliefs, and practices of early Christianity. Christianity's origins and the social formation of Jesus movements and Christ cults are explored in the context of the Jewish, Greek and Roman world. Jesus' sayings, deeds, and parables (Book of Q and Gospel of Thomas) as well as Paul's theology and the creative theologies of the Gospel writers will be analyzed.

INTRODUCTION TO CHURCH HISTORY [SSC521]

In this introduction to the history of Christianity we will do two things by taking the history of the church more seriously than cultural historians normally do and taking culture more seriously than church historians normally do. First, we will explore how the various epochs of Christian history drew from the pallet of the Gospels an anchoring image of Jesus Christ (for example, "the Rabbi", "The King of Kings", "The Divine and Human Model", "The Poet of the Spirit", the "Liberator" and "The Man Who Belongs to the World") to shape and reshape the presence of the church within the culture(s) of the period. A wide variety of cultural creations, art, architecture, music, and writings will be drawn forth. Second, responding to recent historical studies that argue theology can no longer be written solely from the perspective of Jerusalem, Athens, Rome, Wittenberg and Canterbury, we will engage the reshaping of the tradition and the church that has emerged from Asia, Africa, Latin America and various other indigenous communities of faith. Our thinking will endeavor to hold together themes of continuity and change and explore what is meant by the doctrine of the Church, the Ecclesia, in all its dynamism.

INTRODUCTION TO ETHICS [SSC513]

This course will examine critical questions of being and thinking ethically in today's world. The complexities of ethical analysis in relation to life will be explored through the use of readings, case studies and projects. Lectures and discussion will be directed toward a formulation of a faith-based understanding of ethical decision making.

INTRODUCTION TO HEBREW SCRIPTURES [SSC501]

This course explores basic themes and literature of the Hebrew Scriptures (Old Testament): sources and context, authorship, literary qualities, general teaching and formation. The complexity of these vital texts will present the challenges, humour, despair, comfort and pain imparted over the centuries. This very ancient theological tradition will be related to present day culture and personhood.

INTRODUCTION TO PSYCHOTHERAPY AND SPIRITUALITY [PPSYC581]

This course will offer an overview of the theory and practice of psychotherapy and spirituality. It will provide a foundational perspective on spiritually-integrated psychotherapy and will form a background for further learning related to clinical practice in the fields of counselling, psychotherapy, art therapy, psychospiritual counselling, and spiritual care. Attention will be paid to ways in which students' life experiences cross paths with their faith experiences (be these formal or informal) and generate understandings about theological themes and spiritual practices that can have an impact on therapeutic work in psychotherapeutic settings. The course will utilize not only theoretical material but also group discussions, personal reflection, and basic studio art activities to provide a variety of learning modalities. Students will be expected to engage in all facets of the learning experience.

INTRODUCTION TO THEOLOGY: WISDOM AND INTERRELIGIOUS THEOLOGY [SSC511]

In an age of social and religious polarization and environmental degradation what contribution can theology make to personal, social and global healing and transformation? In this course, we will form a community of learning to examine this question using the model of interreligious theology as a vehicle for seeking truth about ultimate reality, the world, and the human condition from the different perspectives of the world's wisdom traditions.

LEADERSHIP: POWER, PRIVILEGE, AND ALLYSHIP [SSC539]

This course equips students to draw deeply from their own traditions/worldviews to develop spiritually-integrated leadership capacities rooted in justice, compassion, and global awareness.

LIFE SPAN DEVELOPMENT [PPSYC587]

■Prerequisite: Enrolled in a Department of Psychotherapy and Spirituality degree/ diploma/ certificate program, or permission obtained through Registrar's Office.

Lifespan psychology focuses on intrapersonal changes that occur over time in response to age related life-stages, key life events, intergenerational modeling, and socialization. This course explores lifespan developmental theories and contributing factors, utilizing a systemic perspective, so as to enhance

contextual understanding of human development that will inform praxis when meeting others on their developmental paths. Participants will identify where they are located on their personal and professional developmental paths as they identify trajectories, transitions, and turning points that have contributed to their psychosocioemotional spiritual growth.

ORIENTATION DAY [SSC030]

■0 credit

■Prerequisite: Enrollment in a St. Stephen's degree, diploma or certificate program

Orientation Day is an opportunity for new program students to be welcomed to the College community, and to build relationships with fellow students. Students begin a process of reflection on their stories in a way that encourages a deeper understanding of self, including the interwoven aspects of spirituality. A portion of the day will be devoted to exploring the various programs more fully. Students are expected to register for Orientation Day (no fee) when they accept the offer of admittance to the program.

PATHWAYS TO WHOLENESS: WISDOM FROM THE DESERT, THE MOUNTAIN, AND THE COSMOS [SSC548/748]

■Prerequisite for SSC748: Enrollment in Doctoral program, or permission obtained through Registrar's Office.

