

Extension Student Guide



*Office of Extension and Affiliated Education
Trinity Evangelical Divinity School
2065 Half Day Road
Deerfield, IL 60015
(847) 317-6550*

2008-2009

Trinity Evangelical Divinity School

TRINITY INTERNATIONAL UNIVERSITY

2065 Half Day Road ● Deerfield, IL 60015

General Number: (847) 945.8800

Trinity Website: www.tiu.edu

Extension Website: <http://www.tiu.edu/divinity/extension/>

Trinity Department phone numbers and email addresses

TEDS Admissions	(800) 345.TEDS	tedsadm@tiu.edu
	(847) 317.8000	
TEDS Records	(847) 317.8050	teds-tgs.rec@tiu.edu
Alumni	(847) 317.8145	alumni@tiu.edu
	(877) 339.1416	
Trinity Bookstore	(800) 456.7323	bookstore@tiu.edu
	(847) 317.6800	
Distance Education	(800) 588.7705	syeiter@tiu.edu
	(847) 317.6554	
Extension	(800) 588.7705	extension@tiu.edu
	(847) 317.6550	
Field Education	(847) 317.8032	fielded@tiu.edu
Rolfing Library	(847) 317.4000	rolfing@tiu.edu

Accreditation

Trinity International University is accredited by the Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools.

North Central Association of Colleges and Schools
30 North LaSalle Street, Suite 2400
Chicago, IL 60602 Phone: (312) 263.0456

Trinity Evangelical Divinity School/Trinity International University is accredited by the Association of Theological Schools - the recognized accrediting association of theological school in the United States and Canada.

The Association of Theological Schools in the United States and Canada
10 Summit Park Drive
Pittsburgh, PA 15275 Phone: (412) 788.6505

The *Extension Student Guide*

There are tools which will help you navigate your way through the Master of Arts in Christian Studies program at one of the extensions of Trinity Evangelical Divinity School. These include:

the current **Trinity Evangelical Divinity School *Catalog*** which can be obtained on-line at:

<http://www.tiu.edu/divinity/academics/catalog> or by calling the TEDS Admissions office at: (800) 345.TEDS for a copy of the catalog on CD;

the current ***Academic Handbook*** which can be obtained on-line at:

<http://www.tiu.edu/files/divinity/academics/teds0708academicahandbook.html> or from the TEDS Records Office (847) 317.8050 after you have been admitted to the Master of Arts in Christian Studies program or any other TEDS program;

the current ***Non-Traditional Educational Options*** catalog which can be obtained on-line at: <http://www.tiu.edu/divinity/extension/> or from the TEDS Extension Office (800) 588.7705;

and this ***Extension Student Guide***.

While the *Catalogs* and *Handbook* are the official descriptions of academic policies at Trinity Evangelical Divinity School, the *Extension Student Guide* serves as the primary way for the extension student to adapt policies designed for the Deerfield, Illinois campus.

The *Extension Student Guide* is designed to aid in answering questions you may have as you fulfill program requirements. Frequently, the *Guide* will direct you to the *TEDS Catalog* and the *Academic Handbook* for more complete answers.

Thank you for choosing to be a Trinity Evangelical Divinity School Extension student.

In Christ,

Emanuel D. Naydenov
Director of Extension and Affiliated Education

Table of Contents

The <i>Extension Student Guide</i>	2
Programs Offered at Extension Sites	5
Basics of the MA/CS by Extension	7
Overview	8
Application/Admission	8
Program Requirements	9
Field Education	9
Capstone or Integrative Paper	9
Candidacy	9
Completion of Program	9
Residency	10
Graduation	10
On-Site Services	11
Advising	12
Extension Coordinator	12
Faculty	12
Grievances	12
Textbooks	12
Deerfield Campus Services	13
Admissions Office	14
Alumni Office	14
Bookstore	14
Distance Education Courses	14
Registration	14
Faculty	14
Resident faculty	14
Extension adjunct faculty	14
Records Office	15
Transcript Requests	15
Website	15

