

Academic Life

“The weekly advisee group served specifically as a springboard for my personal spiritual growth and ministry with students here in Korea. Without my training at Trinity I couldn’t be doing what I’m doing today. It has given me confidence to communicate cross-culturally.”

Kris Kappler (MDiv '91), OMS International, Seoul, Korea

The Theological Fabric of the Trinity Curriculum

The early Trinity Evangelical Divinity School was birthed in the vision of the late nineteenth-century Norwegian-Danish Free Church and the Swedish Evangelical Free Church, both of which developed Bible-theological curriculum to serve their pastoral leaders. Both were part of the Free Church movement, “an association of evangelical denominations whose sole requirement for church membership is spiritual life through personal faith in Jesus Christ as the Son of God, Savior and Lord” (Article 2 of the Constitution). The merger of these two groups in 1950 formed the Evangelical Free Church of America (EFCA), which continues today as the sponsoring church of Trinity Evangelical Divinity School.

Catholicity of spirit marked the early EFCA founders, who emphasized “unity in essential matters and liberty in all things non-essential” (E. A. Halleen, church leader). Doctrinal statements supported common beliefs and were intentionally silent on matters such as the time and method of baptism, the extent of the presence of Christ in the elements of the Lord’s Supper, Arminianism and Calvinism, and the timing of the Tribulation in eschatology. The belief was strong—“Since all were members of the body of Christ through faith in Jesus Christ as Savior and submission to Him we should not demand that all believers be in agreement in all other matters” (A. T. Olson, retired EFCA president).

The arrival of Dr. Kenneth S. Kantzer to TEDS in 1962 reinvigorated the vision of the seminary in terms of catholicity. Dr. Kantzer, with the support of the EFCA leadership, promoted TEDS as the “love gift of the EFCA to the broad evangelical world.” In an era when theological schism was rampant, Dean Kantzer called upon TEDS to embrace students and faculty who hold diverse theological views within the context of historic orthodox Christianity.

The TEDS of the twenty-first century still encourages diversity under the leadership of Senior Vice President of Education and Dean Dr. Tite Tiéno. Committed to broad historically orthodox Christianity, and as a servant to the EFCA and the worldwide church, TEDS welcomes and encourages faculty who affirm the inerrancy of Scripture. Regular TEDS faculty, while all subscribing to the EFCA’s Statement of Faith, currently represent diverse theological and denominational fellowships, including the following:

Anglican Church of Australia	Baptist General Conference
Christian and Missionary Alliance	Conservative Baptist
Evangelical Free Church of America	Evangelical Covenant Church
Evangelical Lutheran Church of America	Fellowship of Evangelical Baptist Churches in Canada
Missionary Church of Germany	Missionary Church (Fort Wayne, Indiana)
North American Baptist Conference	Presbyterian Church in America
Presbyterian Church in Canada	Presbyterian Church, USA
Reformed Church in America	Southern Baptist
The Wesleyan Church	

Part-time and adjunct faculty members further broaden the scope of denominational inclusion.

Curriculum offerings are regularly taught from a breadth of theological diversity while affirming the commonality of the Christian faith. The breadth of faculty backgrounds also enable TEDS to offer courses that emphasize the history and theological tenets of various theological traditions, including fundamentalism, Anabaptist, Lutheran, Reformed, and Wesleyan, in accordance with faculty expertise and student interests.

We invite you to join students and faculty from more than 70 church backgrounds as we seek together to affirm our commonality in Jesus Christ and the study of the Holy Scripture.

Academic Information

Academic and Personal Advisement

Admissions Office counselors generally provide initial academic guidance to prospective and admitted students. From the time of admission, students are encouraged to begin consulting online resources for academic advisement ([MyTrinity](#) > TEDS Academics > Advisement) and their Department's Office (in the case of MAs) or their Program's Office or Director, or a faculty member. (Necessary usernames, passwords, and access information to MyTrinity are provided upon submission of the tuition deposit, indicating intent to enroll.) The faculty Formation Group leader assigned at the time of admission, generally in the student's declared area of interest, is also available for academic and personal counsel.

Students are ultimately responsible for their program progress as outlined in the Catalog at the time of their admission and should carefully consult both the Catalog and the *Academic Handbook* as they plan their course work. The online degree audit process through TIUAccess enable students to marshal the resources of their personal institutional data record in determining completed and outstanding program requirements. This audit process is maintained by the Graduate Records Office.

The Trinity Counseling Center is also available for other types of counseling.

Academic Calendar Year

Trinity's academic calendar is comprised of a fall, spring, and summer semester. Fall and spring semesters are fourteen class weeks followed by one week of final examinations. Summer semester is generally composed of a one-week May term followed by a six-week Early Summer Session (May/June) and a six-week Late Summer Session, with a one-week holiday around July 4.

General academic calendar dates may be found elsewhere in this catalog. Reference should be made to the current *Academic Handbook* or to the online Calendar for specific dates and deadlines for registration, thesis submission, comprehensive exams, graduation requests, adding/dropping classes, as well as special sessions and lectures.