The Eastern Christian tradition (from the Levant, through Greece, India and China, and, later the Slavic world) developed a theology of the spiritual life following the rise of Constantine. Rather than continue along the trajectory of an apologetic theology framed by the initial struggles over who would define the meaning of Jesus Christ as a revelation of the human nature, the East turned its attention to the pathways to salvation. The initial Greek concept, *soterios*, translated by the word "salvation," was used by the Apostles and the early Church Fathers and Spiritual Mothers to accent the human longing for "healing" and "rescue." A sophisticated understanding of what it means to be human (distinct from the Latin tradition of Christianity and modern perspectives including Freud and Marx), a diagnosis of how we lose our way and become captive of estrangement, an articulated pathway to the recovery of original blessing, of the journey from illumination, purification to deification developed both in theory and practice. This course will explore both the theory and practice of what has been a largely hidden Christian tradition. It will then bring this perspective into conversation with Jewish, Muslim, Hindu and Buddhist spiritual insight and practice.

PROFESSIONAL ETHICS FOR PSYCHOTHERAPY AND SPIRITUAL CARE [PPSYC583]

Professional practitioners have become much more aware of the area of professional ethics in recent years. However, there often is confusion regarding the difference between a personal and a professional relationship, appropriate boundaries, dual roles, etc.

This course will provide opportunity for the student to explore the nature of a professional relationship and integrate their own personal values into their understanding of ethics. We will examine a variety of Professional Codes of Ethics as well as pertinent case examples from the student's workplace or personal experience. Students will read in the field of professional ethics and reflect on their own personal and professional experience. This Professional Ethics course meets the CASC/ACSS requirement for certification.

PROFESSIONAL ISSUES IN ART THERAPY: GROUP, FAMILY, AND DIVERSITY [PPSYC5880]

■Prerequisite: PPSYC5841 Intro to Art Therapy, and enrollment in MPS-AT or PMATD

This course focuses on the study of group art therapy and family art therapy. Related assessments and cross-cultural issues will be examined. This course has both a theoretical and experiential component. [Not normally open to students with credit in *Issues of Professional Practice/Intervention in Art Therapy II PPSYC5880*].

PSYCHOPATHOLOGY [PPSYC5812]

■Prerequisite: Enrolled in a Department of Psychotherapy and Spirituality degree/ diploma/ certificate program, or permission obtained through Registrar's Office

This course explores the pathology of the psyche and behaviour across human beings. The Diagnostic and Statistical Manual of Mental Disorders (DSM-V) with its multi-axial classification system will be introduced to provide a framework for the course. Course objectives include not only to learn about the etiology, classification, epidemiology, and treatment of mental illnesses, but also to gain an appreciation of the lived experience of people who suffer with these challenges. [Not open to students with credit in *Abnormal Psychology PPSYC5812*]

SACRED BEAUTY: THEOLOGY THROUGH THE ARTS [SSC5152]

This course explores how the Sacred is experienced and expressed through the visual arts, music and dance. Students consider theological aesthetics as witness (i.e. consumer of the arts) and through the experience of art making as a contemplative, spiritual practice. Both seminar and studio components will be incorporated. The studio component will involve what Paulo Knull has called, "low skill, high sensitivity." In other words, technical expertise/talent is not required; the studio work will be more about the process, than the final product.

SCRIPTURES AND SACRED STORIES [SSC5028]

An introduction to scriptures and sacred stories from religious and spiritual traditions across the globe. Students will be challenged to reflect simultaneously upon the place and function of scripture/story in their own tradition/worldview, while also encountering and engaging individuals from other traditions/worldviews

who similarly are grappling with the function of scripture/story in their own tradition/worldview.

SPECIAL TOPICS IN ART THERAPY [PPSYC5890] CHILDREN AND ADOLESCENTS

■Prerequisite: PPSYC5841 Intro to Art Therapy, and enrolled in MPS-AT/PMATD, or permission obtained through Registrar's Office.

Discussion of topics relevant to the art therapy discipline. Special topics may include application of art therapy with different populations.

This course will focus on the theory and practice of art therapy with children and adolescents. Issues of development, assessment, and therapeutic interventions will be covered. Students will be exposed to diverse treatment settings and theoretical approaches, drawing on psychological theories as well as arts-based methodologies. Cross-cultural awareness will be addressed.

SPECIAL TOPICS IN ART THERAPY [PPSYC5890] CROSS-CULTURAL ART THERAPY WITH NEWCOMERS TO CANADA AND IN INTERNATIONAL DEVELOPMENT

■Prerequisites: PPSYC5841 Intro to Art Therapy, and enrolled in MPS-AT/PMATD, or permission obtained through Registrar's Office.

Discussion of topics relevant to the art therapy discipline. Special topics may include application of art therapy with different populations.

This course engages students in exploring contemporary, historical, and theoretical knowledge regarding cross-cultural art therapy practices to build practical skills to work with newcomer populations to Canada, such as refugees and immigrants, and within international development contexts. Practical competencies include ethics, cultural humility, and art therapy program design. This course will help students prepare for practicing art therapy in an international environment with cultural humility and anti-oppressive practices by building reflexive self-awareness through studio art experientials, readings, and discussions. Based on a dialectic learning model, the course will include a range of learning modalities, including: experiential work, group discussions and presentations.