Financial Procedures	<u>16</u>
Financial Aid	<u>17</u>
Extension and Site Discounts	<u>17</u>
TEDS based	<u>17</u>
Extension based	<u>17</u>
Full-Time Ministry Rebates	<u>17</u>
Tuition Refund	<u>18</u>
Academic Life	<u>19</u>
Academic Petitions for Exception	<u>20</u>
Attendance	<u>20</u>
Change of Program	<u>20</u>
Cheating; Plagiarism	<u>20</u>
Class Schedules	<u>21</u>
Traditional	<u>21</u>
Weekend Classes	<u>21</u>
Modular Format	<u>21</u>
Course Repeat Policy	<u>21</u>
Credit (Levels of)	<u>21</u>
Course Extensions and Final Exam Changes	<u>22</u>
Grade Reports	<u>22</u>
Guided Research	<u>23</u>
Inactive Status	<u>23</u>
Probation	<u>23</u>
Reading Courses	<u>23</u>
Registration Changes	<u>23</u>
withdraw	<u>23</u>
audit to credit	<u>24</u>
credit to audit	<u>24</u>
Taping of Class Lectures	<u>24</u>
Transfer Credit (to Trinity)	<u>24</u>
Transfer Credit (from Trinity)	<u>24</u>
Visiting Students	<u>24</u>

Programs Offered at Extension Sites

MASTER OF ARTS IN CHRISTIAN STUDIES PROGRAM

A complete description of this 42-hour program can be found at:
<http://www.tiu.edu/divinity/academics/catalog>

MASTER OF ARTS - EMPHASIS IN URBAN MINISTRY

A complete description of this 48-hour program can be found at:
<http://www.tiu.edu.divinity/academics/catalog>

THE CERTIFICATE IN CHRISTIAN STUDIES

A complete description of this 24-hour program can be found at:
<http://www.tiu.edu.divinity/academics/catalog>

Basics of the MA/CS by Extension

Overview

Extension students often take their first steps toward the MA/CS by taking a class at an extension site.

If you are interested the MA/CS program or any other TEDS Program, you should apply to TEDS right away, either by applying to a degree program with the TEDS Admissions Department by calling: (800) 345. TEDS or by applying on line at: www.tiu.edu/divinity/admissions . If you would like to take an Extension course while your application is being processed, you can do so by submitting a **Visiting Student Application** obtained from the Admissions Office on line at: <http://www.tiu.edu/divinity/admissions/nondegree#Visiting>. It is very important to complete the MA/CS application process early in your course work if this is your goal.

Give special attention to the catalog description of the MA/CS. It is the *Catalog* that is the official document that governs your program. This guide is only intended to supplement the *Catalog* for the unique needs of extension students. All TEDS regulations regarding admission, residency, candidacy, and graduation must be satisfied.

This section of the *Student Guide* will cover the basics of the MA/CS and much of it can be applied to the MA in UM and the Certificate program. (Check the TEDS catalog for more specifics.)

Application/Admission

In order to be admitted to a masters-level program at Trinity, you must follow the procedure outlined in the current catalog. Access to an online application can be found at: www.tiu.edu/divinity/admissions . It is important that you apply and be admitted to the program so that you may benefit from all of Trinity's services.

You should submit the application and a \$25 fee to the Admissions Office. The application process includes: 1) having official transcripts submitted from all schools which you have attended since high school and from which you have taken more than three courses; 2) having recommendations sent from your pastor, your employer/business acquaintance, and a faculty member/school administrator; 3) writing a personal statement concerning your personal testimony and future goals. If you have difficulty with any of these items, contact the Admissions Office for alternative suggestions.

The basic academic requirement is that you must have earned a bachelor's degree (or its equivalent) from an accredited college or university with a grade point average of 2.50 for the MA/CS and 2.00 for the Certificate (on a 4.00 scale).

You will be notified of admission into a program by official letter from the Admissions Office. You will also be notified of any deficiencies or other problems which need to be addressed before admission can be granted.

It is possible to gain permission to enroll in courses before you have been admitted to a program. To do this, you should complete a **Visiting Student Application**, submit a \$25 fee (if not already submitted with another application), and submit official transcripts from the degree-granting institution showing that you have a bachelor's degree (or its equivalent). Credit earned before admission can be counted toward program requirements after admission to the MA/CS program, but is no guarantee of admission. Visiting Students may take a maximum of 9 credit hours each semester. Such courses generally apply toward program requirements should a Visiting Student later enroll in a degree program. If a Visiting Student later intends to complete a degree, application for the degree program must be made with the Admissions Office. Care must be taken in order to ensure timely completion of all residency requirements of the degree program.