Academic Handbook and Catalog

Students admitted to Trinity are subject to the program requirements of the Catalog current at the time of initial enrollment (matriculation). A student may elect, by indicating his or her intention in writing to the Records Office, to complete the program requirements of a subsequent catalog; however, the catalog change policy requires that students complete all degree requirements under any subsequent catalog selected. Students must choose one catalog or the other—not a combination of the two. If a student withdraws and is readmitted, or finishes one program and is readmitted into a second one, the student is subject to the program requirements current at the time of reenrollment.

Specific policies and procedures related to master's, Doctor of Ministry, and Doctor of Philosophy programs are contained in the respective program handbook (see relevant doctoral sections later in this catalog). The annually updated *Academic Handbook for Master's Students* is available on the TEDS Academic Information website ([MyTrinity](#) > Handbooks) at the time of enrollment to all incoming master's students, and an annual electronic addendum updates changes. The *Academic Handbook* contains detailed policy and procedural matters, detailed Academic Calendar, registration information, advisement tips, exam details, and guidelines regarding program capstone experiences (theses, etc).

Students are well advised to retain at the time of their initial enrollment both the current Catalog and the *Academic Handbook* and then obtain the annual *Handbook Addendum*. Careful reading and study of these two publications will facilitate timely program completion, the Catalog describing the program curriculum and the *Academic Handbook* the policies and procedures related to the completion of that curriculum.

Academic Integrity

The Trinity community is committed to integrity in all areas of life, including academic integrity, which we believe is essential in the search for and promotion of truth. The pursuit of truth is integrally connected with values of the Trinity community, which include respect for individual intellectual contributions, the development of God-given talents, and the building of relationships in community in a spirit of trust. Therefore, academic integrity is upheld in the Trinity community and any form of cheating and plagiarism is not permitted. Additional information and details are available in the *Academic Handbook*.

Academic Load

Full-time master's students (doctoral students refer to doctoral section of catalog) must enroll in at least 10 semester hours of courses each semester to be considered full-time. Students enrolled in 1 to 9 semester hours are considered part-time. Half-time enrollment, for financial aid purposes, is considered 6 to 9 semester hours.

The normal course load for full-time students is 10 to 15 hours. Registration for more than 18 semester hours requires a student to be in good academic standing with a cumulative GPA above the minimum required for graduation in the student's degree program. The cumulative GPA must be above the minimum required in the student's degree program. Students employed more than twenty hours per week are advised against enrolling for a full-time academic load.

Enrollment must be maintained every consecutive semester (other than summer) or a student is considered to have withdrawn from Trinity and must reapply for admission. See below under "Withdrawal."

Biblical Languages

A distinctive part of some of the Master of Arts programs and the Master of Divinity program at Trinity is the requirement in biblical languages. Language requirements often are the aspect of the program curricula that either facilitate or delay timely program completion. Students are well advised to exercise careful discernment in following the counsel of faculty and department members related to these requirements.

The biblical Hebrew language sequence for MDiv students includes two semesters of elementary Hebrew and one semester of Hebrew exegesis (10 semester hours) prior to beginning Old Testament canon courses. Master of Arts students with a concentration in Old or New Testament must complete prerequisite language work as outlined in the Catalog.

The biblical Greek language sequence for MDiv students requires one year of beginning Greek met by undergraduate course work or intensive independent study, or Trinity's two-semester or summer school undergraduate beginning Greek sequence. Completion of the MDiv in three years is nearly impossible for those beginning their MDiv studies without prior completion of undergraduate beginning-level Greek study or completing it at Trinity in the summer prior to enrollment. The beginning Greek requirement is a prerequisite to enrollment in the two-semester (8 semester hours) Greek exegesis courses, which in turn are followed by New Testament canon courses. Master of Arts students with a concentration in New or Old Testament must complete prerequisite language work as outlined in the Catalog.

All students with biblical language background, whether obtained by formal undergraduate or graduate course work or independent study, must complete a proficiency exam in Hebrew or Greek for placement into the appropriate level in the Hebrew or Greek language sequence. It is possible that prior language preparation will enable a student to demonstrate competency at a level sufficient to exempt them from beginning language courses; however, Trinity's biblical language programs are intense, and such competency should not readily be assumed. Nor should it be assumed that prior completion of biblical languages at other graduate institutions is equivalent to that required at Trinity, in which cases course hours may transfer, but proficiency demonstration must still be demonstrated.

Additional biblical language information may be obtained from the *Academic Handbook* or from members of the Old or New Testament departments.

Candidacy

Admission to a TEDS program must be followed by candidacy for the degree. Candidacy requirements vary from program to program and are outlined under the specific program description and concentration. Failure to achieve candidacy may result in dismissal from a program or expulsion from the institution. Admission or change to another program is not automatic and must be accompanied by a complete reapplication.

Capstone Events

Most Trinity programs require a capstone event: professional project, major or integrative paper, internship, comprehensive exams, thesis, dissertation, or a combination of these. Note carefully the requirement in your program curricula and consult with your department as to the precise guidelines for that event.

Capstone event writers (papers, theses, dissertations) should note carefully the University writing requirements outlined in the *TIU Style and Format Manual* and avail themselves of the counsel of the Research Document Assistant in their writing.

Course Extensions

During any given semester faculty may change due dates for an entire class for a given assignment or exceptionally grant individual emergencies; however, any extensions beyond the last day of Final Exam week are granted only by the Dean of Students. Course extensions must be requested by Friday of Exam Week.