SPECIAL TOPICS IN ART THERAPY [PPSYC5890] LOSS AND GRIEF

■Prerequisites: PPSYC5841 Intro to Art Therapy, and enrolled in MPS-AT/PMATD, or permission obtained through Registrar's Office.

Discussion of topics relevant to the art therapy discipline. Special topics may include application of art therapy with different populations.

The experience of loss and grief often lies too deep for words. Attending to loss and grief with an art therapy approach provides individuals across the lifespan another means for expression and helps create conditions that encourage healing and growth. This course will include lecture and discussion as well as experiential learning to assist in the development of

clinical skills in art therapy related to bereavement. There will be an opportunity for personal process work and self-reflection about one's own personal encounters with loss and grief. Learnings will include a critique of the dominant 20th century model of the grief process, exploration of more contemporary theories, and consideration of developmental perspectives.

SPECIAL TOPICS IN ART THERAPY [PPSYC5890] THEORY IN PRACTICE: TRAUMA-INFORMED ART THERAPY

■Prerequisite: Enrolled in MPS/MPS-AT/PMATD, or permission obtained through Registrar's Office.

Discussion of topics relevant to the art therapy discipline. Special topics may include application of art therapy with different populations

Our current cultural milieu is fraught with traumatic daily living. As therapists, we are called upon to guide our clients through the perceived minefield of daily living. Students will be invited to explore Trauma Informed Art Therapy practice that is based on the current theoretical work in the fields of neuroscience, psychology, and arts-based interventions. This course will depend on the interaction of art making and reflective practice as a path to understanding the theoretical premises. Although this is a Special Topics in Art Therapy course, Core Stream students are also invited to register in the course.

SPECIAL TOPICS IN ART THERAPY STUDIO [ARTST5888]

■Prerequisite: PPSYC5841 Intro to Art Therapy, and enrollment in MPS-AT, PMATD, or permission obtained through Registrar's Office.

Development of studio skills and discussion of topics relevant to the art therapy discipline. Topics vary by year. The objective of art therapy studio courses is the development of studio skills for art therapy practice. Studio art courses are graded on a pass/fail basis; a final grade of 'S' (satisfactory) or 'F' (failure) will be assigned.

SPECIAL TOPICS IN ART THERAPY STUDIO: CHILDREN/ADOLESCENTS [ARTST5888]

■Prerequisite: PPSYC5841 Intro to Art Therapy, and enrollment in MPS-AT, PMATD, or permission obtained through Registrar's Office.

Development of studio skills and discussion of topics relevant to the art therapy discipline. Topics vary by year. The objective of art therapy studio courses is the development of studio skills for art therapy practice. Studio art courses are graded on a pass/fail basis; a final grade of 'S' (satisfactory) or 'F' (failure) will be assigned.

SPECIAL TOPICS IN CHRISTIAN SCRIPTURES [SSC5027] ANCIENT CHRISTIAN GOSPELS

■Prerequisite: SSC505 or permission obtained through Registrar's Office

Advanced discussion of texts and/or themes in the Christian Scriptures. Topics vary. Credit may be obtained for SSC5027 more than once.

This course examines a variety of ancient Christian gospels. We will focus on both the canonical gospels (Matthew, Mark, Luke, and John) and several extra-canonical gospels (such as the Gospel of Thomas, the Gospel of Philip, the Gospel of Mary, the Gospel of Judas, the Infancy Gospel of Thomas, and others). These ancient texts will be examined within the historical, social, and literary contexts of the first through third centuries CE. Careful attention will be given to reading each Gospel carefully and closely, both independently and synoptically. Specific themes developed in this course include the examination of ancient social values, issues of politics/empire, questions of historiography and memory, the development of ancient Christian thought and expression, and especially the diversity and distinctiveness of Jesus's image(s) within each text. In addition to reading these texts within their ancient context(s), class discussions will explore the many ways in which ancient Christian stories about Jesus continue to find sustained resonance within the contemporary world.

SPECIAL TOPICS IN CHRISTIAN SCRIPTURES [SSC5027]

GENDER AND SEXUALITY IN CHRISTIAN SCRIPTURES

■Prerequisite: SSC505 or permission obtained through Registrar's Office

Advanced discussion of texts and/or themes in the Christian Scriptures. Topics vary. Credit may be obtained for SSC5027 more than once.

This course will introduce students to the voices, conversations, questions, and critiques in feminist and queer biblical interpretation. Students will spend a day on both foundational and contemporary scholarship in each tradition and will be encouraged to reflect on the significance of these readings for their own particular area of faith and work. Each day will include time for in-depth discussion on a central shared reading(s); time for a round-table conversation in which students will have read different texts engaged in the same conversation or responding to a similar issue; and time for personal and creative reflection on the day's material. At the end of the week, students will be asked to present a critical reflection on an article from the week's readings in the light of both the week as a whole and their own personal context.

SPECIAL TOPICS IN COUNSELLING/ PSYCHOTHERAPY [PPSYC5898]

■Prerequisites: PPSYC581 Intro to Psychotherapy and Spirituality and enrolled in a Department of Psychotherapy and Spirituality degree/ diploma/ certificate program, or permission obtained through Registrar's Office.

