



TAYLOR
S E M I N A R Y

2018-2019

CATALOGUE

SUPPLEMENT

UPDATED: September 2018

Taylor Seminary
CATALOGUE SUPPLEMENT
Quick Answers A-Z

Welcome to Taylor Seminary. We hope your time of study here is profitable. If there is any way we can help, please let us know.

Highlighted below are a few key items that we hope will assist you in finding your way around campus, facilitate our growing together as a community, and amplify upon Academic Policies and Procedures found in the Seminary Catalogue. Please refer to the 2018-2019 Taylor Seminary Catalogue as your first stop for information. Copies are located in the display rack by the General Office. This document does not repeat what is in the catalogue, only provides additional information that you may need.

ACADEMIC CALENDAR: Check the *Calendar of Events 2018-2019* (pp. 4-5 in the 2018-2019 Seminary Catalogue) for important dates, e.g., last day to make course changes, refunds, etc.

ACADEMIC MISCONDUCT: Trust and integrity are as essential in academics as they are in all other human activities and relationships. Plagiarism, cheating, and all other forms of academic misconduct, especially on the part of Christians, are to be avoided at all costs. Procedures for processing cases of academic misconduct are too extensive to include here. However, to be noted here:

- Any decision reached by the professor or the Academic Committee may be appealed in writing by the student within seven days of the receipt of the letter and/or *Report of Academic Misconduct* that notified the student of the decision.
- The appeal shall be submitted to the Academic Dean, who shall form an appeal committee of at least three persons, at least one of whom shall be someone who is not currently a member of the teaching faculty of the seminary. Neither the instructor nor any member of the Academic Committee shall serve on this committee. The appeals committee shall select a chairperson from its number. The chair shall convene a hearing within twenty-one days of receipt of the appeal. Relevant documentation will be given to the committee members at least seven days before the meeting. At the hearing, the student will be given an opportunity to present his/her case, as will the instructor and/or chair of the Academic Committee. The decision of the appeals committee shall be final.

ACADEMIC SKILLS MENTORING

The Academic Skills Facilitator will be available to meet with students to provide guidance on theological research and writing as they work on their research papers.

- Rev. Joel David's office is located in the Affiliate Faculty Office on the second floor of Benke Hall.
- Consultations will be available throughout the semester.
- Send in your appointment request through email to joel.david@taylor-edu.ca.

Take advantage of this opportunity to get personalized guidance through one-on-one consultations with the Academic Skills Facilitator. Schedule a meeting as early as possible – the sooner you start working on your paper the higher the quality of work you will be able to produce.

ADVISING FACULTY: Every student in a degree program has a Faculty Advisor, and all open studies students (those not in a degree program), may contact the Registrar (registrar@taylor-edu.ca) or Admissions Counselor (rick.heavenor@taylor-edu.ca). Although the primary role of Faculty Advisors is to provide academic guidance, especially during the registration process, they are also available for counsel and support in other areas, including personal matters; feel free to visit them whenever you need a listening ear about something with which they may be able to help. Ensure that you will connect with your advisor when you come to his/her office by calling ahead or sending an email to schedule a meeting.

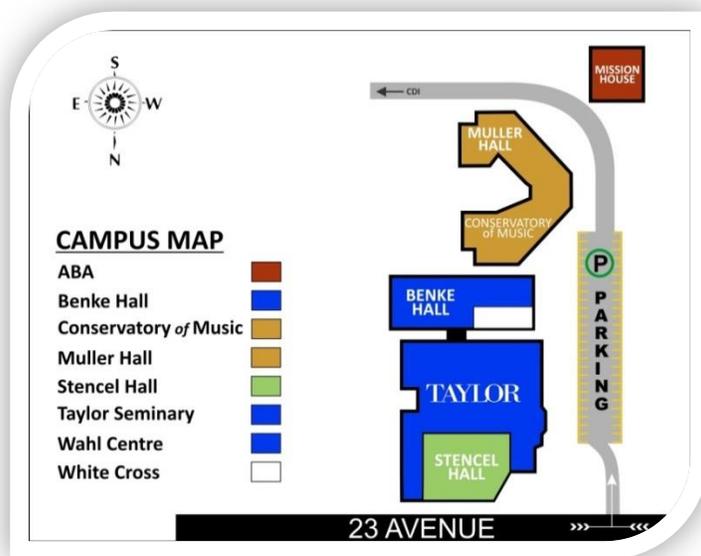
ADDRESS CHANGES: Please let us know your address/phone number changes ASAP. Forms are available at the General Office.

