

# St. Augustine's Seminary Non-Conjoint Student Handbook



Please click on the following URL link for the most up to date information regarding the COVID-19 pandemic:  
[staugustines.on.ca/covid19](http://staugustines.on.ca/covid19).

2023-2024

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## Non-Conjoint Student Registration

*Please Note:* Administrative changes have taken place that have directly affected the way in which non-conjoint students register for courses. **The University of Toronto's online registration system (ACORN) is no longer available to non-conjoint students.** Thus, these students will not be able to check it or enroll in courses. In response to this, TST and the Registrars' Offices of the member Colleges will be installing a new student information system for non-conjoint students. However, this new system is currently not available. **As a result, all non-conjoint students are asked to contact the Registrar's Office to register for courses.**

Theresa Kelly, Registrar and Academic Officer – [theresa.kelly@utoronto.ca](mailto:theresa.kelly@utoronto.ca)

Erin Passmore, Assistant Registrar – [erin.passmore@utoronto.ca](mailto:erin.passmore@utoronto.ca)

These students will be provided with a 'Non-Conjoint Student Course Registration' Form that is to be filled out, signed, dated and returned to the Registrar's Office either electronically or in hard copy. Only once this form has been received by the Registrar's Office will your course registration be entered. Following this, students will be sent their Guest UTORid credentials and information for their use on Quercus. The Instructor(s) of your course(s) using Quercus will then be notified and asked to add the Guest UTORids manually.

Additionally, when submitting your Course Registration Form, please also inform the Registrar's Office of your library card preference as this information must be given to TST. If you do not inform the Registrar's Office, then you will not be eligible to obtain the U of T Library Reader Card. Additional information regarding non-conjoint student library services options can be found in the subsequent pages of this Handbook.

## Non-Conjoint Student Email Communication

Email communication from some email addresses may not be secure and may not be readily identifiable as being a legitimate email from a student. As a result, non-conjoint students should use an email address that is easily identifiable such as [firstname.lastname@example.ca](mailto:firstname.lastname@example.ca) or [firstinitial.lastname@example.ca](mailto:firstinitial.lastname@example.ca) or some variation of the kind. This email address should be included in the initial application forms.

*Please Note:* If there is a change to a non-conjoint student email address the student must inform the Registrar's Office immediately.

### **\* New Non-Conjoint Students – St. Augustine's Seminary Student ID Card \***

When submitting your Course Registration Form, please also send an electronic copy of a passport-like photo – a headshot for instance – to Erin Passmore, Assistant Registrar, at [erin.passmore@utoronto.ca](mailto:erin.passmore@utoronto.ca) for your St. Augustine's Seminary student ID card. Please do so as an attachment in .jpg format. If you are unable to do this electronically, please contact Erin Passmore. Once processed, you may be asked to come to the Seminary to pick up your student ID card. Only once you have received your student ID card will you then be able to obtain a library card from St. Augustine's Seminary or the other TST Colleges.

# **Accessibility Policy: Providing Goods and Services to People with Disabilities**

## **1. Our mission**

The mission of St. Augustine's Seminary of Toronto is:

St. Augustine's Seminary is the Major Seminary of the Roman Catholic Archdiocese of Toronto. It also welcomes candidates from elsewhere. Its primary purpose is the preparation of candidates for ordained priesthood in the Catholic Church. This preparation for diocesan ministerial leadership embraces and promotes spiritual and human formation, theological education and field training. The Seminary is also mandated to form men and women aspiring to other ministries in the Church.

The Seminary pursues its calling to form candidates as responsible and apostolic persons for the service of the Church and world by fostering:

- faithful love for Jesus Christ, his Church and all people;
- commitment to hand on faithfully the tradition, teachings and history of the Church;
- commitment to the exploration of the mysteries of faith through sustained scriptural and theological inquiry;
- communal life through sharing faith, prayer and wisdom.

The Seminary's mission is undertaken in the context of committed ecumenical engagement as a founding member of the Toronto School of Theology, affiliated with the University of Toronto.

## **2. Our commitment**

**St. Augustine's Seminary of Toronto [SAS]** aims to foster an atmosphere of understanding and mutual respect for the worth, dignity and independence of all persons.

SAS will strive to provide support for, and facilitate the accommodation of individuals with disabilities, so that all may share the same level of access to the goods and services provided by St. Augustine's Seminary. SAS will work to eliminate or minimize the adverse effects of barriers, including physical, environmental, attitudinal, communication and technological barriers, which may prevent the full participation of individuals with disabilities in the SAS community. SAS will seek to provide integrated services whenever possible.

The SAS will provide its employees with education and access to information regarding disability and the SAS's policies on disability.

At the same time, the SAS will endeavour to protect the individuals' privacy, confidentiality, and autonomy.

The SAS affirms that all individuals are expected to satisfy the essential requirements of their program of studies or employment, while recognizing that students and employees with disabilities may require reasonable accommodations to enable them to do so.

St. Augustine's is committed to acting conscientiously and in keeping with its own policies and existing legislation related to disability. These include:

- The Toronto School of Theology's policy on *Accommodations for Students with Disabilities* (Paragraph 12 of the *Basic Degree Handbook*)
- Ontario's *Ontarians with Disabilities Act*
- Ontario's *Accessibility for Ontarians with Disabilities Act*
- Ontario *Human Rights Code*

### **3. Providing goods and services to people with disabilities**

SAS is committed to excellence in serving its community including people with disabilities and we will carry out our functions and responsibilities in the following areas:

#### **3.1 Communication**

We will communicate with people with disabilities in ways that take into account their disability.

We will train staff members who communicate with the public on how to interact and communicate with people with various types of disabilities.

#### **3.2 Telephone services**

SAS will make reasonable efforts to provide accessible telephone service to the students and other members of the public. We will train staff members to communicate over the telephone in clear and plain language and to speak clearly and slowly. We will also make our staff members familiar with telephone technologies intended for people with disabilities. We will offer to communicate with people by regular mail or email if telephone communications is not suitable to their needs.