Discussion of topics relevant to the counselling discipline. Special topics may include application of counselling with different populations.

SPECIAL TOPICS IN COUNSELLING/ PSYCHOTHERAPY [PPSYC5898]

EATING DISORDERS

■ Prerequisites: PPSYC581 Intro to Psychotherapy and Spirituality, PPSYC5869 Systems Psychotherapy Skills or PPSYC5880 Professional Issues in AT: Group, Diversity, and Family, and enrolled in a Department of Psychotherapy and Spirituality degree/ diploma/ certificate program, or permission obtained through Registrar's Office.

Discussion of topics relevant to the counselling discipline. Special topics may include application of counselling with different populations.

This course will explore the development, treatment, and nature of eating disorders, across the lifespan. Students will become familiar with the current DSM categorization of eating disorders as well as the trans-diagnostic model. Emphasis will be placed on understanding the deeper underlying functions of eating disorder symptoms. This course will combine conceptual knowledge and experiential integration of evidence-based treatment interventions for adolescents and adults and families.

SPECIAL TOPICS IN COUNSELLING/ PSYCHOTHERAPY [PPSYC5898]

GRIEF AND LOSS ACROSS THE LIFESPAN

■Prerequisites: PPSYC581 Intro to Psychotherapy and Spirituality and enrolled in a Department of Psychotherapy and Spirituality degree/ diploma/ certificate program, or permission obtained through Registrar's Office.

Discussion of topics relevant to the counselling discipline. Special topics may include application of counselling with different populations.

Experiences of loss are universal to all people at every stage of the life cycle. Grief is a natural reaction to loss that involves multiple dimensions of a bereaved person's being. Some losses, such as the death of a loved one, are obvious. Other experiences may go unacknowledged or unsanctioned as losses, and while the effect on wellbeing may be powerful the grief is nevertheless disenfranchised. There can also be particular circumstances of a death and in people's relationships that add complicating factors to the processes of grieving and mourning. Given that issues of loss and grief underlie many presenting problems in therapy, it is necessary to cultivate our ability as counsellors to navigate these terrains with our clients. Our awareness and understanding of contemporary

grief theories and practices influences how we facilitate healing processes. In this counselling-oriented course participants will gain insight, knowledge, and practical skills for working therapeutically with bereaved individuals across the lifespan, with an emphasis on adults.

SPECIAL TOPICS IN COUNSELLING/ PSYCHOTHERAPY [PPSYC5898]

PROFESSIONAL PRACTICE SEMINAR

■Prerequisites: PPSYC581 Intro to Psychotherapy and Spirituality and enrolled in a Department of Psychotherapy and Spirituality degree/ diploma/ certificate program, or enrollment in the MTS program, or permission obtained through Registrar's Office.

Discussion of topics relevant to the counselling discipline. Special topics may include application of counselling with different populations.

This course draws upon the St. Stephen's College Workshop Series to expand students' professional skills, learnings, and aptitudes. Students enrolled in this course are required to complete five to six days of the workshops offered by the College, and then to complete a final integrative paper that draws together their learning from their chosen workshops. Workshop themes and topics vary by year.

SPECIAL TOPICS IN DIVERSITY [SSC549]

THE GENESIS OF HATE AND THE TRAUMA OF GENOCIDE-THE RWANDAN CONTEXT

Discussion of topics in diversity relevant to the theological and/or psychotherapy/counseling disciplines. Credit may be obtained for this course more than once.

This course engages students in exploring the historical background of Rwanda, specifically examining the origin of hate, violence, humiliation, and evil which befell the Tutsi and led to the 1994 Genocide against them. Students will have the opportunity to interact and examine the 1994 Genocide's theological, psychological, and social impact on Rwandan people. This course will also explore available clinical and spiritual resources that may contribute to the healing and recovery of Rwandan survivors from the trauma of the 1994 Genocide.

SPECIAL TOPICS IN HEBREW SCRIPTURES [SSC5026]

■Prerequisite: SSC501 or permission obtained through Registrar's Office

Advanced discussion of texts and/or themes in the Hebrew Scriptures. Topics vary. Credit may be obtained for SSC5026 more than once.

SPECIAL TOPICS IN HEBREW SCRIPTURES [SSC5026]**PERSPECTIVES ON KING DAVID**

■Prerequisite: SSC501 or permission obtained through Registrar's Office

Advanced discussion of texts and/or themes in the Hebrew Scriptures. Topics vary. Credit may be obtained for SSC5026 more than once.

King David is often misunderstood in the church, being seen as nothing more than a kind and gentle musician-shepherd. The goal of this course is to complicate this understanding of David; thereby, demonstrating just how complex and interesting the Hebrew Scriptures are when we take the time to dig into them deeply.

SPECIAL TOPICS IN THEOLOGY [SSC5153] RELIGIONS AND THE ENVIRONMENT

Discussion of topics in diversity relevant to the theological discipline. Credit may be obtained for this course more than once.