APPEALS AND GRIEVANCES: The Policies and Procedures for ACADEMIC APPEALS (how to initiate an appeal, grounds for an appeal, and procedures for an appeal) are covered in the 2018-2019 Taylor Seminary Catalogue. Copies of the catalogue are located in the display rack by the General Office. The Policies and Procedures for GRIEVANCES will be posted on the website when they have been approved.

ASSIGNMENTS: Class assignments, messages, etc., for distribution to Seminary faculty, staff, and students may be deposited via the mail slot in the bulletin board located next to the mailboxes. Please be sure to identify clearly (i.e., your name, mailbox #, and recipient's name) on your papers, notes, etc., so they can be given to the right person.

BICYCLES AND MOTORIZED BIKES: Bicycles and Motorized Bikes must be kept outside of the buildings in appropriate racks or in the parking lot.

CAMPUS MAP:



CHAPEL: Chapels at Taylor are highlights of our community life and an important way to foster spiritual formation. Students have opportunities to grow, as they lead portions of the services, and learn as we explore a variety of forms within the Christian tradition. We break from classes for an hour of community coffee time and worship every Tuesday and Thursday morning. Alumni, faculty, chaplains, pastors and visiting missionaries are invited to speak as well as students graduating from a degree program.

COUNSELLING SERVICES: Although the primary role of Faculty Advisors is to provide academic guidance, especially during the registration process, they are also available for counsel and support in other areas, including personal matters. So feel free to see them whenever you need a listening ear about something with which they may be able to help.

COURSE CHANGES: All course changes must be made using the appropriate form. This could be the Registration Revision Form, the Course Withdrawal form, or the Notification of Withdrawal Form and depends on what you are doing and when you are doing it. After a certain date (see *Calendar of Events 2018-2019 in the Academic Catalogue*) you will be charged for making changes.

COURSE DELIVERY: In addition to the traditional semester-long courses, Taylor Seminary offers online courses, one-week modules (in September-October, January and May), hybrid courses, evening courses and weekend courses. In fact, for maximum accessibility, all required courses are offered as semester-long courses, as one-week modules and as online courses once every four years.

DISRUPTIVE BEHAVIOUR: Taylor Seminary is committed to assisting all students to achieve their educational goals. Taylor Seminary is also committed to maintaining a Christian community that allows all persons to study, work, and participate in a healthy environment. We also recognize that past and present circumstances can be the source of high emotional stress for students. We encourage anyone experiencing heavy stress to talk with their Faculty Advisor. If you are an Open Studies Student please talk with the Registrar or Admissions Counselor. Cases of responding to cell phone calls while in a classroom and engaging in activities on the computer that are unrelated to the class will be addressed by the instructor.

E-MAIL ADDRESSES: If you want to get in touch with Seminary or Support Staff personnel by email, the formula is firstname.lastname@taylor-edu.ca or you can find them on Taylor's website at <http://www.taylor-edu.ca/contact/faculty>

EXAMINATIONS (Final): Students missing a scheduled final exam must inform the instructor of the reason for their absence prior to the exam. Serious illness or unusual circumstances will result in alternative arrangements or the rescheduling of the exam. Arrangements for the rescheduling of a final examination must be approved by the Academic Committee. Absence due to personal negligence may result in forfeiture of the exam. Students who have missed a final examination due to personal negligence may submit a request to the Academic Committee to reschedule the examination. Such requests must be submitted to the chair of the committee within 24 hours of when the examination was scheduled and must include a full statement of the reasons the student did not write the examination at the scheduled time.