Course work is due no later than the scheduled time of the final examination for each course (including Reading, Guided Research, Field Education, and Internship). Extensions for unforeseen emergencies (illness, death) may be requested from the Dean of Students. Vacations, ministry responsibilities, and travel plans are not considered emergencies, and such requests will be denied.

Note that only the Dean of Students, not faculty members, grants course extensions. The Dean of Students will notify the students and faculty member of the disposal of the request and may recommend that (a) no grade penalty be given provided the extension deadline is met or (b) a grade reduction of one full letter grade be given for each week the extension is effective.

Grading and the duration of the extension will depend on the severity of the emergency. Course extensions will not exceed four weeks from the end of Final Exam Week. All work must be submitted by the assigned deadline, or a Fail (F) will be permanently recorded.

Course extensions beyond four weeks occur only in the event of the most serious extenuating circumstances. A written request accompanied by the support of the faculty member should be filed with the Dean of Students. The granting of such a request generally results in one full letter grade reduction per week.

Course Registration and Course Withdrawal

Course registration dates are announced annually in the *Academic Handbook* and posted on the TEDS Academic Information Web page in [MyTrinity](#). All changes in course registration (dropping and adding courses) must be completed during the first two weeks of the semester. A fee is assessed during the second week. Courses may not be added after the second week of classes. Courses dropped after the second week are considered course withdrawals with a "W" assigned during the first 50 percent of class meetings (e.g., during the first seven weeks of a semester-length course; during the first five days of a ten-day course) and a "F" assigned thereafter.

NOTE: Students may add or drop semester, Quad, or Field Education classes or withdraw with a refund within the first two weeks of the semester (short-term modulars may be added/dropped through first day of class). Tuition and fee assessment deadlines and financial aid deadlines may be independent from academic deadlines.

Students are responsible for reviewing Catalog program requirements and the *Academic Handbook* and for consulting the available academic advisement tools as needed prior to course registration to ensure that their courses apply to their program or personal interests.

Course Registration: Trinity College Undergraduates into TEDS

Trinity College students may register for one TEDS course each fall or spring semester at no additional charge (summers not included). Such course work may be counted for either undergraduate or graduate credit (not both) and may not be used to fulfill General Education requirements.

Registrants must be a full-time undergraduate student with junior or senior status with a minimum GPA of 3.0. The requisite form, which must be accompanied by the College Dean's signature, is available from the Records Office. Undergraduate students registering for graduate classes are subject to all deadlines, grading policies, and late fees of TEDS.

Course Repeat Policy

Courses in which a letter grade of "B-" or lower is earned may be repeated in a regularly scheduled class mode with a different professor (until a grade of "B-" or better is obtained in the repeated course). The higher of the two grades earned will be calculated in the GPA; and the lower grade will remain recorded as originally completed with the notation "This course was repeated" and not calculated in the GPA. No additional credits will be earned, nor any tuition discount given for the repeated course. (Effective with fall 2004 course enrollments.)

Course Scheduling and Attendance

One semester hour is equivalent to fifty minutes of class instruction per week for one semester. For the purpose of comparing quarter hours with semester hours, 1 semester hour equals 1.5 quarter hours.

Fall and spring semester classes generally meet once per week in a morning, afternoon, late afternoon, or evening time block. Language classes and some other classes meet twice per week on Tuesdays/Thursdays. Daily class hours begin as early as 7:00 a.m. and extend until 10:00 p.m. Evening, short-term modulars, and Friday-Saturday weekend classes are also available. Some morning-afternoon-evening and day-of-the-week rotation of classes occur, except for languages, which remain on Tuesday/Thursdays. All Master of Divinity core classes are on an evening rotation.

Summer semester classes are generally scheduled in one-week, two-week, or three-week time blocks.

Normal expectations of class attendance, preparation, and participation are expected. All short-term modular courses require preparation in advance of the first meeting time or a student may be asked to drop the course. Please consult class syllabi or the instructor for details.

Course Substitutions and Program Modifications

Master's-level programs may be modified through transfer credit or advanced standing (see the Admissions section of the catalog). Further program course modifications are based on previous course work or educational objectives, as described in the *TEDS Academic Handbook*, and are arranged with the faculty. Program course substitutions may be made within the department by the written consent of the faculty advisor or department chair or by the mutual consent of both department chairs if the substitute courses fall outside the department of the concentration. Written signed notification of such substitutions should immediately be filed with the Records Office.

Degree Combinations or a Second TEDS Degree

Students may wish to combine a professional degree, such as the MDiv, with a research degree, such as a Master of Arts, if their future expectations include ministry and teaching. (See Tips on Selecting the Appropriate Master's Program under "Master's Programs.") This option is desirable because in most cases students may complete course work for both degrees in less time than taking the programs separately; however, admission to one degree program at Trinity does not guarantee that a student will be admitted to another program.

Although it is permissible to have simultaneous enrollment in two degree programs, the specific program requirements for each program must be met. Some of TEDS's present systems (technology) do not always well recognize persons with enrollments in two programs, so additional consultation may be necessary.

A student may overlap program requirements up to 50 percent of the shorter degree. For example, a student combining the MDiv and MA in Counseling Ministries (MA in CM) could overlap up to 21 semester hours (50 percent of the 42 semester hours required for the MA in CM) with the MDiv. Such course work would need to be carefully planned to ensure that the specific program requirements of each program are met. Generally a minimum of four years are required to complete both an MDiv and MA because of the program requirements, including MDiv internship, thesis, and comprehensive exams.