#### **3.3 Assistive devices**

We are committed to serving people with disabilities who use their own assistive devices to obtain, use or benefit from our goods and services. We will ensure that our staff members are trained and familiar with various assistive devices that may be used by persons with disabilities while accessing our goods or services.

We will continue our relationship with the University of Toronto's *Accessibility Services* to provide accessible services to our student community.

#### **3.4 Billing**

We will make reasonable efforts to provide accessible invoices to all students and members of the public. For this reason invoices will be provided by email on request. We will answer any questions about the content of the invoice in person, by telephone or email.

#### **4. Use of service animals**

We are committed to welcoming people with disabilities who are accompanied by a service animal on the parts of our premises that are open to the public and other third parties. We will also ensure that all staff, volunteers, and others dealing with the public are properly trained in how to interact with people with disabilities who are accompanied by a service animal.

#### **5. Support persons**

We are committed to welcoming people with disabilities who are accompanied by a support person. Any person with a disability who is accompanied by a support person will be allowed to enter the SAS building with his or her support person. At no time will a person with a disability, who is accompanied by a support person be prevented from having access to his or her support person while on our premises. Fees will not be charged for support persons for admission to any event hosted by SAS for which a fee is charged.

#### **6. Notice of temporary disruption**

SAS will provide a public notice in the event of a planned or unexpected disruption in the facilities or services usually used by people with disabilities. This notice will include information about the reason for the disruption, its anticipated duration, and a description of alternative facilities or services, if available.

The notice will be placed on our website and at all public entrances and service areas on our premises.

#### **7. Service animals on campus**

SAS will adhere to U of T's policy in regard to Service animals. They can be found here:

- [Service Animals on Campus](#)
- [FAQs regarding Service Animals](#)
- [Service Animals & Support Resources Website](#)

#### **8. Training for staff**

SAS will provide training to all employees, volunteers and others who deal with the public or other third parties on their behalf, and all those who are involved in the development and approvals of accessibility service policies, practices, and procedures. All SAS employees and persons who volunteer for SAS will be trained:

This training will be provided for each staff member within a month of his or her commencement of duties.

Training will include the following:

- The purposes of the Accessibility for Ontarians with Disabilities Act, 2005 and the requirements of the customer service standard.
- How to interact and communicate with people with various types of disabilities.
- How to interact with people with disabilities who use an assistive device or require the assistance of a service animal or a support person.
- What to do if a person with a disability is having difficulty in accessing SAS 's goods and services.
- The accessibility services available to SAS students through the University of Toronto.
- SAS 's policies, practices and procedures relating to the accessibility service standard.

## **9. Feedback process**

St. Augustine's welcomes feedback on our accessibility services. Comments can be made to Theresa Kelly, Registrar and Academic Officer, in the following ways:

- in person or by regular mail addressed to  
St. Augustine's Seminary of Toronto 2661 Kingston Road Scarborough, ON M1M 1M3
- by telephone at 416-261-7207 Ext. 230
- by email to [theresa.kelly@utoronto.ca](mailto:theresa.kelly@utoronto.ca)

Students and other members of the public can expect to hear back within **ten** business days of our receipt of the feedback.

## **10. Modifications to this or other policies**

The SAS is committed to developing accessibility service policies that respect and promote the dignity and independence of people with disabilities. Therefore no changes will be made to this policy before considering the impact on people with disabilities. SAS will make reasonable efforts to modify or amend any policy that does not respect and promote the dignity and independence of people with disabilities.

## **11. Questions about this policy**

This policy exists to achieve service excellence to those members of our community with disabilities. If anyone has questions about this policy, please contact Theresa Kelly by telephone at 416-261-7207 Ext. 230 or by email to [theresa.kelly@utoronto.ca](mailto:theresa.kelly@utoronto.ca).



# St. Augustine's Seminary of Toronto

2661 Kingston Road, Scarborough, ON M1M 1M3  
Tel: 416-261-7207 Fax: 416-261-2529 Website: [www.staugustines.on.ca](http://www.staugustines.on.ca)  
Member College of the Toronto School of Theology

## Accommodation Request Form for Non-Conjoint Students

St. Augustine's Seminary is committed to helping students achieve their academic goals. While we respect a student's right to disclose their needs, should they choose, we are willing to facilitate the process of accommodation. Please identify your preference for this process:

- I will contact my Instructor directly.
- Please contact my Instructor on my behalf.

Accommodations Useful in the Past:

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Accommodations that may be Requested at St. Augustine's Seminary:

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Student Number: \_\_\_\_\_ Current Program: \_\_\_\_\_

Surname: \_\_\_\_\_ Given Name(s): \_\_\_\_\_

Previous Surname(s) (If Applicable): \_\_\_\_\_

Permanent Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Alternate Telephone Number: \_\_\_\_\_

uToronto Email Address (If Applicable): \_\_\_\_\_

Alternate Email Address: \_\_\_\_\_

**Please Note:** If this form is not returned to the Registrar's Office, St. Augustine's Seminary understands that no accommodations have been requested.

I have read and understand that information regarding my accommodation request will be released to the appropriate Faculty of St. Augustine's Seminary [SAS] and may be shared with SAS employees for the purpose of facilitating accommodation. This release will serve for the duration of my enrollment at SAS unless otherwise requested.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Academic Dean Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Non-Conjoint Student Invoicing & Fee Payment Options

**Invoicing:** Invoices will be mailed directly to non-conjoint students from St. Augustine's Seminary.

*Please Note:* Non-receipt of an invoice does not exempt the student from meeting his/her financial obligations. It should also be noted that the last day to drop a course without academic penalty is **not** the same day for a full or partial refund. Please contact the Registrar for further details if needed.

