



TYNDALE
• UNIVERSITY COLLEGE •

Student Guide for Modular Programs

A Supplement to the *Academic Calendar*

Revised June 2017

Tyndale University College & Seminary
3377 Bayview Avenue
Toronto, Ontario M2M 3S4

Program Overview

What is the Modular Program?

The modular program is a non-traditional program specifically designed for adults (ages 25 and older) who want to complete a degree but are unable to attend traditional semester education programs. Each course consists of one four-hour evening class per week for five weeks supplemented by 14-18 hours of guided independent study per week. This is essentially the same involvement time as a traditional program. Classes are held from 6:00 p.m. to 10:00 p.m. on Thursday evenings. There is usually a one-week break in between courses.

The classes provide a unique learning community with high personal support and peer interaction. The modular programs are well suited to adults who desire to take responsibility for their own learning and who know how to make collegial learning effective. The Director of Modular Programs serves as an advisor to students throughout the program.

What Degrees are Offered in Modular Format?

Currently, Tyndale offers the **Bachelor of Religious Education (BRE)** degree in modular format. This degree is designed to serve adults interested in studying the Bible, doctrine and ministry with the intent of becoming more effective Christians in ministry and in the workplace. Students can complete this program in one of two modular formats:

- **Bachelor of Religious Education - Degree Completion Program:** This format is designed for students who qualify for transfer credit at Tyndale. With at least one year of accredited transferable university or college credit with a cumulative GPA of 2.0 or above, students can complete this degree in about 2 years.
- **Bachelor of Religious Education - Modular Program:** This format is designed for students who do not qualify for transfer credit at Tyndale or who have minimal transfer credit. Students can complete this degree in about 4 years.

What Courses are Required to Complete the Degree?

When you start at Tyndale, you will receive a *Major Sheet* outlining the courses you must take in order to earn your degree. All students should follow the major sheet from their entrance year. Major Sheets given to DCP students will indicate the courses for which they have already received credit.

Major Sheets for the current year are available at <https://www.tyndale.ca/registrar/uc-major-sheets>.

Ministry Portfolio

Six units of “Field Education” – practical experience in a ministry setting – are required for completion of Modular and DCP programs. Students typically complete these requirements by submitting a *Ministry Portfolio*, a written record of previous and current ministry experience.

It is recommended that you submit the portfolio no later than your second semester of studies, to give yourself time to make up the remaining credits in case your experience is insufficient.

For more details on the format and requirements of this assignment, see the *Ministry Portfolio* link at <https://www.tyndale.ca/dcp/student-resources>.

Registering for Courses

When to Register

Registration for Fall and Winter courses opens in April of each year. Registration for Summer courses opens in December. Registration details will be communicated to you through your mytyndale.ca email account. Early registration is important, so courses are not cancelled due to low enrollment.

A \$50 late fee will be charged to returning students who register after the respective August and December dates published in the Academic Calendar and on the website. Students will not be allowed to enrol in courses after the first day of a Degree Completion Program / Modular course.

How to Register

Students must register for all courses through the Office of the Registrar via the online MyTyndale system or in-person at the Registration Office.

For more details, please refer to the [Registration Webpage](#) or consult the [Registration FAQs](#).

Choosing Which Courses to Register For

Modular students are solely responsible for selecting their courses and ensuring that these courses meet the necessary requirements of their degree. It is up to you as the student to keep track of the courses you have completed and the ones you still need to complete. To do this, keep track of courses on your major sheet and check off the ones you have completed. If you need to do so, you can find your course history by logging into [MyTyndale.ca](#), selecting the *Academics* tab at the top of the page, and then selecting the *Academic History* option.

The modular courses offered in each academic year are posted on the [modular webpage](#). When selecting courses, you will typically follow the applicable column for your year and program after referring to your Major Sheet to ensure the courses are right for you. Students can supplement their study by taking additional courses during the school year or Spring/Summer semester. Enrolment in these courses requires permission from the Director of Modular Programs.

Should you have questions concerning course offerings / course selection, please contact Dr. Daniel Wong, Director of Modular Programs.

Attendance and Late Assignment Policy

The attendance and late assignment policies outlined below are unique to modular courses. Modular students taking courses in the traditional semester system must follow the traditional late policy for those courses. All other policies listed in the Academic Calendar apply to modular students. The Academic Calendar is available online at www.tyndale.ca/registrar/calendar.

Attendance

Faithful attendance at classes is an important indicator of student maturity and involvement. Class attendance and participation are part of the evaluation of the student and may have a bearing on the final grade for the course. The University College faculty has adopted the following guidelines to define student responsibilities in this matter and to assist the student in developing a disciplined life.

Students are expected to be at class on time and stay for the entire class. Arrival more than $\frac{1}{2}$ hour late or leaving more than $\frac{1}{2}$ hour early will constitute an absence.

Students are expected to attend all classes. If a student must miss one class, he/she must inform the instructor prior to the class. The student will still be expected to complete the weekly assignment for the missed class. Absenteeism for any reason that exceeds one absence will automatically mean the student has chosen not to complete the course and a grade of F will be assigned. Students whose excessive absenteeism is because of extended illness or injury verified by a doctor's certificate are eligible to apply through the Academic Standards Committee for permission to complete the subject. If excessive absenteeism due to illness or injury extends into the following semester, the student must have a reduced load in the following semester.