If a student completes one Trinity degree and desires to enroll in a second Trinity degree, the program residency (normally a minimum of 16 semester hours) must be completed in that second degree. Students should apply for the second degree during the final semester of the first degree.

Many who are anticipating completion of two degree programs begin in the MDiv program, then after consultation with the relevant academic advisement tools and an admissions counselor, select the MA program they wish to pursue. For counsel on degree combinations, contact the Admissions Office. (Note: Degree combinations do not apply to the ThM.)

Examinations

All students, whether or not English is their primary language, are expected to complete all examinations—quizzes, midterms, finals, comprehensive exams, and otherwise—within the time allotted for that particular exam. Those students covered by the Americans with Disabilities Act (ADA) should consult with the Associate Dean of Students if they need adjustments in the location, length, or manner of their exams based on their disability.

Final Examinations are given during examination week at the end of fall and spring semesters for every regularly scheduled Trinity course. The method and manner of the exam is at the discretion of the instructor. All final examinations must be taken when scheduled. If an emergency arises, permission for a change in final examination time is granted solely by the Dean of Students.

Expulsion or Dismissal from Trinity Evangelical Divinity School

A student may be expelled or dismissed from TEDS under the following circumstances:

- If a student fails to demonstrate academic improvement after a period of *academic probation*. Academic dismissal is processed by the Records Office in accordance with Catalog policy.
- If a student has breached community guidelines of academic integrity as described in the Catalog and *Academic Handbook*. An expulsion for breach of academic integrity is processed by the Dean of Students in accordance with *Academic Handbook* policy.
- If a student has breached community life expectations as described in the Catalog and *Student Guide*. An expulsion for breach of community life expectations is processed by the Dean of Students in accordance with *Student Guide* policy.
- If a student has been denied candidacy for reasons above or relative to matters of Christian character described in the Catalog and the candidacy process. An expulsion related to candidacy is processed by the Student Life Committee of the TEDS Faculty.

Appeals of expulsion or dismissal should be made in writing to the office or body noted above for a second review. Further appeal is directed to the Dean, whose decision is final.

Field Education and Internships

Field education and internships involve supervised work in a field-based ministry. A variety of these educational experiences are available (see course descriptions for PT 5090 and PT 7465, and contact the Supervised Ministries Office), but all are designed to (1) integrate classroom studies with field-based ministry, (2) aid in acquiring, reinforcing, and refining ministry knowledge and skills, and (3) assist in the assessment and development of Christian character, spirituality, and ministerial call and identity.

Field education and internship experiences are guided by a field supervisor who serves as a mentor and equipper. Opportunities for Trinity students in the Chicago metropolitan area are abundant and diverse. Field education and internship courses may also be taken in any semester (fall, spring, or summer) and anywhere in the world under primary supervision of a field-based mentor. Students enrolled at extension sites and regional centers are required to meet the same field education requirements and should consult their extension coordinator for details on enrollment and completion of these courses.

Field education is a program requirement in most programs and a prerequisite for internship in the MDiv program. All new students enrolling in their first field education or internship must complete a one-time field education/internship orientation at the beginning of the semester. New extension and Florida students should contact their coordinators on how to complete the field education orientation requirement.

Field education courses require a thirteen-week commitment with a minimum of two to five hours per week; internship experiences vary, requiring a minimum of fifteen hours per week for part-time internships and thirty hours per week for full-time.

If a student has completed extensive ministry experience (two to four years or more full time) prior to enrolling in Trinity, he or she may qualify for waiver of field education or receive advance substitution of internship requirements. Waiver application information is available from the Office of Supervised Ministries and must be submitted early in the first semester of enrollment.

Begin working early with the Office of Supervised Ministries before registering for a field education or internship course. Contact the office at 847.317.8030 or email fielded@tiu.edu prior to registering for the course. Students in the MA in CP and MA/ICS should consult their department. For further information on Field Education and Internship, visit [MyTrinity](#) > TEDS Academics > Academic Depts & Program Offices > Supervised Ministries and Placement Office.

Formation Groups

Participation in Formation Groups (see detailed information under Community Life) is required for MDiv students as a part of the candidacy process (see MDiv Candidacy). Other master's program students are encouraged to attend; participation in two semesters of Formation Group can serve to fulfill one field education requirement in those programs.

Grading

The following descriptions provide some guidance to the use of grades at Trinity. These descriptions are not precise and should not be confused with the precision of grade point averages (GPAs), which reflect levels of program progress. GPAs for candidacy and graduation are stipulated by program and are noted under each program in the Catalog.

“A” designates outstanding work—superior achievement of course objectives.

“B” designates good work—commendable achievement of course objectives.

“C” designates acceptable work—satisfactory achievement of course objectives.

“D” designates minimal work—marginal achievement of course objectives.

“F” designates failure—unacceptable work. “F” is also assigned when a course is dropped after 50 percent course meetings.

The following grade points are assigned to letter grades:

A= 4.0	A- = 3.7	
B+= 3.3	B= 3.0	B- = 2.7
C+= 2.3	C= 2.0	C- = 1.7
D+= 1.3	D= 1.0	D- = 0.7
F= 0.0		

In addition to letter grades, the following grading notations are also used.