**Making A Fee Payment:** Please remit payment to St. Augustine's Seminary.

*Options:*

1. Debit or Credit Card:
  - In Person at 2661 Kingston Road, Toronto, ON M1M 1M3.
  - By Telephone at 416-261-7207 Ext. 221 for Reception.
2. Certified or Personal Cheque.
3. Money Order.

**Fee Details, Schedule & Refund Schedule:** [staugustines.on.ca/financial-information](http://staugustines.on.ca/financial-information).

## Non-Conjoint Student Library Card Options

1. **St. Augustine's Seminary Library Card:** Free of charge. You may also obtain library cards from the other TST Colleges at no charge. However, the U of T libraries and electronic resources will not be available to you.
2. **University of Toronto Library Reader Card:** A fee of \$196 for one semester, or \$310 for September through August, will be levied. This includes access to all libraries in the U of T system and electronic resources.

When submitting your Course Registration Form, please also inform the Registrar's Office of your library card preference as this information must be given to TST. If you do not inform the Registrar's Office, then you will not be eligible to obtain the U of T Library Reader Card.

For additional information regarding the U of T Library Reader Card please visit [onesearch.library.utoronto.ca/external-researchers](https://onesearch.library.utoronto.ca/external-researchers).

# UTSU Health & Dental Plan for Full-Time & Part-Time Non-Conjoint Students

*Please Note:* A student is considered full-time if they are enrolled in **four (4)** courses or more per semester.

*Please Note:* A student is considered part-time if they are enrolled in **three (3)** courses or less per semester.

Both full-time and part-time non-conjoint students are **not automatically enrolled** and subsequently covered by the UTSU Health & Dental Plan. **However, both full-time and part-time non-conjoint students are now eligible to self-enroll to opt in to the UTSU Health & Dental Plan.** Students will need proof of current enrollment, either in the form of a financial statement showing their tuition has been paid or in the form of a letter confirming their enrollment in a non-conjoint program from their College Registrar. Students who are opting in may also enroll an eligible spouse/dependent children at the same time. Students will make online payments directly to UTSU by debit or credit card. For more information on the opting in process, including a detailed step by step guide on how to opt in, please visit [tgsa.sa.utoronto.ca/health-dental-faq/](https://tgsa.sa.utoronto.ca/health-dental-faq/).

## 2023-2024 Change of Coverage Period

*If you are enrolled in the Fall semester you can opt in from **September 1-October 3, 2023.***

*New January academic starts in the Winter semester can opt in from **January 2-31, 2024.***

The screenshot shows a web browser window with the URL [studentcare.ca/rte/en/IHaveAPlan\\_UTSU\\_Home?superUId=IHaveAPlan\\_UTSU\\_Home\\_textcontent2\\_TextContent\\_Link](https://studentcare.ca/rte/en/IHaveAPlan_UTSU_Home?superUId=IHaveAPlan_UTSU_Home_textcontent2_TextContent_Link). The browser tabs include 'TextContent\_Link' and 'x +'. The address bar shows 'Not secure | studentcare.ca/rte/en/IHaveAPlan\_UTSU\_Home?superUId=IHaveAPlan\_UTSU\_Home\_textcontent2\_TextContent\_Link'. The browser's address bar also shows several open tabs: 'St. Augustine's Sem...', 'ROSI & RXP', 'U of T Incidental Fe...', 'UTSU - StudentCare', 'AmpEducator', 'Quercus', 'Quercus Guides', 'Toronto School of T...', and 'Morneau Shepell'.

The website header features the University of Toronto Students' Union logo and a navigation menu with the following items: HOME, HEALTH, DENTAL, VISION, TRAVEL, WHO'S COVERED?, and COST. To the right of the navigation menu is a 'MEMBER SERVICES' section with a search bar labeled 'STUDENTCARE NETWORKS Find a Professional' and a dropdown menu 'Select a Studentcare Network'. Below the search bar is a list of 'Discover the Studentcare Networks' Advantages' including: Studentcare Psychology Network, Studentcare Pharmacy Network, Studentcare Dental Network, Studentcare Vision Network, Studentcare Chiropractic Network, Studentcare Physiotherapy Network, Studentcare Massage Therapy Network, Studentcare Naturopathy Network, and Studentcare Mental Health Resources. At the bottom of this list is a link to 'COMPLETE STUDENTCARE NETWORK LISTING'. To the right of the 'MEMBER SERVICES' section is a 'CLAIMS' section with a list of links: Group & Certificate Numbers, How to Claim, Claim Forms, Check Your Claim's Status, and Register for Direct Deposits.

### Do I Need a Plan?

**Do you wear glasses or contacts?**  
Your Plan covers prescription glasses, contact lenses, and eye examinations. Often other insurance plans offer limited or even no vision benefits. If you have another plan that includes vision, consider coordinating benefits between the two plans to receive additional coverage. Your student Plan also offers a Studentcare Vision Network in your area, that provides you with additional discounts. To find a Studentcare Vision Network provider in your area, please refer to the Member services area on the top right hand side of the website.

**Are vaccines mandatory for your program?**  
Many academic programs, internships, and volunteer programs require mandatory vaccinations, which are covered by your student Health Plan.

**How much control and privacy do you have over your plan?**  
Studentcare never gives information to a third party without your consent, giving you complete control over your private medical history and claims.

**Are you sure that you're completely covered elsewhere?**  
You might want to double check. A parents' insurance plan will stop covering you completely if you're a full-time student over the age of 25. As well, other plans usually won't cover vaccinations, travel insurance, or vision.

**Is your parents' health insurance enough?**  
Most plans won't cover all your health, dental, travel, and vision care costs on their own, but you can combine your student Health Plan with another plan for up to 100% coverage. To get more information about claiming and coordinating your benefits with another plan, read through the "How to Claim" section.