Program Requirements

Field Education:

Field Education is field-based ministry experience under the guidance of an approved supervisor who serves as a mentor. Field Education courses involve two to five hours per week in ministry for the duration of the semester, and may be taken in any semester, anywhere in the world, with the summer in particular offering flexibility in terms of time and place.

Field Education is required in most programs (including Extension site programs) and is a prerequisite for Internship. PT 5000 for MA/CS and MDiv students serve as a prerequisite for Field Education. Required orientation sessions are conducted at the beginning of each semester. Log on to the Field Education online page in the TEDS academic information page: <https://portal.tiu.edu/uportal/teds/supervisedministries/> for further information and details. Additional questions may be directed to the Field Education Office at fielded@tiu.edu or at (847) 317.8032.

Capstone or Integrative Paper:

The Master of Arts (Christian Studies) program requires completion of a two semester hour capstone project (ID 7468 MA [Christian Studies] Capstone). The Capstone must meet the following objectives:

- Demonstrate a wholistic understanding of the completed curriculum with integration from biblical, theological, and historical and global studies.
- Exhibit a time investment of approximately **84 clock hours** (2 semester hours credit).
- Address application of the Capstone to the student's ministry context.

The student will start the process by contacting the Director of Extension and Affiliated Education (who serves as advisor for all extension students), to get started. More details are available on TriNet under the "Extension Resources" conference or by calling the Director of Extension and Affiliated Education at: (847) 317.6552.

Candidacy

Program candidacy requirements for each program are outlined in the Catalog. When requisite program qualifications have been met in the MA or MA in UM, the Records Office reviews and verifies the transcript and forwards the student's name to the faculty for granting of candidacy. Subsequent to faculty action, the Records Office notifies the student, and posts approved candidacy on the transcript.

Completion of Program

All MA/CS program requirements must be completed within eight years of matriculation into the program. Extension of the statute of limitation for up to two years may be granted by petition when a student has demonstrated consistent program progress toward the degree.

For students in the MA in UM program at the South Chicago Regional Center, all requirements must be completed within eight years.

For the Certificate in Christian Studies, all course work applicable to the Certificate in Christian Studies program must be completed within a ten-year period.

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.

Residency

To satisfy the residency requirement, MA/CS students must take 24 semester hours through Trinity course work. The final 8 semester hours of the student's program must be taken through Trinity course work, of which a minimum of 3 semester hours (for those under older catalogs, the residency requirement may be 4 semester hours) must be taken in a regularly scheduled classroom course on the Deerfield campus. The 3 hour requirement does not apply if the MA/CS is done in Chicago or Miami or at the Columbus extension site. The MA in UM may be completed entirely at the South Chicago Regional Center.

The Deerfield campus component of the MA/CS may be fulfilled with any courses that meet on the Deerfield campus. Usually, this will be done with three-week intensive Summer School courses. Consult with your coordinator about other options. Note that Deerfield registration procedures may apply to these courses.

Graduation

One semester prior to the dates a student intends to graduate an Intent to Graduate form must be filed with the Records Office. This form is available online at:
<http://www.tiu.edu/tiu/records/tedsformdescriptions>

The deadline for the filing of the Intent to Graduate form is one semester prior to the semester in which a student plans to complete all degree requirements (May, August, or December). Students should allow 30 days for the gathering of data, including transcripts, to enable the completion and timely filing of the Intent to Graduate form.

May candidates for graduation, including those at extension sites, must complete all course work by the last day of Spring semester. Course extensions are not given to those anticipating May graduation.

The Intent to Graduate forms begins the process of program completion. Once submitted to the Records Office, degree requirements will be evaluated and you will be notified by the Records Office as to your status. If you have any questions once you submit the form, please call the Records Office at: (847) 317.8050.

On-Site Services

Advising

Once admitted to the Certificate in Christian Studies or MA/CS program, the Records Office will notify you of the assigned faculty advisor. Usually this advisor will be Emanuel D. Naydenov of the TEDS Extension Office. Emanuel D. Naydenov regularly provides you with information through your Extension Coordinator and personal telephone calls, emails and letters.