FAX: Fax services are available to registered students through the General Office. Taylor's fax number is (780) 436-9416. Fees for this service are as follows:

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| Local (Edmonton and Area) | \$1.00 first page | \$0.50 per page after first page |
| Long Distance in Alberta | \$2.00 first page | \$1.00 per page after first page |
| Long Distance (USA) | \$3.00 first page | \$1.50 per page after first page |
| Long Distance (International) | \$5.00 first page | \$1.00 per page after first page |

FINANCIAL ACCOUNT QUESTIONS:

Contact Jacqueline Sthankiya, at 780-431-5208 or email jacqueline.sthankiya@taylor-edu.ca

FINANCIAL AID, BURSARIES AND SCHOLARSHIPS: The student has the major responsibility for meeting educational and living expenses. The former are already reduced significantly by church and individual contributions to the school budget. Bursary and scholarship aid is simply to augment the student's personal resources and make it possible to complete educational preparation for ministry when those personal resources are inadequate despite a student's best efforts. The seminary is concerned that each student shows responsibility and integrity in handling personal and family finances. **Information about the specific bursaries, scholarships and awards are in the seminary catalogue.**

FIREARMS AND WEAPONS: No firearms, hunting or collector's knives, swords, switchblades, anything which can shoot a projectile or any other weapons are permitted in Muller (residence building), other campus buildings, or on the campus grounds. Any student in possession of weapons will be immediately expelled from residence.

GRADES (CHANGE OF): In cases where it is necessary to correct an error in grading after the grade has been recorded, the faculty member involved will complete the *Taylor Seminary Grade Correction* form and submit it to the Registrar for approval.

ID NUMBERS: All students are assigned a permanent five-digit ID number. Please learn this number; it is yours for life. You'll need it when you pay your account (put it on your cheques), to register for classes, to request transcripts, etc.

HARASSMENT: Harassment in all forms violates the biblical principles of human relationship and is unacceptable within Christian community. Taylor believes that all individuals have the right to be treated fairly and with respect by everyone and have a responsibility in return to treat others with the same consideration. Policy: This policy applies to all the relationships we have as employees of Taylor Seminary, students enrolled for study, renters, participants, constituents, or any others. All parties have the right to be treated with fairness, dignity, and respect by supervisors, peers, and subordinates. Taylor's Policy on Harassment is in addition to and not a substitution for, the rights of each individual as outlined in the *Alberta Human Rights, Citizenship and Multiculturalism Act*. Each individual must refrain from act(s) of discrimination and harassment against other individuals. Such acts are unacceptable behaviour and will be subject to disciplinary action.

Definition: Harassment is defined as one of a series of behaviours or comments that are abusive, intimidating, demeaning, or unfair in treatment of a person or a group, and that has the effect of unreasonably interfering with the status or performance of the person or group. Harassment may take psychological or physical form; both may take place at the same time. Harassment creates a work or study environment that limits individuals in their pursuit of educational or work goals.

Harassment is evident when:

- such conduct might reasonably be expected to cause insecurity, discomfort, or humiliation;
- submission to such conduct is made either implicitly or explicitly a condition of employment, promotion, raise in salary, or academic progress;
- such conduct has the purpose or the effect of interfering with a person's or group's performance;
- such conduct has the purpose or effect of creating an intimidating, hostile or offensive work or study environment.

Types of behaviour which constitute harassment include, but are not limited to:

- violent physical behaviour;
- threatened physical violence;
- verbal outburst or abuse;

- sarcastic or derogatory comments or actions which belittle a person or group;
- yelling or screaming;
- swearing;
- similar behaviours aimed at coercing or intimidating those to whom such behaviours are directed.

Sexual Harassment is defined as one of a series of incidents involving unwelcome sexual advance, requests for sexual favours, or other verbal or physical conduct of a sexual nature. Sexual harassment most commonly occurs in the form of behaviour of men towards women. However, this policy recognizes that sexual harassment may occur by women towards men, between men, or between women.

Types of behaviour which constitute sexual harassment include, but are not limited to:

- sexist jokes told after the person telling the ‘joke’ has been advised that the ‘joke’ is offensive;
- display of offensive material of a sexual nature;
- sexually suggestive or obscene comments or gestures;
- sexually degrading words used to describe a person or group;
- derogatory or degrading remarks directed towards a member of one sex or sexual orientation;
- unwelcome sexual flirtations, advances or propositions;
- unwelcome inquiries or comments about a person’s sex life;
- requests for sexual favours;
- unwanted touching;
- verbal abuse or threats;
- spreading sexually-oriented gossip about a person or group;
- sexual assault.