[www.fippa.utoronto.ca/about.htm](http://www.fippa.utoronto.ca/about.htm)

## Summary of FIPPA

### FIPPA and its Application to the University of Toronto

Beginning June 10, 2006 Ontario universities, including the University of Toronto, are covered by the Freedom of Information and Protection of Privacy Act (the Act), which supports access to University records and protection of privacy.

Some key purposes of the Act are:

1. To provide the public a right of access to university information subject to limited exemptions; and
2. To protect the privacy of individuals with respect to personal information about themselves held by universities and to provide individuals with a right of access to that information.

As a publicly funded institution, the University of Toronto has upheld these principles in its operations for many years.

#### What information is covered by the Act?

Most records in the custody or under the control of the University are subject to the Act and the great majority of these will be available if requested. A few types of records, however are specifically excluded so the Act does not apply to them. A few other types are covered by the Act but exempt from disclosure to protect public concerns, privacy, University operations or other important interests.

Some records which will generally be accessible under the Act include:

1. those containing your own personal information;
2. most university administrative records;
3. records about the subject matter or amount of funding of University research;
4. records of University staff employment expenses.

Examples of records which may not be accessible under the Act include:

1. those that are neither in the custody nor under the control of the University;
2. records donated to the University Archives by a private individual or corporation;
3. most University labour relations or employment records;
4. records respecting University research, except the subject matter and the amount of funding related to research;
5. records available to the public or expected to be published within ninety days;
6. University teaching materials.



# Copyright Roadmap

It can be easy to get overwhelmed by the complexity of copyright regulation, but here are some basic steps to consider as you analyze copyright issues:

## 1. Is the material protected by copyright?

Consider whether copyright applies at all. It is likely that much of the content you will use in your research and teaching will fall within Canadian copyright protection.

The *Copyright Act* provides that copyright subsists in every original literary, dramatic, musical and artistic work. Generally, in the case of published works, the term of copyright is the life of the author plus 50 years from the end of the year of his or her death. There are some exceptions to this term, such as the works of anonymous and pseudonymous authors, or works of Crown copyright. After the term of copyright expires, the material is said to be in the public domain.

Copyright also subsists in certain “non-traditional” subject matter, such as performers’ performances, sound recordings, and broadcast signals. In these cases, the clock may start running from the first performance or fixation of a performer’s performance, the first fixation or publication of a sound recording, or the first broadcast of a communication signal. Refer to the *Copyright Act* for further details on the term of copyright.

### References:

- Copyright in Works (*Copyright Act*, s. 3(1) and s. 5)
- Copyright in Performers’ Performances, Sound Recordings, and Communication Signals (*Copyright Act*, s. 15 (performers’ performances), s. 18 (sound recordings), and s. 21 (communication signals))
- Term of Copyright (*Copyright Act* ss. 6-12 for works and s. 23 for other subject matter)

<b>No</b>	The work is no longer protected by copyright. You may use the material without seeking permission.
<b>Yes</b>	The work is still protected by copyright. <b>Proceed to step 2.</b>

## 2. Does permission exist in the form of a licence?

Determine if the material in question is covered by a licence. If (i) the material is licensed, and (ii) the use that you propose to make of it is permitted by the licence (two separate questions) , then you will be able to use the material without further permission or payment of fees or royalties.

Here are some examples of licences you may come across in your teaching and research:

### University of Toronto Licensed Resources

The University of Toronto has licensed an extensive e-Resources collection that is available to University faculty, staff and students. Acceptable use is indicated in the terms of each licence, and what is permitted may not be uniform across all subscription packages and resources.

Look for the **'Permitted Uses'** information in the Library Catalogue for information on how you can use a particular resource. If the material is licensed, and your proposed use falls within the scope of what is permitted by the licence, it is not necessary to inquire further.



**Criminology, criminal justice, law & society [electronic resource].**

imprint Long Beach, CA : Western Society of Criminology, 2014-  
description 1 online resource  
format(s) Journal

2332-886X  
Long Beach, CA : Western Society of Criminology,...

Back Marked Mark Options

#### Holdings

- Web [Directory of Open Access Journals, 2014 to present](#)
- Web [HeinOnline Criminal Justice Journals, 2014 to present](#)
- Web [HeinOnline Law Journal Library, 2014 to present](#)

#### Permitted Uses

- Directory of Open Access Journals [Details](#)
- Yes Research or private study
  - Yes Linking
  - Yes Blackboard or course web pages
  - Yes Printed course packs

## Openly licensed material

An open licence grants permission to share and reuse a work with few or no restrictions. The licences offered by the [Creative Commons](#) are examples of this.

An open licence sets out what the user is permitted to do with the material. Be sure to always review the terms of a licence to ensure that your anticipated use is permitted.

There are approximately 1.6 billion works now marked with a Creative Commons Licence. Search some of the material in the Commons here: <https://creativecommons.org/use-remix/>

<b>Yes</b>	The <a href="#">use</a> is permitted by the <a href="#">licence</a> . You may use the material in accordance with the licence.
<b>No</b>	The <a href="#">use</a> is not permitted by the <a href="#">licence</a> . <b>Proceed to step 3.</b>

### 3. Is the proposed use “substantial”?

Copyright applies to the reproduction, performance, or publication of a work “or a substantial part thereof”. The use of less than a substantial part does not require permission or further payment. This is complicated because what is deemed “substantial” is not defined in the *Copyright Act*; rather, it is a matter of degree and context.

A small amount taken from a much larger work will often not be viewed as substantial depending on the nature of the work and the proportion of what is used to the underlying work as a whole. However, the analysis is not purely quantitative: even a relatively short passage may be viewed as substantial in some circumstances, especially if it is of particular importance to the original work

For more guidance on how to ascertain if the proposed reproduction or other use is substantial, please refer to the [University of Toronto Fair Dealing Guidelines](#).