The course introduces students to the integral relationship between religion and the natural environment. It explores the understanding of the natural environment by the major religions of the world and their potentials to contribute to stemming the tide of ecological stress threatening life on earth. It draws from their cosmology, history, theology and contemporary practices and places the resurgence of the notion of "sacred earth" in the context of the global realities of human socio-economic activities.

SPIRITUAL ASSESSMENT IN THE PROMOTION OF HEALTH [SSC5823]

As an element of whole person health assessment, spiritual assessment is of interest to a broad spectrum of health as well as ministry professionals. Emphasis is placed on consideration of theories and skills needed for the practice of spiritual assessment. The course provides a context for interdisciplinary reflection on understandings of the human person, health, health promotion, spirituality, spiritual needs, and spiritual care. Students are invited to explore their own spirituality and various approaches to assessing the spiritual based on a variety of definitions and understandings of spirituality. Specific models and tools for spiritual assessment will be considered, two will be looked at in depth, and students will have opportunities to bring theory as well as experience together in both group and individual exercises of spiritual assessment rooted in their ministry/health practice.

SPIRITUAL INTEGRATION PROCESSING GROUP I [PPSYC555]

■1.5 credits

■Prerequisite: Enrollment in MPS.

This course will focus on how students can come to know themselves better, particularly in light of their spirituality, so that they can become more effective, competent and ethical clinicians. Additionally, students will be encouraged to think critically and creatively about their spiritual and holistic wellness and self-care

practices both personally and professionally. To support this learning, this course will engage group processing via the creative and reflective self. The purpose of these groups will be to allow students to process their learning collectively with their peers in a way that invites feedback from a variety of perspectives. This course is graded on a pass/fail basis; a final grade of 'S' (satisfactory) or 'F' (failure) will be assigned.

SPIRITUAL INTEGRATION PROCESSING GROUP II [PPSYC556]

■1.5 credits

■Prerequisite: Enrollment in MPS and enrollment in Practicum.

Development as a psychotherapist requires significant critical self-reflection and personal integration. While these critical reflections are often conducted in personal therapy or formal supervision, peer processing groups also provide a means to develop these skills. Peer processing is a practice where students choose to tolerate feelings of unease in order to refine their skills and deliver better client care. The purpose of these groups will be to allow students to process their learning collectively with their peers in a way that invites feedback from a variety of perspectives. Building on the first year with its exploration of oneself and one's spirituality, the second year will expand on this foundational knowledge by applying it within a therapeutic setting as students begin their clinical practice and forming their capstone/thesis ideas. Special attention will be given to helping students understand how their sense of self and spirituality can impact their therapeutic work and vice versa. This course is graded on a pass/fail basis; a final grade of 'S' (satisfactory) or 'F' (failure) will be assigned.

SPIRITUALITY: FROM CONTEMPLATION TO ACTION [SSC5540]

Spirituality is a word used by people from diverse backgrounds, theological perspectives, education, religious understandings, and life experience. This introductory course will help students uncover their own understanding of spirituality and how they might integrate it into their personal and professional lives. A variety of contemplative practices in the context of traditional and contemporary literature will be explored.

SPIRITUALLY-INFORMED DEVELOPMENTAL PSYCHOLOGY [PPSYC5896]

■Prerequisite: Enrolled in a Department of Psychotherapy and Spirituality degree/ diploma/ certificate program, or permission obtained through Registrar's Office.

Do we experience spirituality at all ages? How does our understanding of spirituality change as we develop in other ways? This course will explore developmental theories while considering the role of spirituality development across the lifespan. Practical implications for therapeutic work will be discussed and experientially explored through hands-on learning activities. Students will have the opportunity to reflect on their own

development and spiritual understandings to better integrate the theoretical content. An environment of safe, respectful, and considerate sharing of ideas will be promoted throughout the class and students will be given the opportunity to better understand spiritually-informed developmental psychology.

SUPERVISED PSYCHOSPiritUAL EDUCATION (SPE), CPE PRACTICUM

CPE5889B1 (First Basic)

CPE5889B2 (Second Basic)

CPE5889A1 (First Advanced)

CPE5889A2 (Second Advanced)

■6 credits

■Prerequisites:

(1) Letter of Acceptance from a CASC/ACSS Certified Clinical Psychospiritual Education (CPE) Supervisor-Educator

(2) Evidence of an ability to learn at a graduate degree level and of familiarity with CASC/ACSS competencies (approved in 2011, and downloadable at <http://www.spiritualcare.ca/profession/spiritual-care-competencies/>). These competencies will guide the level of CPE learning for which the student is registering (Basic 1, Basic 2, Advanced 1, Advanced 2).

This practicum is intended for students who are either beginning or continuing their Clinical Psychospiritual Education (CPE) learning by means of CPE Standards within the Canadian Association for Spiritual Care/*Association canadienne de soins spirituels* (CASC/ACSS). CPE connects supervised spiritual care practicum hours and graduate level learning intended to provide a theoretical knowledge base for professional spiritual care. Theoretical learning is part of group supervision. CPE students attend "theory/didactic" seminars on topics such as: listening skills, spiritual assessment, grief and bereavement, clinical ethics, diversity in faith and culture, personality theory, family systems theory, role identity and authority, etc. The menu of didactic topics is usually developed by the Supervisor-Educator with input from each particular CPE student group. It is expected that theoretical learning will comprise approximately 35 contact hours and additional hours of reading.