Retaliation: Retaliation against an individual who has filed a complaint is prohibited. Any individual proven to have engaged in retaliation will be disciplined. Retaliation is any action taken against an individual for:

- having invoked this policy, whether on behalf of oneself or another individual;
- having participated or cooperated in any investigation under this policy, or
- having been associated with a person who has invoked this policy or participated in the application of this policy.

Responsibilities: The President of Taylor Seminary, Dr. David Williams, is responsible for discouraging and preventing harassment within the institution; making all employees and students aware of the content of this policy; investigating all written complaints; imposing strict disciplinary measures when a complaint of harassment has been substantiated; providing support to persons who make a complaint, are accused, or participate in an investigation or a complaint; maintaining records as required by this policy. All employees and students of Taylor are responsible to take appropriate responsibility to refrain from any actions that might constitute harassment.

Procedures: Should an employee or student believe that he or she is a victim of discrimination or harassment, the President of Taylor Seminary must be notified. If the President is the cause of the problem, the situation should be discussed with a member of the Board of Trustees. The employee or student has a choice of either discussing the problem (in the case of an informal concern) or submitting a formal written concern. In some cases, the problem may be corrected in an informal manner. The President and employee or student may discuss the concern with everyone who is involved, develop an action plan and check with the employee periodically to ensure the problem is being or has been resolved. In other cases, the employee or student may wish to put the concern in writing. A full investigation will be carried out, and every effort will be made to resolve the problem to the employee’s or student’s satisfaction. Harassment matters fall under the Delegated Authority to Administer Discipline policy, HR 504.

INDEPENDENT STUDIES – General Guidelines: Up to 15% of degree program credits may be earned through the use of Independent Studies, i.e., directed studies and theses (M.Div. 12 credits, MTS and MA 9 credits). Open Studies students may not register for Independent Studies. Students on Academic Probation are not able to register for Independent Studies.

INDEPENDENT STUDIES – Directed Studies: Students wishing to register for Directed studies must first secure the consent of the faculty member who will supervise the course and then submit an Application for Directed Studies to the Academic Committee for approval. Directed Studies are subject to the regulations of regularly scheduled courses. To be eligible for a Directed Study: 1) Students must be enrolled in a degree program and have completed at least 18 credits at Taylor Seminary, 2) Students must have maintained a GPA of 2.70 or better, and 3) Students may apply a maximum of six credits of Directed Studies toward a degree program. Applications and guide sheets for such courses may be obtained from the seminary office.

INDEPENDENT STUDIES – Thesis Guidelines: Copies are available through the Registrar's Office (registrar@taylor-edu.ca)

KITCHEN FACILITIES: *CLEANLINESS IS NEXT TO GODLINESS* - "This ancient proverb is said by some to have come from ancient Hebrew writings.... John Wesley in one of his sermons (1791) indicated that the proverb was already well known in the form we use today. Wrote Wesley: 'Slovenliness is no part of religion. 'Cleanliness is indeed next to Godliness.'" Whether or not you fully subscribe to this dictum, please carefully observe all the signs in the kitchen.

LIBRARY: NEOS (Networking Edmonton's Online Systems), of which Taylor is a participant by virtue of its relationship with Vanguard College, consists of 19 academic, government and health libraries spread over 47 different branches, which contract together to share resources and technology and which contribute to an integrated catalog. NEOS holdings consist of just over 11,000,000 unique call numbers. All students with a valid library card have access to these holdings. Books from all NEOS libraries can be requested using the online catalogue, or in person from the owning library. Books requested from NEOS libraries normally arrive within 2-3 business days by courier and are held for 5 days for pick up. An automatic email notification will be sent when your books arrive.

The logo for NEOS (Networking Edmonton's Online Systems) features the word "NEOS" in a bold, blue, sans-serif font. The letters are contained within a blue rectangular border that has a slight 3D effect, with a darker blue shadow on the right and bottom sides.