#### References:

- [Copyright in Works](#) (*Copyright Act*, s. 3(1))

No	The portion that you plan to use is not substantial. You may use it without seeking permission.
Yes	The portion that you plan to use is substantial. <b>Proceed to step 4.</b>

#### 4. Is the use permitted by “fair dealing” or any of the other exceptions in the *Copyright Act*?

The *Copyright Act* provides for certain exceptions to copyright infringement that can be relied on in order to use works without first obtaining consent from the copyright owner.

##### **Fair Dealing**

According to the Supreme Court of Canada, the fair dealing exception is “always available” to users, provided that its legal requirements are met. When these legal requirements are met, there is no need to look further at the more specific exceptions that follow in the legislation.

To qualify for fair dealing, two tests must be passed:

First, the “dealing” must be for an allowable purpose: research, private study, education, parody, satire, criticism or news reporting. Use of a copyright-protected work for teaching or research will typically pass the first test.

Second, the “dealing” must also be “fair,” having regard to the following factors:

1. the purpose of the dealing;
2. the character of the dealing;
3. the amount of the dealing;
4. the nature of the work;
5. available alternatives to the dealing;
6. the effect of the dealing on the work.

The second test requires a fact-specific and nuanced assessment. The relevance of each factor will depend on the context, with some potentially more important than others – and possibly some not relevant at all – in particular cases. Please refer to the [University of Toronto Fair Dealing Guidelines](#) for further guidance.

Reference:

- Fair Dealing (*Copyright Act*, ss. 29-29.2)



## Specific Educational Exceptions

In addition to fair dealing, the *Copyright Act* also contains several exceptions that apply specifically to not-for-profit educational institutions such as the University. Even though the fair dealing exception is “always available,” and recourse to a specific exception will not be necessary where fair dealing applies, faculty and staff may wish to consider whether one of the specific educational exceptions applies.

Please refer to the University of Toronto’s [Copyright FAQ](#) for further guidance on applying these exceptions.

Reference:

- Educational Institutions (*Copyright Act*, ss. 29.4-30.04)

<b>Yes</b>	The use is consistent with conditions and limitations in the “fair dealing” or other educational exception. You may copy the material without seeking permission.
<b>No</b>	The use is not consistent with any of the above exceptions. <b>Contact <a href="mailto:copyright@library.utoronto.ca">copyright@library.utoronto.ca</a> for more information and guidance.</b>

## STUDENT CODE OF CONDUCT

Applies to: All Students and Seminarians

Approval & Responsible Individual: Board of Governors (**Approved June 6, 2023**)

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### SECTION I

- a. St. Augustine's Seminary of Toronto governs itself according to generally accepted rules of behaviour and those set forth in *Ex Corde Ecclesia* (1990), *Pastores Dabo Vobis* (1992), and *Ratio Fundamentalis*<sup>1</sup>. The rules and procedures set out in this **Student Code of Conduct** are to be applied reasonably, and with due regard for the effect they may have on the life of the St. Augustine's Seminary community and of its members. St. Augustine's also adopts the University of Toronto (2019) Student Code of Conduct (with Amendments).
- b. The St. Augustine's Seminary of Toronto Student Code of Conduct (the "Code") is the comprehensive policy on the conduct of all students and seminarians (which include residents or non-residents; full time, part time, or taking a course(s) for interest) and to students in any other University or College who are taking St. Augustine's courses.
- c. Any amendments to this **Code** will be made by the Board of Governors of St. Augustine's Seminary of Toronto.
- d. In exceptionally grave or complicated cases, consultation with a solicitor is encouraged.
- e. In this Code "member" includes members of the academic and administrative staffs, students, residents and visiting professors.

### SECTION II

- a. The St. Augustine's Seminary of Toronto **Student Code of Conduct** shall apply to all non-academic discipline offences listed in Section III, whether arising on St. Augustine's property or during off-campus activities.
  - a. Instances of sexual harassment or violations of the Human Rights Code of Ontario, which may be amended from time to time, will be dealt with using one or more of:
    - i. St. Augustine's Seminary of Toronto Policy on Discrimination and Harassment;
    - ii. St. Augustine's Seminary of Toronto Policy Statement on Sexual Violence and Sexual Harassment;
    - iii. the Archdiocese of Toronto's Safe Environment Policyas may be applicable, and as may be amended or in force from time to time.

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<sup>1</sup> Dicastery for the Clergy (2016). <http://www.clerus.va/content/clerus/en/notizie/new11.html>  
Yellow Highlight indicates revisions made by lawyers in 2021.

- b. The President, Rector, the Vice-Rector and the Dean of Students are to decide whether an alleged offence falls within the purview of the **Code**.
- c. Infractions of Section III of this **Code** which can be considered to be instances of sexual harassment or violations of the Human Rights Code of the Province of Ontario will be dealt with using the St. Augustine's Seminary of Toronto *Policy on Discrimination and Harassment* as is in force from time to time.

### SECTION III

#### Non-Academic Offenses

The discipline procedures apply to anyone subject to this Code who [knowingly] engages in any of the following activities (intentionally or negligently):

- a. **Dangerous Activity:** any conduct or activity that may endanger or threaten the health or safety of any person.
- b. **Disruption of Activities:** any conduct or activity that unreasonably infringes upon or disrupts St. Augustine's or residence activities, academic or otherwise, or the privileges of any member of St. Augustine's.
- c. **Assault:** any conduct or activity that causes or threatens physical or mental harm to any person.
- d. **Theft or Damage to Property:** any conduct or activity that results in the theft of, destruction of, or damage to St. Augustine's property or to any property that is not his or her own. This includes possession of property one knows or ought to have known was improperly obtained.
- e. **Trespass:** the unauthorized presence in, entry to, or use of St. Augustine's or private facilities.
- f. **Undermining the Reputation of Others:** any conduct or activity that seriously and maliciously undermines the reputation of any member of St. Augustine's.
- g. **Breach of Discipline Procedures:** abuse of the discipline procedures, as complainant or as adjudicator, e.g., lying, bringing a false charge, or malice.
- h. **Breach of Discipline Decisions:** refusal or failure to comply with any decision made under the discipline procedures.
- i. **Counselling Offences:** the counselling or aiding of any person in a conduct or activity that would be an offence listed in this section.
- j. **Vexatious or harassing behaviour:** any conduct or activity directed to or at a member that is persistent or repetitious and continues after having been advised to cease and desist such conduct or activity
- k. Use of the words and concepts of "property" and "facilities" in (d) and (e) above include computers, intellectual property, information technology, equipment, data, systems.