Practicum course hours are figured as follows: A minimum 200 hours of direct spiritual care practice, 50 group supervision hours, 50 professional reporting hours (verbatim, critical incident, clinical activity reporting, charting, self-evaluation, program evaluation, etc.), and 10 individual supervision hours. Completing 200 supervised spiritual care practicum hours will be considered the equivalency of completing one CPE "unit". In keeping with CASC/ACSS Accreditation Standards, a Certified CPE Supervisor-Educator will supervise all aspects of students' CPE learning within this practicum, working in collaboration with specially prepared site-based Preceptors. Note: A current Criminal Records check (see Criminal Records Check policy), immunization record, and Student

Placement Agreement (co-developed between the College and placement site) will be required before spiritual care practice can commence. Students completing the course will receive 6 academic credits.

SYSTEMS PSYCHOTHERAPY SKILLS [PPSYC5869]

■Prerequisite: Enrolled in a Department of Psychotherapy and Spirituality degree/ diploma/ certificate program, or permission obtained through Registrar's Office.

This course offers an experiential opportunity to learn the skills required for working with persons in intimate partnerships, nuclear families, multigenerational groups, and larger social systems. In addition to input from the assigned and recommended reading, from video materials, and from the instructors, participants in the course will have opportunity to learn from role plays and other skill practice methodologies. *[Not open to students with credit in Counselling Skills Systems Interventions PPSYC5869.]*

SPIRITUAL AND THEOLOGICAL REFLECTION IN PROFESSIONAL PRACTICE: AN INTRODUCTION [SSC589/SSC789]

Theological reflection builds upon faith and spirituality. It has been described as both an art and a discipline. In this course, theological reflection will first be defined and then discussed in the light of implications for professional practice. As such, theological reflection will be explored as a way to self-knowledge, learning about others, discovering the collective story of a faith community and doing social analysis. Various "tools" for each of these four approaches to theological reflection will be suggested and tried out. The threads of vitality holding various aspects of learning together in this course will be the unique participants' experiences of themselves, their cultures and their faith journeys into as well as out from various faith traditions. Academic content will mix with experiences of reflection and group sharing in order to encourage ongoing personal as well as professional use of theological reflection in various contexts. This course is available at both the Master and Doctoral level.

THEOLOGICAL STUDIES COLLEGIUM [SSC535]

■0 credit

■Prerequisite: Enrollment in BTS or MTS program

The online collegium begins in September and runs on 2nd Monday evening of each month till June with breaks in December and April. It aims to foster peer support among students and will feature discussions and presentations on topical issues in theology, course assignments, and use of college online resources. It will also address students' concerns on their programs as well as other issues relevant to the successful completion of their programs. [0 credit, no charge. This collegium is graded on a pass/fail basis; a final grade of 'S' (satisfactory) or 'F' (failure) will be assigned.]

THEORIES AND ART THERAPY STUDIO TRAINING GROUP I [PPSYC5830]

■Prerequisites: PPSYC5841 Intro to Art Therapy, and enrollment in MPS-AT or PMATD

This course combines the study of art therapy theory and art therapy assessment with practical studio applications. Through participation in a training group, students will be exposed to the diverse themes, symbols, and personal expressions that arise in the art therapy treatment process. Materials theory and basic therapeutic interventions will be introduced.

THEORIES AND ART THERAPY STUDIO TRAINING GROUP II [PPSYC5833]

■Prerequisites: PPSYC5841 Intro to Art Therapy, PPSYC5830 Theories and Art Therapy Studio Training Group I, enrollment in Counselling Practicum course, and enrollment in MPS-AT or PMATD

It is advisable that students take this course after having clinical experience. The course combines theoretical study with art therapy practice. Learners will have the opportunity to work with the instructor in front of the group while attending to the unfolding of personal imagery. Differences in theoretical approaches will be explored, both from academic and practical perspectives. Students in this course are expected to be working at an advanced level.

THEORIES OF COUNSELLING AND PSYCHOTHERAPY [PPSYC584]

■Prerequisite: Enrolled in a Department of Psychotherapy and Spirituality degree/ diploma/ certificate program, or permission obtained through Registrar's Office.

This course offers an overview of principal theories of counselling and psychotherapy and of their role in the process by which psychological and relational healing and/or cure takes place.

THESIS COLLEGIUM [SSC577]

■0 credit

■Prerequisites: Enrollment in MTS, SSC5710 Inquiry, Research and Evaluation

This one-day collegium provides clarity and suggestions for proposal development, an overview of research stages of the thesis process, and guidance on thesis design and writing. It is recommended that students complete the Thesis Collegium prior to submitting a thesis proposal. Scheduled for individual students as needed; dates to be negotiated with the Department Chair. [0 credit, no charge].

TOPICS IN ART THERAPY PROFESSIONAL PRACTICE SEMINAR SERIES [PPSYC5843]

■Prerequisite: Enrollment in MPS.