LIBRARY CARD: Library cards are obtained from the General Office. Once you have received your library card, and Taylor Seminary has activated your card, you are able to access NEOS (Networking Edmonton's Online Systems) for library materials. When accessing the NEOS Library Catalogue, your Library Code Barcode Number is the thirteen (13) digit number at the bottom of your library card. Your PIN Number is the last four (4) digits of that thirteen (13) digit number. You can change your PIN at any time. Please note there is a \$15 charge for a lost library card.

LOST AND FOUND: Located at the General Office.

MAILBOX: All students taking courses for credit must have a mailbox; optional for auditors. Students taking courses only in the January Intersession or Spring Session do not need a mailbox, nor do on-line students. Mailbox keys are picked up at the General Office. This mailbox is assigned only for the academic year 2018-2019. You will be assigned a new mailbox number in the next academic year (2018-2019). Please note there is a \$25 charge for lost key(s). Return your key at the end of the fall semester if you are NOT taking classes in the winter semester (remember to sign the book for returning the key). Students here for the winter semester must return their keys at the end of the winter semester. Taylor cannot guarantee the safety of items in the mailboxes. So everyone is advised not to leave valuables in their mailboxes.

ONLINE COURSES: Courses that are available online are listed on the Taylor Seminary Timetable each year. Some are available during the fall semester and others during the winter semester. What you may want to know in addition to that is that:

- In most cases online courses may not be used to meet residency requirements.
- Course offerings are subject to minimum enrolment requirements.
- Courses taken at other institutions for the purpose of fulfilling program requirements must be approved in advance.
- In the event that an elective course offered online fails to generate a minimum enrolment of three students, the course may be cancelled.
- There is no enrolment minimum on required courses.

MOODLE:

Students and instructors use the Sioux Falls Seminary Moodle platform as a resource for courses. Taylor's courses are accessed through the Sioux Falls Seminary Moodle site. If you are encountering problems email teresa.seibel@taylor-edu.ca

Login: <https://moodle.sfseminary.edu/>

Username: your first initial followed by your last name, all lowercase with no spaces.

Initial Password: TaylorSem123\$ (You will be prompted to change your password when you first log in.)

Course Self-Enrolment: All enrolment keys are the course code, with no spaces.

**iPad users can download the "Moodle Mobile" app. Site URL is <https://moodle.augie.edu/moodle>*

PARKING: All students must have a valid parking pass to park on campus. Without a parking pass you are vulnerable to a fine or being towed. Parking applications and passes can be obtained from the General Office. Motorbikes and bicycles are NOT to be brought into any of the buildings.

PAYMENT OF ACCOUNT: Student account payments (we accept Visa, Master Card, American Express, debit card, cheque, or cash) are to be made at the General Office. Invoices are mailed to students by the Business Office. If you require an up-to-date invoice the Business Office can provide you with such an invoice.

PROFESSIONAL ETHICS FOR STUDENTS: Members of the seminary community, as indeed all disciples of Jesus Christ, are suited for Christian service by moral character, giftedness for ministry and knowledge of the faith. Their lives are characterized by compassion for individual persons, sensitivity to the needs of the communities of which they are a part, a burden that the whole of God's will be obeyed on earth, personal integrity, and a desire for moral and spiritual growth.

A FEW SPECIFICS: Students are expected to be on-time for all classes. Students should inform professors directly or through the General Office when it is necessary to miss a class. Students should meet all deadlines for assignments, tests and papers as written in the syllabus; the work should always be legible. A penalty may be imposed for work submitted late. Students are expected to meet all reading requirements as set forth in the syllabus. It is understood that cheating and plagiarism are unethical and may result in dismissal from the seminary.

PROFESSIONAL ETHICS FOR TEACHING FACULTY: With respect to the students at Taylor Seminary, faculty acknowledge they are responsible to...