## SECTION IV

### Informal Resolution Procedures

- a. Whenever possible and appropriate, reason and moral suasion should be used to resolve issues of individual behaviour before resort is made to formal disciplinary procedures.
- b. If the complaint is between students who are registered and resident at St. Augustine's, the complainant is encouraged and has the right to discuss the matter with the other resident. If this discussion fails to resolve the matter, the resident should bring the complaint to the Dean of Students or a resident Priest Professor. The Dean or Professor will act to initiate a process of reconciliation between the residents, normally, within one week from the date the resident reports the complaint.
- c. If the complaint is between students who are registered but not resident at St. Augustine's, the complainant is encouraged and has the right to discuss the matter with the other student. If this discussion fails to resolve the matter the student should bring the complaint to the Dean of Students, and/or the Dean of Studies, and/or the Director of the Institute of Theology, who will act to initiate a process of reconciliation between the students, normally, within one week from the date the student reports the complaint.

## SECTION V

### Mediation Procedures

- a. If an issue between two or more members of St. Augustine's cannot be satisfactorily resolved at the informal resolution stage, the parties may agree to proceed to mediation. At this stage, the issue must be documented and if only one of the parties wishes mediation, he or she must inform the other party in writing.
- b. A Committee comprised of the President, Rector, the Dean of Students, the Director of Priestly Formation, the Director of the Institute of Theology and a representative of the St. Augustine's Student Association (S.A.S.A.), will designate annually a panel of three persons who would be available to serve either singly or in pairs as mediators for the following year.
- c. The parties or the one party requesting mediation must inform the Mediator(s) chosen in writing. Both parties will be entitled to have an advocate present at the meeting or meetings with the Mediator(s).
- d. It is the intention of the **Code** that the mediation process will be the stage of the disciplinary process at which the great majority of complaints will be resolved. The mediation process shall normally be completed within one month of receiving the written request for the initial meeting.
- e. Either party may request the President or Rector to review the recommendation of the Mediator(s) within thirty days of a first meeting being held. Any complaints not finally

resolved by these informal reconciliation and mediation procedures may be referred to the formal Discipline Committee Process described in Section VI below.

## SECTION VI

### Discipline Committee Process

- a. A charge of a breach of this **Code** shall be in writing, specifying the alleged offence, the nature of the conduct complained of and the date, time and place of hearing.
- b. If the issue is not between residents, or between a resident and a student registered in a St. Augustine's programme or course, but involves an offence under Section III by a student or students resident in or registered at St. Augustine's and a student or students in any other university or college, whether taking courses at St. Augustine's or not, the charge shall be dealt with by a Discipline Committee to be composed of the Dean of Students, an Institute of Theology Faculty Member designated by the Director of the Institute of Theology, and the President of the S.A.S.A. or his designate.
- c. In all cases which arise under Section VI (b) above, the person accused will have the right to have an advocate of his or her choice.
- d. The decision of a majority of the members of a Discipline Committee shall be the decision of the Committee.
- e. The process to be adopted by the Discipline Committee in relation to Section VI (b) above, shall be at the discretion of the Discipline Committee. The process shall also accommodate the fact that the offence or complaint may be the subject of civil or criminal proceedings.

## SECTION VII

### Appeals Process

- a. An appeal may be taken from the decision of the Discipline Committee to the President or Rector for final review by notice in writing within thirty days of the issuance of the decision.
- b. The President-Rector shall decide the appeal within thirty days of receiving the written notice of appeal.

## SECTION VIII

### Sanctions

The following sanctions or combinations of them may be imposed by a Discipline Committee or on appeal, by the President or Rector upon Students found guilty of an offence under this **Code**.

1. formal written reprimand and requirement of apology;
2. order for restitution of property or the payment of damages;
3. a fine or bond for good behaviour not to exceed \$5,000;
4. requirement of public service work not to exceed 100 hours;
5. denial of access to specified services, activities or facilities of St. Augustine's for a period of up to one year;
6. expulsion from residence;
7. recommendation to the Board for suspension or expulsion from the academic programmes of St. Augustine's.

No costs of any proceedings under this **Code** shall be awarded against St. Augustine's or any party to the proceedings.

## ST. AUGUSTINE'S SEMINARY

### POLICY ON DISCRIMINATION AND HARASSMENT

## Summary Statement

The conviction of the St. Augustine's Seminary (SAS) community on discrimination and harassment are formed principally by the ideal of personal relationships and presented in the person of Jesus Christ.

**Policy Statement:** The central goal of the policy is zero tolerance, that is, discrimination and harassment as defined by the policy will not be tolerated by St. Augustine's Seminary in its employment, educational, or business dealings.

You can obtain a copy of our approved\* *Policy Statement on Discrimination and Harassment* and our approved\* *Policy Regarding Sexual Violence and Sexual Harassment* from the Director of Operations Office. Furthermore, St. Augustine's Seminary has adopted the *University of Toronto's Policy on Sexual Violence and Sexual Harassment* with Amendments in regards to all Students of SAS (the amendments document is also available upon request).