When you have questions, you should generally consult the *Catalog*, *Academic Handbook*, *Student Guide*, and/or your Extension Coordinator. Most general questions can be handled locally. Your Extension Coordinator will refer you to the appropriate resource person when necessary.

Deerfield-based faculty members who teach extension courses are prepared to offer academic counseling and advice related to personal, spiritual, or ministry-related matters. Students are encouraged to have meals with faculty members or set up appointments for such advice before or after class.

Extension Coordinator

The Extension Coordinator is the TEDS representative for the Office of Extension and Affiliated Education in your community. Responsibilities of the Coordinator include:

- 1) planning of courses to be offered at your extension;
- 2) publicizing courses and services offered through the extension;
- 3) help with registering students for courses at your extension;
- 4) providing academic advising and serving as the students' advocate with the Office of Extension and Affiliated Education; and
- 5) assisting students to understand TEDS' policies and procedures.

The name, address, and phone number of your Extension Coordinator is included in the *Non-Traditional Educational Options* catalog announcing courses offered through the extension program or on the web at: <http://www.tiu.edu/divinity/extension/sites>.

Faculty

Courses at your extension are taught either by current Trinity Deerfield faculty or extension adjunct faculty members. Extension adjunct faculty members are people located in your community who have been approved by the Academic Dean of TEDS to teach courses at your extension. Extension adjunct faculty are required to have academic credentials similar to current Trinity Deerfield faculty.

Grievances

It is the policy of Trinity International University not to discriminate on the basis of age, disability, color, national origin, race, or gender in student admission and recruitment, educational policies, scholarship and loan programs, employment, and school-administered programs in accordance with applicable laws. Trinity complies with both the letter and the spirit of Title IX of the 1972 Education Amendments, of Title VI of the Civil Rights Act of 1964, of Section SOL of the Rehabilitation Act of 1973, and of all equal opportunity laws and regulations. The Student Services Office has available for all students a written copy of the official grievance procedures to be followed and will be glad to assist students having questions or concerns regarding such matters.

Textbooks

Arrangements for distribution of textbooks are made by your Extension Coordinator. They are usually available in advance for pre-registered students. In fact, one of the primary reasons for pre-registration is the appropriate ordering of textbooks. The syllabus for a course should be available on line or from your Extension Coordinator approximately one month before the beginning of a course. Textbooks and other books also may be purchased directly through Trinity Bookstore (800) 456.7323.

Deerfield Campus Services

Admissions Office

The Admissions Office handles all inquiries about campus programs and processes all applications for graduate programs. If you have any questions, they can be reached at: (800) 345.TEDS or (847) 317.8000 or e-mail at: tedsadm@tiu.edu.

Alumni Office

The Alumni Office maintains contact with and encourages fellowship among TEDS alumni. The Alumni Association sponsors a variety of activities throughout the year. Further information on the activities of the Alumni Association may be obtained by calling the Alumni Office at (847) 317.8145 or on the web at: <http://www.tiu.edu/divinity/alumni/>.

Bookstore

The Trinity Bookstore offers a variety of services. Extension coordinators may order your textbooks through the Bookstore. You may also purchase books directly from them or make special orders by calling (800) 456-7323 or on the web at: <http://www.trinitybookstore.com/>. As extension students, you are eligible for all student discounts. Frequently, they offer specials on featured Trinity authors and other discounts given by publishers.

Distance Education Courses

Trinity's Distance Education Office offers more than 30 courses which can be applied to Trinity degree programs. DE courses, which use audio lectures and a study guide (soon also available in online formats), allow for maximum flexibility and individual attention. Courses are presently available in the categories of Old Testament, New Testament, Theology and Culture, Missions, Church History and Spiritual Formation. For a current course list and syllabi, visit www.teds.edu/DistanceEducation/courses.

Visiting Students and students enrolled in Extension are given six (6) months to complete course work, but are encouraged to do so in less time. While there is no official limit as to how much of the MA/CS may be completed through DE, we recommend a self-imposed limit of 50%. The full Certificate in Christian Studies may be completed through Independent Study (Distance Education, Guided Research, and Reading Courses).