This course offers students a variety of diverse, culturally competent, and practically relevant topics in art therapy and professional practice. This course will supplement and enhance the foundational learnings students have gained from their core, foundational courses in developmental psychology, theories,

psychopathology, spirituality, research and ethics, and psychotherapy skills.

TOPICS IN PROFESSIONAL PRACTICE SEMINAR SERIES [PPSYC5844]

■Prerequisite: Enrollment in MPS.

This course offers students a variety of diverse, culturally competent, and practically relevant topics in counselling therapy and professional practice. This course will supplement and enhance the foundational learnings students have gained from their core, foundational courses in developmental psychology, theories, psychopathology, spirituality, research and ethics, and psychotherapy skills.

WOMEN AND RELIGION: WOMEN IN THE HEBREW BIBLE [SSC514]

"The Bible is a patriarchal document that originated in a patriarchal society, and until relatively recently, its interpreters have been men." Few biblical scholars would take issue with this statement. Yet the Bible has informed and continues to inform western culture and religion. So what does this say about women? What about the women's stories in the Bible? How have these stories been traditionally interpreted? Have women suffered as a result? What can we learn from a generation of feminist biblical interpreters? Can/Should these stories be reinterpreted, reworked, re-imagined? What are some of the challenges that women of faith within the "religions of the book" face today? This course seeks to assess the role of women in the ancient biblical world, using the lens of women's stories in the Hebrew Bible. We will examine the impact that these stories and their traditional interpretations have had on women in western culture and religion and seek to come to new interpretations that might have a more liberating message.

The following list of courses includes all course offered by St. Stephen's College for the University of Alberta in the past three years. The appearance of a course in this list does not guarantee that the course will be offered in the current academic year. For further details of the specific course offerings for the current academic year check the Course Schedule on Beartracks: <https://www.ualberta.ca/st-stephens/ualberta-programs/ualberta-courses.html>. University of Alberta courses are 3 credits.

ART THERAPY FUNDAMENTALS [CATS321]

Art therapy, a specialized field in counselling psychology, provides a natural vehicle for promoting integrative, holistic approach to psychological healing. Explores the theory and application of art therapy to spirituality and healing settings. This course will be experientially based, with a lecture and seminar portion. Maximum enrollment: 20. Note: Not open to students with credit in CHRTP321.

CONTEMPLATION AND THE ARTS [SPRIT311]

Explores how the Sacred is experienced and expressed through the visual arts, music and dance. Note: Not open to students with credit in CHRTP311.

INDEPENDENT STUDY [SPRIT411/SPRIT511]

Directed reading or research in a chosen area of theology, spirituality, or the creative arts therapies. Credit may be obtained for this course more than once.

INTERMODAL EXPRESSIVE ARTS THERAPY [CATS384]

Spiritually-informed intermodal use of studio-based expressive therapy modalities including music, visual art, dance/movement, drama, written and spoken word, and play. Note: Not open to students with credit in CHRTP 384.

INTRODUCTION TO ART THERAPY [CATS521]

Introduction to the theory and practice of art therapy; work within a spiritually-informed approach is explored. Maximum enrollment: 20. Note: Not open to students with credit in CHRTP521.

INTRODUCTION TO DRAMA THERAPY [CATS382]

Explores the role of drama therapy in health and spirituality: masks, puppets, theatre games, improvisation, role-play, playback theatre, and psychodrama in various therapeutic settings. Note: Not open to students with credit in CHRTP382.

INTRODUCTION TO MUSIC THERAPY [CATS381]

Introduction to the discipline of music therapy: physical, mental, social, emotional, and spiritual applications of music. Note: Not open to students with credit in CHRTP381.

MINDFULNESS IN EDUCATION AND THE WORKPLACE [SPRIT330]

Explores contemplative/meditative practices that foster calm, concentration, and insight for teachers and other helping professionals. Note: Not open to students with credit in CHRTP330.

POP CULTURE AND THEOLOGY [SPRIT315]

Explores narratives found in movies, poetry, fiction, and graphic novels that echo lived experiences. Note: Not open to students with credit in CHRTP315.

PRACTISING PEACE [SPRIT451/SPRIT551]

Explores ways to cultivate inner resources needed for the embodiment of non-violence. Considers peacemaking through the lenses of spirituality and ethical responsibility.

PSYCHOTHERAPY AND SPIRITUALITY: AN INTRODUCTION [CATS383]

An introduction to the theory and practice of psychotherapy, with emphasis on spirituality as an essential component of therapeutic care. Students will examine their personal worldviews, explore their emerging caregiver identities, and engage with contemporary challenges of integrating psychotherapy and spirituality. Maximum enrollment: 18. Note: Not open to students with credit in CHRTP383.

QUESTIONING FAITH: THEOLOGICAL PERSPECTIVES ON CONTEMPORARY ISSUES [SPRIT312]

A public theology overview of contemporary issues in faith and society. This course underscores the relevance of faith and spirituality to the changing texture of society. Note: Not open to students with credit in CHRTP312.

SCRIPTURE AS STORY [SPRIT305]

Explores how the elements of story employed by the Gospel writers and editors shaped their understanding of the person of Jesus and his followers. Note: Not open to students with credit in CHRTP305.