\*Approved by the St. Augustine's Seminary Board of Governors on June 11, 2018

#### Types of Activities and Grounds:

The policy will include coverage of:

- 1) discrimination
- 2) harassment
- 3) Incidents of sexual violence and sexual harassment<sup>1</sup>

if they are

- 1) overt (direct)
- 2) indirect (differential treatment)
- 3) because of association, or
- 4) systemic

for all Ontario Human Rights Code grounds excluding those given explicit consideration by the Seminary's mission and ecclesiastical mandate as prescribed in Canon Law and/or as outlined in the By-Laws of the Board of Governors of St. Augustine's Seminary of Toronto 1985 (*Amended in 1988, 1989, 2005, 2011, 2014 and 2015*).

**Definitions:** Please see full policy for all definitions regarding this matter

**Discrimination** – action(s) or behaviour(s) directed to one or more specific individuals that results in unfavourable or adverse treatment or preferential treatment related to the protected grounds.

**Harassment** – one or a series of vexatious comments or conduct that is directed to one or more specific individuals and is related to one or more of the prohibited grounds and that is known or might reasonably be known to be unwelcome/unwanted, offensive, intimidating, hostile, or inappropriate.

**Incident of Sexual Violence** – Includes any instance of Sexual Violence, including Sexual Harassment and all associated definitions provided herein.

***"The Mission of St. Augustine's Seminary Community"*** any activity or business, whether on campus or elsewhere that pertains to the teaching, learning, formation environment of St. Augustine's Seminary or its

<sup>1</sup> In accordance with the SAS *Policy Regarding Sexual Violence and Sexual Harassment*

personnel; any activity or business conducted on the premises of the Seminary apart from the exclusions mentioned below under “**Coverage: Who**” and “**Coverage: Where.**”

**Coverage: Who** The policy and procedures, within the work/study environment, will apply to the St. Augustine’s Seminary Community: Faculty; Employees; including students (*except in incidents of sexual violence or otherwise specified*); members of Boards of Governors; members of standing and ad hoc committees established by the Seminary; members of societies and associations which have a direct relationship or are under the authority of the Seminary; contractors such as those undertaking construction, provision of service or research; and visitors or guests who have no ongoing connection to the institution but are on campus.

All contractual relationships entered into by the institution will be governed by a standard contract clause that contractors must comply with the Seminary policy and the Ontario Human Rights Code, including co-operating in investigations. Breach of the clause may result in penalties, cancellation, or debarment if a contractor is found in violation of the Seminary policy or the Ontario Human Rights Code.

**Coverage: Where** The policy applies to all members of the St. Augustine’s Seminary community, including students (*except in incidents of sexual violence or otherwise specified*), on campus and off campus when the member is engaged in Seminary activity or business. For the institutional policy to apply there must be the potential to adversely impact on a person’s work or study performance and/or a person’s physical or psychological well-being.

This policy does not apply to any other facility which may be located on the Seminary property but is not part of the Seminary operation.

It is expected that incidents occurring off campus which have no or little likelihood of any impact on the work/study environment at the institution would be pursued through the regular Human Rights commission processes or other processes.

**Complaints:** Complaints may be made to the Seminary’s Discrimination and Harassment Policy Investigator. The complaint procedure involves a range of possible actions and levels, e.g. informal consultation, written complaint, informal resolution, mediation, and formal hearing by a Hearing Tribunal. For further information about the Complaints Procedure, please obtain a copy of the full policy statement (*St. Augustine’s Seminary Policy Statement on Discrimination and Harassment*) from the Seminary or contact the Investigator.

**Prevention and Education:** St. Augustine’s Seminary is committed to the process of educating and informing the Seminary community as a necessary and important element in the prevention of discrimination and harassment through 1) making copies of the policy available to every student, employee and contractor, 2) advising visitors of the policy and posting adequate numbers of statements in visible and accessible locations, 3) ensuring that those in authority are made aware of their rights as well as their responsibilities under policy, 4) a program of Continuing Education regarding discrimination and harassment for those covered by the policy.

#### **Discrimination and Harassment Investigator for St. Augustine’s Seminary**

**Dr. Rosanna Furgiuele**

Telephone number: (Office) 416-736-2100 Ext. 88215  
(Home) 416-532-5492

Email address: [furgiuel@yorku.ca](mailto:furgiuel@yorku.ca)

Revised June 11, 2018





## St. Augustine's Seminary of Toronto

2661 Kingston Road, Scarborough, ON M1M1M3

416-261-7207 Fax: 416-261-2529

Website: <http://www.staugustines.on.ca>

Member College of the Toronto School of Theology

### St. Augustine's Seminary of Toronto Student Grievance Policy

St. Augustine's Seminary is committed to treating its students and constituents in an ethical manner. It will seek to resolve issues, grievances and complaints of an academic or non-academic nature with transparency and authenticity.

**For student grievances concerned with academic matters, the following policies are already in place:**

#### **Academic Grievance Policy**

A student who is dissatisfied with a faculty member's decision with respect to an academic matter may refer to the **TST Basic Degree Handbook**. For a review of grades, please read sections **11.8.1** and **11.8.2**. For the *Academic Appeals* that are not satisfied through informal procedures, please read section **16**. If a student has any questions regarding grievance or academic appeal procedures, please contact the Registrar.

#### **Academic Matters**

As of January 2000, St. Augustine's Seminary and the other member Colleges of TST are covered by the University of Toronto's *Code of Behaviour on Academic Matters*, including its definitions, procedures and sanctions for offences. Please refer to Section **15** of the **TST Basic Degree Handbook** for details. Please note that St. Augustine's Seminary does not subscribe to *Article 15.2 .1.* of the **TST Basic Degree Handbook** as it has its own **Discrimination and Harassment Policy**, which is noted below.

#### **Non-academic Grievances**

For other student grievances not concerned with academic matters, these policies are already in effect: St. Augustine's Seminary **Discrimination and Harassment Policy**, the **Student Code of Conduct**, the St. Augustine's Seminary **Formation Working Committee Terms of Reference** and the **TST Basic Degree Handbook**, section **17**.