Registration. You may register for any of the currently offered DE courses directly through the Distance Education Office at (800) 588.7705 or (847) 317.6554 or fill out a registration form online at: <https://www.tiu.edu/forms/registrationde.php>

For more information, please visit the website or call: (847) 317.6554.

Faculty

Courses at your extension are taught either by *resident* or *extension adjunct* faculty members.

Resident faculty members are people who teach at the Deerfield campus and who travel to your extension to teach courses. They are available for academic counseling while they are at the extension and also can be reached by phone at the Deerfield campus.

Extension adjunct faculty members are people located in your community who have been approved by the Academic Dean of TEDS to teach courses at your extension. *Extension adjunct* faculty are required to have academic credentials similar to *resident* faculty.

Records Office

The TEDS Records Office is the official repository of enrollment records, student files, and transcripts. All requests for transfer credit, enrollment confirmation, graduation review, sending of transcripts, or Academic Appeals hearings must be made to the Records Office.

Applicable forms and helpful information for the Records Office can be found at:

<http://www.tiu.edu/tiu/records/>

Transcript Requests

Information on transcript requests can be found at: <http://www.tiu.edu/tiu/records/transcriptinfo>

Website

Trinity's website address is: <http://www.tiu.edu/> which provides access to academic information about Trinity's programs and departments, including Extension. By clicking on the "Quick Menu" bar, you will have easy access to such things as: Trinity catalogs, downloads, course schedules, Records, and Distance Education.

Trinity's Office of Extension and Affiliated Education's website is:

<http://www.tiu.edu/divinity/extension/>

This website will take you directly to the Extension web page which lists all the courses being offered at our Extension sites as well as through Distance Education. Downloadable syllabi are also available at this website.

Financial Procedures

Financial Aid

Extension and Site Discounts

In recognition of the financial constraints which non-traditional students are experiencing in affording graduate education, courses taken through Trinity Extension are discounted from the regular cost of tuition charged at the Deerfield Campus. Furthermore, a number of church-based extension sites offer additional site discounts thus enabling students to enroll in Trinity courses for academic credit. The only requirement to receiving the Extension and site discounts is being enrolled for Trinity academic credit at one of the extension sites.

There are two main types of extension locations, each having its own type of financial aid:

TEDS based - Akron, Chicago, and Indianapolis (Greenwood). These locations each charge about half of the current tuition rate charged to students on the Deerfield campus. In essence, this is a substantial form of financial aid which is given to every extension student every time one enrolls for an extension course.

Extension based - Columbus, Madison, and Milwaukee. These locations set their own tuition rates. In essence, the host facilities give every student some financial aid by subsidizing the extension program. In each instance, the tuition charged does not cover the expenses of offering the program. In fact, the host facilities of all locations provide a form of financial aid by their subsidy of the extension programs.

Full-Time Ministry Rebates

The *Extension Full-time Ministry Rebate* is available to all **full-time** (paid staff, at least 35 hours per week) persons in ministry positions who have formally enrolled and been accepted in either Trinity's MA/CS or Certificate in Christian Studies Program as Extension Students (does **not** apply to Deerfield Program students) and can only be applied to the classes taken at extension locations. This is a first-come, first-served financial assistance program. All applications will be dated when the completed applications are received by the Extension Office, not the site. To receive this benefit the following are required:

- (1) the completion of this application,
- (2) a letter from your church or ministry on official letterhead, signed by an officer of the organization (other than yourself) indicating your full-time ministry position and hours,
- (3) your signature and date indicating you understand these requirements and
- (4) receipt of this signed application and paperwork by the Extension Office no later than the end of the same semester the rebate applies.

Rebate checks will be disbursed once grades for the classes are received and full tuition payment is confirmed. Checks will be made out to the person or organization which paid the tuition.

This discount is \$25/semester hour for students in the MA/CS program taking courses at TEDS based sites. For those taking courses at Extension based sites, Trinity's rebate is \$12.50/semester hour.

For the MA in UM program, please call the South Chicago Regional Center for details.

Tuition

Tuition is due from each student at the time of registration or by the first night of class.

Tuition for **TEDS-based locations** (see above) is about half the cost of current Deerfield campus rates. Check with the individual site for current tuition rates. Non-credit or audit fees are also available.