AU (Audit): Assigned when one registers to audit a class and is not enrolled for credit. No hours or grade points accumulate.

CR (Credit): Represents successful completion of a course offered on a Credit/No Credit basis. These hours apply toward program requirements but are not calculated in the grade point average. Only courses such as colloquia and internships, and others as designated in the Catalog course descriptions, are offered CR/NC.

NC (No Credit): Represents failure to successfully complete a course offered on a Credit/No Credit basis. These hours are calculated as attempted but do not apply toward program requirements and are not calculated in the grade point average.

EX (Extension): Entered when an official course extension has been granted. For master's students it is in the case of unforeseen emergencies to be given only by the Dean of Students and for doctoral students according to their program handbooks. Instructors teaching one- or two-week long modular courses late in a semester may post EX for all students and announce a due date for course work within ninety days of the last class session. An EX changes to an F when a grade is not received by the assigned deadline or if a grade has not been posted by the faculty member by the end of the first semester following the course (second semester in the case of DMin students).

W (Withdraw): Indicates that a student withdrew from a course after the initial add period and during the first 50 percent of class meetings (e.g., during the first seven weeks of a semester-length course; during the first five days of a ten-day course). No hours or grades are calculated as attempted. Withdrawals after the first 50 percent of class meetings result in the administrative assignment of an "F" grade. **NOTE:** Students may add or drop semester, Quad, or Field Education classes or withdraw with a refund within the first two weeks of the semester (short-term modulars may be added/dropped through first day of class). Tuition and fee assessment deadlines and financial aid deadlines may be independent from academic deadlines.

NR (Not Reported): Is posted when a student grade is not submitted by a faculty instructor. This indicates that the Records Office is waiting for the grade to be submitted. Students should contact their faculty instructor with questions regarding any pending grades posted with a "NR" designation.

Assigned grades may not be changed by an instructor unless an error was made in computation or in the original recording of the grade. Students who wish to contest a grade may petition the Academic Exceptions Committee but should be aware that an instructor's assigned grade is rarely overturned.

General Graduation Requirements for All Master's Programs

The following general requirements apply to all students of master's programs at Trinity (doctoral students should consult the graduation requirements for the specific doctoral program: PhD/EDS, PhD/ICS, PhD/THS, DMin):

1. Application to graduate should be made by the last day of spring classes for December graduation or the last day of fall classes for May or August graduation through the filing of the Intent to Graduate form in the Records Office. This initiates the processes related to graduation and serves to advise you of the requirements necessary for program completion.
2. Evidence of Christian life and character and recommendation accordingly by the faculty. Regardless of their choice of vocation, students are expected to give evidence of a consistent Christian testimony, a concern for others, and sincere commitment to Christ such as to qualify for Christian service. Cooperation in field education, standards of Christian conduct, and the attitudes manifest toward other students, professors, and all those working with the student, are expected to be such as to commend the gospel, strengthen the church, and honor the Lord.
3. Completion of all program requirements, including course work, field education, capstone projects, and so on as required by the catalog program curricula in effect at the time of initial enrollment.
4. Completion of residency requirements in each program.
5. Completion of the program during the time duration provided in the degree's statute of limitation.
6. Settlement of all financial obligations to Trinity and any other ACTS seminaries with the accounting office.

Graduation and Commencement Participation

Students may graduate (complete their degree program and receive their degree) in May, August, or December of the academic year. Specific graduation requirements are listed in the master's and doctoral sections of the catalog and in the respective program curricula. Graduates are encouraged, but not required, to participate in one of the two annual commencement ceremonies held each year in December and May.

1. Candidates for graduation (August, December, or May) must submit the Intent to Graduate Form (found on the Records web page) to the Records Office by the last day of the fall or spring semester prior to the semester of program completion (in December for May or August, in May for December). If candidates later change their intended date of completion, they must immediately update and resubmit their Intent to Graduate Form. (Intent Forms are not "carried" from graduation date to graduation date but must be updated by candidates.)
2. These candidates are then notified in October or February by the Commencement Coordinator of the details related to the upcoming December or May commencement and invited to participate. The commencement participation form is available online, and commencement information is available on the TIU website.

3. Candidates who have not yet completed all program requirements are eligible to participate in the commencement and have their name listed in the program, when the following criteria have been met. Program requirements may be tracked by the online TIUAccess degree audit system.
- Six or fewer program hours remain, and the student is registering for these hours in the ensuing semester (spring or summer/fall). (This may include Internship in the case of MDiv students.)
 - Program candidacy has been granted
 - All general and major comprehensive exams have been passed
 - Capstone papers or projects have been submitted
 - The master's thesis, DMin project, or PhD dissertation defense is passed by December 1 or May 1
 - No other program requirements remain outstanding

If the candidate later becomes ineligible for participation by falling short of the above criteria, immediate notification must be made by the candidate to the Records Office, and the candidate will be removed from the participation list. If a candidate is unable to participate and notification is given, or if one fails to respond to the invitation to participate, such candidates will be considered in absentia.

Candidates may participate, or participate *in absentia*, in only one commencement for each degree program. Please ensure that your current email and post office mail address are up to date with the Records Office. Participation must occur no later than the May ceremony following program completion.