**Any remaining non-academic student grievances will be treated according to the following policies and procedures:**

1. Before a formal grievance is initiated, every effort should be made to resolve the dispute through an informal discussion with the Academic Dean, President or Rector, depending on the nature of the complaint. The discussion should take place within 15 days of the incident or dispute and a response, either orally or written, will be provided within one week of the discussion. If the grievance is not settled satisfactorily at this stage then a formal grievance may be filed.
2. The formal grievance procedure begins when the *St. Augustine's Student Grievance Form* is completed. This sets out the details of the grievance, a statement of the matters in dispute, the provision or interpretation of the policy that has been violated, efforts made to resolve and

redress the grievance, and the remedy sought. The form must be signed by the grievor and presented to the President or Rector. If the President or Rector were the one grieved against, the form would then be presented to the Academic Dean.

3. The person grieved against must (a) be given immediate notice of the grievance and presented with a copy of the grievance form, (b) be given the right to representation, and (c) be allowed and encouraged to participate fully in the mediation process.
4. There will be a standing **Student Grievance Committee** created by the Formation Council of St. Augustine's Seminary. Membership will be regulated in each particular case to ensure that there is no conflict of interest or bias. Five representatives will be chosen from the Administration, Faculty and Students.
5. A hearing will be scheduled within two weeks of receiving the formal complaint. Parties to the grievance may be accompanied by a colleague or advocate. The Committee will make its recommendations as to any action to be taken within 15 days of the hearing.

### **Record Keeping**

1. Depending on the nature of the complaint and with every effort to discharge the obligations which St. Augustine's Seminary of Toronto has undertaken to comply with the requirements of the principles of the *Freedom of Information and Protection of Privacy Act* of Ontario [<http://www.fippa.utoronto.ca/about.htm>], a record of the proceedings will be reported to the St. Augustine's Seminary Board of Governors and included in the minutes.
2. Complaints which may involve the Accrediting Standards of the Association of Theological Schools in the United States and Canada [ATS] will be kept in the Academic Dean's office for review by the ATS Board of Commissioners.
3. Student Grievances related to the practices and policies of St. Augustine's Seminary of Toronto will be kept in the office of the President and Rector or the office of the Academic Dean if the President or Rector were the party grieved against.

**Revised May 27, 2016**



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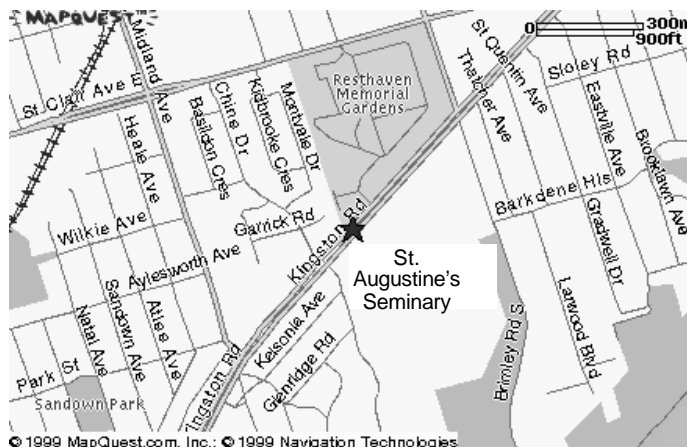
## STUDENT GRIEVANCE FORM

*Please note: This form is available in a format which can be filled electronically. If completing the print version of the form, please feel free to use additional pages to provide detailed information for sections A-E.*

<b>Name of Appellant {please print or type}:</b>	
<b>Mailing Address:</b>	
<b>University-issued Email Address:</b>	
<b>Daytime phone:</b>	
<b>College:</b>	
<b>Degree Program/Year:</b>	
<b>Student Number:</b>	
<b>A. Details of the Grievance:</b>	
<b>B. A Statement of the Matter(s) in dispute:</b>	
<b>C. Provision or interpretation of the policy that has been violated:</b>	
<b>D. Efforts made to resolve and redress grievance:</b>	
<b>Date of Last Decision being appealed:</b>	
<b>E. Remedy Sought:</b>	
<b>Name of Colleague/Advocate attending the hearing:</b>	

SIGNATURE OF APPELLANT: \_\_\_\_\_

DATE SUBMITTED: \_\_\_\_\_



St. Augustine's Seminary Scarborough Campus is located at 2661 Kingston Road, between Midland Avenue and Brimley Road. Left at the first set of traffic lights west of Brimley Road; right at the second set of traffic lights east of Midland Avenue.

St. Augustine's Seminary Campus on the University of Toronto, St. George Campus Location: **Muzzo Family Alumni Hall, 121 St. Joseph Street, Toronto, ON M5S 1J4**, map can be found online at [map.utoronto.ca/building/407](http://map.utoronto.ca/building/407).

Public Transportation information is available at:

**TTC** – (416) 393-4636 [www.ttc.ca](http://www.ttc.ca)

**TTC WHEEL-TRANS** – (416) 393-4111

**GO TRANSIT – GO TRANSIT STUDENT IDENTIFICATION CARDS FOR ELIGIBLE FULL-TIME STUDENTS** are available at [www.gotransit.com/en/trip-planning/going-to-school/student-id](http://www.gotransit.com/en/trip-planning/going-to-school/student-id)

Toronto local calling area (416) 869-3200 [www.gotransit.com](http://www.gotransit.com)

Long distance toll free 1-888-GET-ON-GO (438-6646) TTY teletypewriters only 1-800-387-3652

You may contact St. Augustine's Seminary by:

**Phone**  
(416) 261-7207



**Fax**  
(416) 261-2529



**Internet**  
Website: [staugustines.on.ca](http://staugustines.on.ca)



**Our email address is located on the 'Contact' menu option.**

**Mail**  
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