Late Assignment Policy

Arrangements for late assignments must be made with the instructor prior to assignment deadlines. Instructors are not obligated to allow late assignments and normal grade penalties will apply unless other arrangements are made with the instructor.

Please see the following late assignment policy from the Academic Calendar:

Assignments should be submitted on the due date in order to receive full credit. The penalty for unexcused late assignments will be determined by the following scale: For each day or part thereof late, the faculty member will reduce the assigned grade by 1/3 of a letter; e.g., A to A-, B+ to B. Saturdays, Sundays and holidays are excluded from the reckoning.

The above policy should be considered as being in effect unless the faculty member indicates otherwise in the syllabus. Faculty members have the prerogative of implementing their own late assignment policies for individual courses.

Extensions

The length of an extension is at the instructor's discretion; however, it cannot extend beyond three weeks after the last day of class. Assignments not completed by the instructor's deadline may be excluded from the final course grade and may result in the failure of the course.

A request for an extension beyond the instructor's deadline may be granted under extenuating circumstances, such as in the case of a major medical, personal, or family crisis. To apply for this extension, the student must properly complete and sign an official extension request form and submit it directly to the **Registrar's Office** with any supporting documentation no later than three weeks after the last day of class. The form is available at <http://tyndale.ca/registrar/forms>. Students will not be allowed to register for any courses if they have late assignments due for more than one course.

Appealing a Grade

Students should refer to the *Academic Policies, Procedures and Notices* section of the Academic Calendar for direction in appealing a grade on an assignment or a final grade for a course.

For more details, please see the "Academic Policies" section of the current Academic Calendar at <http://tyndale.ca/registrar/calender>.

Frequently Asked Questions

Is a modular program degree a recognized degree?

Yes, a modular program degree is a recognized undergraduate degree fully approved by the Province of Ontario and accredited by The Association for Biblical Higher Education (ABHE).

What are the admissions requirements for modular programs?

Applicants must be 25 years or older. BRE applicants must have served for two or more years in a local church or parachurch ministry in some lay or professional ministry. DCP applicants must have completed at least one year of accredited transferable university or college credits with a cumulative GPA (grade point average) of 2.0 or above.

Can I pursue graduate studies with a BRE modular program degree?

Yes, you can pursue an MDiv (Master of Divinity) or a MTS (Master of Theological Studies) once you have graduated with a BRE degree. Students who complete the modular BRE may want to consider a graduate program in the same modular format. Tyndale Seminary offers an MTS Modular Program and an In-Ministry MDiv Program. See www.tyndale.ca for more details about these programs.

When are BRE and BA modular classes held?

Each course consists of five classes held on five consecutive Thursday nights from 6:00 p.m. to 10:00 p.m. The courses are typically separated by one week off; however, instructors may use this sixth week for exams or to make up for a cancelled class due to bad weather, etc. The last course of the fall semester will break for two weeks during the Christmas holidays and resume in January. The last course of the academic year typically ends the first week of August and the new academic year begins the first week of September.

What happens if I cannot complete one of the scheduled courses due to illness, personal or professional emergencies, etc.?

If you cannot complete a course for any reason you may take the next scheduled course and complete the missed course at another time. The ADD/DROP deadline policy applies both academically and financially.

Is financial aid available for modular students?

Yes. For more information please visit www.tyndale.ca/financialaid.

What are the academic expectations for modular programs?

Because of the highly interactive and participatory nature of the modular programs, you are expected to contribute to the class through small group discussions and seminar presentations. There will be a limited amount of lecture time, but much of the class will be dedicated to group work and interactive problem solving. Therefore, students are expected to attend all classes. Outside of class time, students can expect to spend 14-18 hours per week on supplemental readings and written course assignments. All students must maintain a CGPA (Cumulative Grade Point Average) of 2.0 to stay in the program.

Additional Information

University College Student Handbook

Additional information is available in the *University College Student Handbook*, including info on:

- Library Services
- Chapel
- IT Services
- The Centre for Academic Excellence
- Tyndale Bookstore
- Food Services
- Extracurricular Activities
- Counselling Services
- Campus Facilities
- Student Code of Conduct

The Student Handbook is available at <https://www.tyndale.ca/student-life/student-handbook>.

Academic Calendar

Additional information is available in the *University College Academic Calendar*, including info on:

- Important Dates
- Tuition and Bill Payment
- Financial Aid
- University College Programs and Degree Requirements
- Course Descriptions
- Classroom Expectations and Guidelines
- Academic Standing and Grades
- Academic Policies and Procedures

The Academic Calendar is available at <https://www.tyndale.ca/registrar/calendar>.

Important Contacts

Regarding Program Specifics, Course Selection, and Ministry Portfolio Completion:

Dr. Daniel Wong (Director of Modular Programs)

416-226-6620 (x2153)

dwong@tyndale.ca

Regarding Course Registration:

Registration Office

416-226-6620 (x6711)

registration@tyndale.ca

Regarding Tuition Payment:

Student Financial Services

416-226-6620 (x6735)

sfs@tyndale.ca

Regarding Financial Aid:

Financial Aid Office

416-226-6620 (x6738)

financialaid@tyndale.ca

For a list of other contacts, please see the University College Student Handbook at

<https://www.tyndale.ca/student-life/student-handbook>.