Graduation with Honors

Graduation honors are awarded to graduates of the Master of Arts and Master of Divinity programs as follows:

cum laude:	A minimum cumulative GPA average of 3.50
magna cum laude:	A minimum cumulative GPA average of 3.80
summa cum laude:	A minimum cumulative GPA average of 3.90

Leave of Absence or Withdrawal from the University

Leave of Absence

Students who desire not to register for classes for a period of one to three semesters (twelve months) may request a Leave of Absence (LOA) via the Leave of Absence form available from the Student Services Office (studentservices@tiu.edu). The student should schedule an appointment with the Dean of Students at the time of submission of the form to ensure that all matters are in proper order. An LOA may be granted for personal, financial, or other reasons, but the expectation is that the student will return to his or her program within a twelve-month period.

During the LOA the student is considered "Active" but "On Leave" and should maintain contact with TEDS, ensuring that address information and other relevant data are kept current through the Records Office. At the end of the leave, arrangements for course registration and returning to school should be made directly with the Records Office. During the LOA, the program Statute of Limitations clock keeps ticking; however, the student remains in his or her program of admission, and no continuation fees are assessed. LOA status is not intended to merely delay program deadlines or other program responsibilities but is rather a genuine absence from the TEDS community.

If during the LOA the student finds that he or she must withdraw from the University or needs further extended leave beyond what was originally filed, he or she must communicate with the Dean of Students Office his or her intentions. LOA beyond twelve months is considered withdrawal from the University, and the student must reapply with no guarantee of readmission.

Withdrawal from the University

If a student desires to withdraw from the University with no intentions of returning, the student must complete a Withdrawal from the University form available from the Student Services Office (studentservices@tiu.edu). The student should schedule an appointment with the Dean of Students at the time of submission of the form to ensure that all matters are in proper order. Withdrawal is not complete until final settlements have been made with the Student Accounting and Records Offices. Withdrawal from the University deactivates the student's file, and if he or she desires to return at a future date, the student must reapply with no guarantee of readmission.

Withdrawal for Students Called to Active Military Duty

Trinity students called to active military duty have the following options:

1. Receive course grades for the current semester, or extensions for all courses, if approved by your professors.

2. Receive administrative drops with a refund for some courses and grades/extensions in other courses, if approved by your professors.
3. Withdraw from all current semester courses with a full refund of tuition and fees.

Contact the University Records Office for information on the procedures to follow and departments to inform in the event of call to active military duty.

Probation and Dismissal (Academic)

Maintaining good academic standing—defined as maintaining the minimum GPA for the program in which a student is enrolled—is the responsibility of the student. Regular monitoring of academic standing results in transcript posting and written notification of academic probation or dismissal in the following categories. It is the responsibility of the student on academic probation to inform the Dean's Office in writing of academic progress, including the steps being taken to remedy his or her GPA status.

Academic Probation occurs at the conclusion of any semester in which a student's *cumulative GPA* falls below that which is required for their program of study. Academic probation is also assigned at the time of admission for students with a low academic record for admission.

Academic Dismissal occurs at the conclusion of two consecutive semesters in which a student's *cumulative GPA* falls below that which is required for their program of study. Such a student is immediately **academically dismissed** from Trinity and administratively dropped from all courses.

Readmission: Subsequent to **academic dismissal**, the Admissions Committee will consider application for readmission only after the elapse of one semester and only if warranted by exceptional circumstances when the applicant can demonstrate that satisfactory progress can be made. If such a student is readmitted, he or she must earn and maintain the minimum GPA required for their program of study for each subsequent semester, or he or she will be immediately **academically dismissed**.

Following are the minimum GPAs required for good academic standing and specific degree program completion:

Special Students	2.50
Certificate	2.00
Master of Arts, MA in CM, MA in CP, MA in UM	2.50
Master of Divinity, MA in Min	2.00
Master of Theology	3.00
Doctor of Ministry	3.00
Doctor of Philosophy	3.20

Residency Requirements

Residency requirements define the amount of Trinity credit that must be taken through:

1. Course work at Trinity
2. Course work on the Deerfield Campus
3. Course work at or near the end of the degree program

Specific residency requirements vary from degree to degree; however, the final 8 credit hours for all Trinity master's level degrees must be taken through Trinity course work.

Statute of Limitation for Program Completion, Program Extension, Course Sunset, and Program Readmission

Statute of Limitation

The statute of limitation indicates the maximum length of time permitted for completion of a Trinity program. These vary according to the program and are noted under the program curricula. A summary follows:

Certificate, MA, ThM: five years

MA in Min, MA in UM, or MA/CS at extension sites, MDiv: eight years

At the time a statute of limitation ends, a student is administratively dropped from the program and a hold is placed on further registration unless a program extension is on file in the Records Office.

Note: Part-time students enrolling in a TEDS program and making consistent and definite program progress are generously granted program extensions.

Program Extension

A program extension request is considered by petition to the Master's Exceptions Committee, and generally does not add more than two years to a program's statute of limitation. The petition should be filed at least one semester before a statute of limitation ends and show evidence of consistent program progress and a definitive plan for program completion. When a program extension is granted, a student is in *continuation status* and a continuation fee is charged each successive semester (fall and spring) until the student graduates, whether or not the student is enrolled in class work and in addition to any tuition fees. TEDS does recognize some students who are permanent part-time students and continue to make program progress by completing course work for credit every semester subsequent to matriculation or missionaries under active appointment completing course work on furloughs. In such cases, program extensions and waiver of fees are granted by petition.