Tuition rates charged to students for **Extension-based locations** (see above) will be determined by the host church, school, or committee.

Tuition Refund

Tuition refunds at TEDS-based locations should be made according to the following schedule, based on the date the **written notification of withdrawal** is provided to the Extension Coordinator (or passed on to the Extension Office) from the student:

<u>Weekend Course Format</u>		<u>Traditional Course Format</u>	
Prior to first Saturday class	100%	After 1st week	100%
After 1st weekend	50%	After 2nd week	75%
After 2nd weekend	No refund	After 3rd week	50%
		After 4th week	No refund
<u>Modular Course Format</u>			
Prior to 1st class	100%		
After Tuesday noon	50%		
After Wednesday noon	No refund		

Tuition refunds at extension-based locations may follow the above format or can be determined by the host church, school, or committee.

Students changing from credit to audit should pay the audit fee in addition to the tuition that is not refunded according to the schedule above. Students may change from audit to credit but must immediately pay the difference between auditor fee and the credit tuition for the course. Any changes made in either case must be done by the 20% point in the course.

Academic Life

Academic Petitions for Exception

An academic petition for an exception is a request for exception to a stated academic policy or procedure, and/or a request for further review of an academic decision made by a faculty member or academic administrator. A student should initially appeal an academic decision directly to the faculty member or director of the office enacting the decision in question, or in the case of other academic policy or procedural questions directly to the Records Office which serves to implement academic policy of the faculty. The Office of the Academic Dean will act on certain types of academic decisions.

Further TEDS academic petitions for exception may be made to the Master's Programs Exceptions Committee which is composed of relevant academic staff and administration, faculty, and a student representative. The Committee generally meets in an as needed basis to consider petitions. For information on how to file a petition, go to:

http://www.tiu.edu/files/tiu/records/tedsform_guidelines_for_academic_appeals.pdf

Attendance

Students are expected and required to attend **each and every** session throughout the entire course period. Due to the nature of Extension classes, attendance at all sessions is especially important with weekend courses. Missing even an hour of a weekend class means a significant portion of the required contact with the instructor and learning community has been lost. For this reason, students missing any portion (hours) of an Extension course can result in a grade reduction; missing more than one weekend class session will result in a grade reduction and possibly receiving an "F" for the course. Only in the case of **extreme** emergency or unforeseen circumstances (family emergencies, death, etc.), should the student contact the instructor and secure the necessary permission to miss time in a class and make up the missed class time and assignments. Vacations, ministry responsibilities and travel plans are not considered emergencies and such requests will be denied. As the schedule for the Extension courses are set ahead of time, students should plan ahead to be sure they will be able to make it to all class sessions before they register.

Change of Program

You may wish to change programs at Trinity during your educational experience. These changes are often made based on length, curriculum, and personal needs. Whenever you have been admitted to one program, but now desire to enter another, you must request the change through the Admissions Office. A change of program form is available from the Admissions Office or on line at:

http://www.tiu.edu/files/divinity/admissions/change_app04.pdf

Change of program is not automatic and must be approved. Further, courses taken previously will apply to the new program, but subject to the requirements of the new program.

Cheating; Plagiarism

Academic honesty is expected of members of the seminary community, and failures of personal integrity in this area will be dealt with in an effort to seek the best interests of all concerned. Plagiarism or cheating could lead to dismissal from Trinity. For more details on this matter, please refer to the current *Catalog* and *Academic Handbook*.

Class Schedules

Generally, each extension course must meet a minimum of fourteen classroom hours for each semester hour of credit offered. A classroom hour includes fifty (50) minutes of teaching time. Thus, a three-hour credit course would normally meet for a total of forty-two classroom hours. As a rule, all courses taught at TEDS

extension centers must be offered for the same credit value and bear the same course title and description as outlined in the current TEDS catalog.

The formats most often used at extension centers are; the traditional format, the weekend format, and a modular format. In the **traditional** arrangement, a course meets one evening each week for about three hours for fourteen weeks plus exam week if needed. This format works best when local professors are utilized or when professors are located within 100 miles from the extension center.