- Promote a high standard of scholarship by challenging and stretching the intellectual capacities and professional skills of students in their course requirements, keeping these requirements appropriate to the nature and level of the course
- Demonstrate concern for students' personal welfare as well as their academic performance

- Respect students as persons and their sense of God’s calling and theological convictions, regardless of whether these are shared by the professor
- Nurture the students’ relationship with God and desire to serve Him
- Treat students impartially, yet with sensitivity to their unique situations
- Avoid extreme forms of permissiveness and authoritarianism both in and outside class
- Evaluate students’ work with care and offer constructive criticism
- Participate conscientiously with colleagues and committees in discussions and decision-making related to the spiritual, academic, and professional development of students
- Provide an honest, accurate and balanced presentation in our courses that clearly shows how our Christian commitment influences our understanding of our discipline
- Protect confidences and information that ought to remain the sole possession of the administration and faculty
- Safeguard the student’s well-being by being cautious about entering dual-role relationships
- Be aware of the student’s vulnerabilities to the power imbalance and act in ways that these vulnerabilities are safeguarded
- Refrain from all forms of harassment
- Refrain from relationships of a sexual nature with students

READING ROOM: A reference/reading room is located at the east end of Benke Hall. The room is available to students five days a week, during business office hours. A room of approximately 300 square feet with abundant natural light houses a collection of about 900 reference books. The collection is made up of Bible commentaries, theological dictionaries, encyclopaedias, textbooks and other books deemed essential to our courses. None of the resources can be checked out of the room, though there is no security system set up, and this depends on the honour system. Please do not re-shelve books and do not eat in the room.

Please note that we have now added textbooks for core courses. These books are located on the middle three shelves on the west bookshelf.

REGISTRATION: The catalogue contains basic policies related to registration: adding and dropping courses, withdrawing from a program or studies, and changing programs. For the proper procedures to follow in any of these scenarios contact the Registrar at registrar@taylor-edu.ca.

SCHOLARSHIPS AND BURSARIES: The student has the major responsibility for meeting educational and living expenses. The former are already reduced significantly by church and individual contributions to the school budget. Bursary and scholarship aid is simply to augment the student’s personal resources and make it possible to complete educational preparation for ministry when those personal resources are inadequate despite a student’s best efforts. The seminary is concerned that each student shows responsibility and integrity in handling personal and family finances. Information about the specific bursaries, scholarships and awards are in the Seminary Catalogue.

STUDENT COMPLAINT PROCEDURE: Taylor Seminary complies fully with the standards of accreditation of the Association of Theological Schools (ATS) in the United States and Canada. Students who believe the seminary has violated ATS standards in any way should submit their complaint in writing to the Academic Dean who serves as the coordinator of matters related to institutional accreditation. The complaint will be reviewed and a written response provided to the student within two weeks of the receipt of the complaint. If the student is not satisfied with the response and still believes that the Seminary is out of compliance with the criteria, he or she may file a complaint in writing with the Association of Theological Schools in the United States and Canada, 10 Summit Park Drive, Pittsburgh, PA 15275-1103.

STUDENT RECORDS: Documents submitted to Taylor Seminary become the property of the Seminary. Neither the originals nor copies will be issued to the student or anyone outside the Seminary. Information concerning a student will not be released without written permission from the student.

SYLLABI: The Taylor Seminary website (under *Registrar*) provides information regarding course syllabi. Syllabi are also handed out in class.

TELEPHONES: The Taylor Seminary Student Association (TSSA) has made available a phone in the Seminary kitchen for your use. Please keep your phone calls brief when using this phone. Long distance calls are not available on this phone.

TSSA: The Taylor Seminary Students' Association (TSSA) exists to serve, unify, and enliven the student body at Taylor Seminary. Their primary mandate is to serve students in practical ways, providing opportunities for spiritual growth and community life. TSSA recognizes that the student body is diverse and works to foster a community whereby students can grow, develop, and be strengthened by other likeminded individuals dedicated to serving the Church. TSSA also operates as a vehicle for communication between Taylor's students, staff, and faculty. All students pay Student Association fees (mandatory), which are calculated on a sliding scale based upon credit hours being taken. As such, all Taylor students are members of the Association. Membership enables students to enjoy the following services offered by the TSSA:



- Chapel and Community Groups
- Community lunches
- Various social events at a subsidized rate
- Representing student concerns to the Faculty and Taylor Board

Taylor College and Seminary Organization Chart



TAYLOR
SEMINARY • COLLEGE
E P WAHL CENTRE