SEXUAL ETHICS IN A MULTI-FAITH CONTEXT [SPRIT316]

Deepen awareness of personal, social, cultural, and spiritual dimensions of sexuality. Explored in light of feminist, queer, traditional and contemporary theological thought. Note: Not open to students with credit in CHRTP 316.

SPECIAL TOPICS [SPRIT400/SPRIT500]

Discussion of topics relevant to the theology, spiritual care, and/or creative arts therapies. Credit may be obtained for this course more than once.

**SPECIAL TOPICS [SPRIT400]
AFRICAN RELIGION**

Discussion of topics relevant to theology, spiritual care, and/or creative arts therapies. Credit may be obtained for this course more than once.

This course introduces students to the traditional religion of Sub-Saharan Africa with the view to understand the historical development of the study of the religion, its underlying philosophy, rituals and the dynamics that give it resilience in its encounters with other religions and political ideologies external to the African environment. Against the background of the worldview of African people, the course explores the nature and characteristics of African religion, the misconceptions of non-practitioners, the inherent cosmology of the religion and its value for its practitioners. The course also explores the future of African religion and its wider value in the era of global ecological change.

**SPECIAL TOPICS [SPRIT400]
EXPRESSIVE ARTS THERAPY**

Discussion of topics relevant to theology, spiritual care, and/or creative arts therapies. Credit may be obtained for this course more than once.

This course will be of interest to those in the helping professions, mental health, and teachers. The course will introduce students to the theoretical therapeutic foundations and applied practice related to creative imagination combined with embodied experience. Students will be exposed to a variety of opportunities to externalize and communicate their internal worlds, and be encouraged to be receptive to sharing the same with others. Modalities include music, art, dance/movement, nature, drama, creative writing/poetry and play. Through hands-on experience, students will explore how personal development is supported through expressive arts therapy. An emphasis will be placed on exploration and integration of one's own spirituality or theology – academically, personally and professionally.

**SPECIAL TOPICS [SPRIT400]
FORTUNE TELLING AND THE PREDICTIVE ARTS**

Discussion of topics relevant to theology, spiritual care, and/or creative arts therapies. Credit may be obtained for this course more than once.

What exactly is bone divination, and where was it practiced? Who reads tea leaves and how are they supposed to work? What is the relation between astrology and astronomy and what is a 'fashion horoscope'? In this class we will examine the history of divination across cultures, tracing the development of practices as they moved with various peoples and adapted to changing systems of knowledge.

**SPECIAL TOPICS [SPRIT400/SPRIT500]
INTRODUCTION TO DANCE THERAPY**

Discussion of topics relevant to the theology, spiritual care, and/or creative arts therapies. Credit may be obtained for this course more than once.

Students will gain an overview of the history, approaches, and tools used in Dance Movement Therapy (DMT). This includes a survey of the methods, populations, and sociocultural domains in which DMT is practiced, experiential engagement in DMT's creative relational process, exploration of body/mind connections in DMT, and consideration of future avenues and challenges. No dance training required and all abilities and bodies welcome.

**SPECIAL TOPICS [SPRIT500]
INTRODUCTION TO MUSIC THERAPY**

Discussion of topics relevant to the theology, spiritual care, and/or creative arts therapies. Credit may be obtained for this course more than once.

Introduction to the discipline of music therapy: physical, mental, social, emotional, and spiritual applications of music.

**SPECIAL TOPICS [SPRIT400/SPRIT500]
PRACTISING PEACE**

Discussion of topics relevant to theology, spiritual care, and/or creative arts therapies. Credit may be obtained for this course more than once.

Explores ways to cultivate inner resources needed for the embodiment of non-violence. Considers peacemaking through the lenses of spirituality and ethical responsibility.

**SPECIAL TOPICS [SPRIT400]
SPIRITUALITY: FROM CONTEMPLATION TO ACTION**

Discussion of topics relevant to theology, spiritual care, and/or creative arts therapies. Credit may be obtained for this course more than once.

Contemplative/spiritual practices can lead to personal and social transformation. This course will help students uncover their own understanding of spirituality and how they might integrate it into their personal lives, studies, and careers. Multi-faith and secular perspectives will be considered. The course will have a strong experiential component, exploring several contemplative/spiritual practices.

TOPICS IN WOMEN AND RELIGION [SPRIT314]

Women's relationship to and place in Christianity is explored. Women's attempts to critique and transform received tradition and/or to develop alternative forms of religious life are examined. Note: Not open to students with credit in CHRTP314.

ADDENDUM (August 1, 2023 revision):

Section	Change	Page
Degree Granting Authority	ATS Accreditation	ii
Full-time Status	year of study for student loan purposes	8, 9
Student Records	privacy legislation both PIPA and FOIP	20
Financial Assistance	MPS students qualify for student loans	23
Course title change: PPSYC5841 Introduction to Art Therapy: Theories of Counselling and Historical Foundations	Subtitle edit; no change to course description	30, 34, 35, 53, 59
MPS Admission Requirements	9 undergraduate credits in psychology specified	33