Weekend Classes: When faculty members must travel greater distances (normally over 100 miles), classes will be scheduled on a "weekend" format. Usually this will mean three "weekends" over the span of ten to fourteen weeks.

The normal weekend format for class meetings would be a variation of:

Friday 6:30-9:30pm

Saturday 9:00-Noon and 1:00-5:00pm

In the **Modular Format**, courses are normally completed within a single week. A three semester hour course would normally meet in accordance with one of the following options (with a 30-minute break in each session):

- a) Monday through Friday 8:00am-Noon and 1:00-5:00pm
- b) Monday through Thursday 6:00-10:00pm, and Friday and Saturday 8:00am-Noon, 1:00-5:00pm and 6:00-10:00pm.

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.

Credit (Levels of)

While we would encourage everyone to take the classes for credit, the nature of adult learners is such that there will be different learning objectives for various students. In order to respond to these need the following requirements have been outlined.

Auditors are expected to attend each class session. Their degree of participation is left to the discretion of the professor. Students may change from audit to credit (or credit to

audit) only up to the 20% point in the course (as outlined in the section below under *Registration Changes*.) Continuing Education Units are not offered for extension students.

College Credit through Trinity College is offered at some extensions where permission has been granted by the Academic Dean of the college prior to the offering of the course. There will be no distinction in class assignments for undergraduate credit.

Graduate Credit expectations include a ratio of two hours of work outside the class for each hour of class participation. This includes reading, projects and research for and writing of papers, as well as preparation for examinations.

Course Extensions and Final Exam Changes

The deadline for submitting all work for any extension course is the scheduled time of the final class meeting or at the time designated by the professor in the course syllabus. Permission to postpone the completion of course requirements beyond this time or to change the time of the final examination is granted **only for emergencies** (such as severe illness/hospitalization or death of an immediate family member) and must be requested **by** the last day of classes unless physically unable to do so. Vacations, work or ministry responsibilities, travel plans are not considered emergencies and such requests will be denied. The professor may grant permission for a change in **final exam** time in conjunction with Extension Coordinators. In the case of changes in final examination time, the student is responsible (once the request has been approved) to make arrangements with the professor and secure a proctor approved by the Extension Coordinator to oversee the examination.

The student must communicate intentions for a **course extension** to the professor **before** the last day of classes. All requests for course extensions are to be submitted **in writing and dated** to the Director of Extension and Affiliated Education dated no later than the last day of classes. Note that only the Director of Extension and Affiliated Education, after consultation with the professor and the extension coordinator, can approve course extensions. If the course extension is approved, the student will be subject to one of two options: 1) no grade penalty be given provided the extension deadline is met or 2) 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.

Extensions are granted up to a maximum of four weeks from the end of final exams for the semester or due date for submission of assignments. All work must be completed and submitted to the professor by the agreed upon extended deadline date or an automatic grade of "F" will be entered in the student's record. It is the student's responsibility to meet the agreed deadlines; no reminders will be issued from the faculty member or Trinity.

It is assumed that any changes of time for mid-terms, examinations, quizzes, and deadlines for written work before the end of the semester are solely at the discretion of the professor.

In all of the above cases, the student has the right of appeal to the Academic Appeals Committee. (See the current *Academic Handbook* for complete details regarding the Academic Appeals process.)

Grade Reports

Grade Reports are sent to students from the TEDS Records Office according to the schedule below.

	<u>Fall Semester</u>	<u>Spring Semester</u>	<u>Summer Session</u>
Sent from Records	March 1	August 1	November 1

Students may not receive a Grade Report when Grade Report Sheets are received late by the TEDS Records Office from the professor. However, students may request an unofficial transcript for their course grade, in the event they did not receive a Grade Report. Transcripts are sent only upon a written, signed request by the student stating where it is to be sent (see *Transcript Requests* under **Deerfield Campus Services** section). Transcript requests must be sent to the TEDS Records Office.

Guided Research

Guided research designates a course **NOT** in the current catalog in which a subject is studied on an individual basis. It may be taken for 1-3 hours (TEDS), for either a letter grade or **Credit/No Credit**. No more than 2 Reading/Guided Research/Independent Study courses may be taken per semester by master's students (except ThM and TGS MA programs) to a maximum of 4 credit hours, without permission from the Academic Appeals Committee. No more than 33% of the student's total number of hours may be taken by Reading/Guided Research/Independent Study.