Course Sunset and Readmission

Students who leave Trinity without completing their program and desire to reapply may make application for readmission under the current catalog. Readmission is not guaranteed.

Readmitted students two to five years beyond the date of their original statute of limitation can expect to complete an additional 25 percent program hours, in addition to retaking comprehensive exams, thesis proposal and processes, language competency exams, and other program requirements. Students readmitted more than five years beyond their statute of limitation can expect to complete a significant number of additional program hours, the amount of which is decided on a case-by-case basis. As is the common practice in higher education, TEDS course work older than ten years is not considered current and must be retaken.

A written statement outlining plans for program completion must be included in application materials. Readmission is solely for the program to which the applicant is making application. Conditions for admission and program requirements will be outlined in the letter of readmission and are determined by the department or program director as applicable.

Technology and Students

Most classrooms are equipped with LCD projectors, networked computers, DVD and VCR players, and other audio-visual equipment. Students are given [MyTrinity](#) password information and a GroupWise email account upon receipt of the tuition deposit in the admissions process and are expected to become familiar with and use their computer skills as part of the academic and student process. Graduate education in the twenty-first century demands technology skills.

Transcripts and Records

Admissions documents are retained for an accepted student who does not enroll for two years and for those who enroll for a period of five years beyond the date of last attendance.

Academic records are retained permanently. Official transcripts bear the seal of the school and are distributed in a sealed envelope. They may be requested from the Records Office by presentation of the Transcript Request Form or a signed letter and will be sent directly to an institution upon request or may be picked up in the Records Office. Unofficial transcripts are also available and may be faxed.

Allow ten business days for completion of transcript requests. Transcripts are not issued for students who have outstanding accounts unless payment arrangements have been made. Consult the Catalog or the Records Office for any minimal fees for transcripts.

Degree Program Options

TEDS offers a number of accredited degree programs to enable Christians to pursue God's calling for their life of ministry. Each program, or group of programs, has specific objectives, and the student should consider these when selecting a program to pursue. Programs are briefly outlined below, followed by a fuller description in the order they appear below. (Note that admission to a particular program at TEDS does not ensure admission to another, if a student should decide to switch programs. Consult an admissions counselor for guidance on the appropriate program to make application.)

Certificate in Christian Studies

The Certificate in Christian Studies is not a degree program but is designed for persons who desire to take seminary course work without enrolling in a program. It is also an appropriate course of study for persons who have not yet decided on a degree program or for those who simply want to enrich their Christian understanding. Courses may be taken in the Certificate in such a way that they later apply to a degree program.

Master of Arts Programs

The Master of Arts (MA) is considered an academic degree in general theological studies designed to provide a basic understanding of particular theological disciplines for further graduate study or for general educational purposes. It is designed on a two-year model for program completion, dependent upon prerequisites completed. Often the MA is a prerequisite degree for enrolling in a public university-based terminal degree or doctoral program, though this is not always the case. Many universities accept students into a master's/doctoral program track that will award the student a master's degree while admitting them later to a doctoral program. Students anticipating future terminal degree work are advised to consult with the institution where they anticipate undertaking doctoral studies to ensure that their graduate-level preparation will be appropriate for doctoral admission. Often such students may be required to devote the capstone project in their master's program to the writing of a thesis that demonstrates ability to do academic research.

TEDS offers MA concentrations in a number of areas:

- Biblical and Near Eastern Archaeology and Languages: focusing on archaeology and languages
- Christian Studies: with the objective of providing a basic understanding of Christianity for general educational purposes, drawing from the breadth of the curriculum
- Christian Thought: interdisciplinary in nature, where the participant selects two areas of concentration from biblical and systematic theology, bioethics, Christianity and contemporary culture, church history and the history of Christian thought, and philosophy of religion
- Church History: specializing in the history of the Christian church
- Evangelism: designed to equip participants for communicating the Christian faith and training others to do the same
- History of Christianity in America: provides specialized study in American Christianity
- Intercultural Studies: prepares or further equips participants for the task of Christian missions through bridging cultures both at home and abroad
- New Testament: an emphasis upon intensive study of the New Testament
- Old Testament and Semitic Languages: concentrates on the study of Old Testament, Semitics, Near Eastern languages and literature, and the cultural background of the Jewish people
- Philosophy of Religion: designed to equip persons for work in the philosophy of religion or Christian apologetics

Master of Arts *in* [specialized ministry] Programs

A second group of master's degrees is explicitly designed to equip persons professionally for competent leadership in some form of specialized ministry in congregational or other settings. These degrees, designed on a two-year full-time model for program completion, are designated Master of Arts *in* [specialized ministry]. TEDS offers the following:

- Master of Arts in Counseling Ministries (MA in CM): designed to develop counseling skills in those who desire to work as a lay counselor in churches, parachurch organizations, or an international setting where formal certification is not required
- Master of Arts in Counseling Psychology (MA in CP): a professional licensure track program with the intent to train students to become licensed mental health professionals
- Master of Arts in Ministry (MA in Min): designed for church volunteers, lay staff, parachurch workers, and persons engaged in specialized church-related service organizations, enabling them to pursue interdisciplinary studies that will equip them for competent leadership in their specific ministry context
- Master of Arts in Urban Ministry (MA in UM) is based at the South Chicago Regional Center in Dolton and serves students engaged in urban ministry for further effective service in an urban context

Master of Divinity Program

The Master of Divinity (MDiv) degree is the normative degree to prepare persons for ordained ministry and for general pastoral and religious leadership responsibilities in congregations and other settings. The MDiv is also the required prerequisite degree for Doctor of Ministry programs and is the recommended graduate theological degree for those intending to pursue advanced theological research degrees (ThM, PhD). As such, the MDiv carries two roles: first, to prepare persons for ministerial leadership and possibly future Doctor of Ministry studies, and, second, to provide theological training for those anticipating enrolling in a Master of Theology or Doctor of Philosophy program when that program is housed in a private theological school. Trinity's distinction is that our MDiv as a ministerial leadership degree heavily emphasizes general theological studies. Those persons anticipating ministerial leadership in the local church and other settings are likely best served by the MDiv degree. TEDS has recently reinvigorated its MDiv degree by offering the following five ministry foci within the degree:

- Congregation Ministry: Pastor-Teacher
- Congregational Ministry: Team Ministry

- Cross-Cultural Ministry
- Pastoral Care
- Research Ministry

Master of Theology Program

The Master of Theology (ThM) degree is intended to provide advanced theological study beyond the MDiv in one discipline. The ThM may strengthen study toward future doctoral-level studies, help prepare for some forms of teaching, provide enhancement of ministerial practice, or offer a context for disciplined reflection upon a specialized function of ministry. TEDS's ThM offers concentrations in the following areas:

- Church History
- Mission and Evangelism
- New Testament
- Old Testament
- Pastoral Counseling and Psychology
- Pastoral Theology
- Systematic Theology

Doctor of Ministry Program

The Doctor of Ministry (DMin) program is a professional program intended for persons engaged in full-time vocational Christian ministry, such as pastors, associate pastors, Christian educators, missionaries, workers in parachurch organizations, and evangelists. The DMin program is designed to enhance professional ministry competencies with concentrations in the following five areas. See the Doctoral Programs section of the Catalog for a further description.

- Preaching
- Pastoral Care
- Leadership and Ministry Management
- Missions and Evangelism
- Military Chaplaincy

Doctor of Philosophy Program

The Doctor of Philosophy (PhD) program at TEDS is specifically designed for persons who wish to pursue advanced study and research in a field of interest. TEDS offers three areas of research study as follows. See the Doctoral Programs section of the Catalog for further description.

- Educational Studies
- Intercultural Studies
- Theological Studies

Additional Areas of Focused Study

TEDS degree programs are offered in the disciplines above; however, many additional areas of focused study integrate course work offered across disciplines, in a variety of departments, or on the basis of current course offerings (many times by visiting faculty). These course offerings fit into degree programs in varying ways, and students are encouraged to consult with their faculty advisor or department chair to blend course selections particular to their needs and interests.

Church Planting

A church planting movement is growing in the U.S. and around the world. Trinity provides both theological grounding and learning experiences that aid in preparing students for church planting ministries in various settings. Field education and internship experiences in church planting are also available in a variety of denominational and cross-cultural settings. In addition, special scholarships are available to those engaging in church planting.

Particular emphasis is given to church planting each spring during Church Planting Week. The week features chapel services and training seminars. Church officials and church planters participate in this week to talk with students about their interests and opportunities in church planting.

Prospective church planters are encouraged to pursue the Master of Divinity degree program with the congregational pastor-teacher focus. Intercultural church planters should consider the MDiv cross-cultural ministry focus. MDiv core courses provide in-depth study in theology, biblical studies, evangelism, preaching, leadership, worship, missions, social and cultural exegesis, counseling, church history, and Christian education—all vital to effective leadership in church planting.

Students preparing for church planting may take the following courses:

Foundations of Church Planting (one of the following):

- PT 5150 Introduction to Church Planting in North America
- ME 8230 Global Church Planting (for urban or intercultural contexts)

Advanced Issues in Church Planting:

- PT 6155 Advanced Church Planting
- PT 5155 Church Planting Boot Camp (preparation for a specific plant)
- ME 8235 Advancing Indigenous Churches (for intercultural contexts)

Specialized ministry skills for church planting, depending on a student's area of interest or need:

- EM 5210 Christian Leadership
- EM 7260 Small Group Process in Ministry
- EM 7815 Change, Power, Conflict
- ME 5175 Evangelistic Bible Study
- ME 6963 Principles of Discipleship
- PT 7848 Ministry of the Urban Church

Field Education and Internship may be completed emphasizing church planting, urban ministry, missions, and evangelism. For more information contact Dr. Craig Ott, associate professor of Mission and Intercultural Studies, at cott@tiu.edu.

Urban Ministry

Trinity maintains a regional campus center in urban Chicago. Class work at that site may be taken in the focus area of Urban Ministry, or a student may complete the Master of Arts in Urban Ministry at this site. TEDS also regularly offers a number of classes at the Deerfield campus particularly pertinent to urban ministry.