Inactive Status

If you have been admitted to a program and do not enroll in courses for two consecutive terms (not including Summer), you are considered to be inactive in the program. Inactive students may be asked to submit a "Request for Readmission" to the program however, readmission is not guaranteed.

Probation

You may be admitted to Trinity on academic probation for either of the following reasons:

1. A weak academic background as reflected in your undergraduate grade point average (GPA) of under 2.5 and/or standardized admissions test scores.
2. A bachelor's degree from non-accredited institution accompanied by marginal standardized admissions test scores.

In such cases, the probationary status may be removed after one or two semesters of successful academic performance at Trinity. For more information about academic probation and dismissal, please refer to the current catalog and academic handbook.

Reading Courses

When you are nearing graduation and find you are unable to enroll in a course that is required for graduation, you may be able to enroll in a Reading Course and make up for missing credits. Reading Courses are **regular catalog courses** which are in the catalog but are not offered during a given semester. Reading courses are studied on an individual basis for the credit hours listed in the Catalog, always for a letter grade. This is a specially designed course that is taken in conjunction with a faculty member, but does not require attendance in a live class. Approval and arrangements for Reading Courses must be made in advance with the Extension Office.

Registration Changes

Once a student has submitted a registration for a course, the student may **drop** the course at any time before the course starts.

Students are allowed to **withdraw** from courses up to the 50% point of the course (e.g., during the first seven weeks of a semester-length course; during the first five days of a ten-day course; before the

second Saturday of a three weekend 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. If a registration has already been submitted to Trinity, written notification (signed and dated) from the student must be submitted to the Extension Office as soon as the student knows he will be dropping/withdrawing. This written notification must accompany a 'CHANGE IN REGISTRATION' form. Changes submitted after the class ends will not be accepted.

Students may change from **audit to credit** ONLY up to the 20% point of the course. If a change is made before the 20% point of the course, the student must make his or her intentions known to the professor as well as the Extension Coordinator at the site where the student is taking the class. The proper paperwork must be signed, dated and submitted, not only to the Extension site, but to the Extension Office. Paperwork sent after the class is over will not be accepted.

Students changing from **credit to audit** can do so up to the 50% point of the course (see examples above for "withdrawals"). A 'CHANGE IN REGISTRATION' (dated) form (available from your coordinator, the extension office and on your TriNet desktop) must be submitted to change the status. Changes submitted after the class ends will not be accepted.

In all cases, **student registration status must be made clear** by submitting an 'EXTENSION STUDENT CHANGE-IN-REGISTRATION' form on a timely basis for any changes.

Taping of Class Lectures

Any taping of lecture material must only be for your personal use and **only** with the professor's prior knowledge and consent. There must be no duplication or sharing of tapes in any form unless permission is granted in writing by the professor and by Trinity.

Transfer Credit (to Trinity)

General guidelines for transfer credit may be obtained from the Records Office. Courses to be transferred must match courses listed in the TEDS *Catalog* for them to be considered for transfer. Official determination of transfer credit is made by the Records Office after you have been admitted to a Trinity program and after you have successfully completed a full semester of academic work at Trinity.

Transfer Credit (from Trinity)

Each school has authority to accept transfer credit according to its own rules. Students should check in advance acceptance of this transfer credit with their schools if then intend to transfer credit from Trinity. If you have been given permission to enroll based on an admissible application and are in good standing with the institution (academically, financially), a transcript will be issued for you by the Records Office. For more detailed information about transcripts, see: <http://www.tiu.edu/tiu/records/transcriptinfo>

Visiting Students

Visiting Students refers to a special category of participants in the educational process. They are taking courses through Trinity but are not officially enrolled neither in the Certificate program nor in the MA/CS degree program. Visiting students are limited to 9 hours per semester. It allows students to participate in

and experience for themselves the academic atmosphere and process without the necessity for premature commitments before they make their decision to enroll in a degree program. Once a student decides to pursue a program, they are strongly encouraged to formally apply as a program student.

Visiting Students must submit a non-refundable, one-time application fee of twenty-five dollars (\$25.00) with their forms and have an official **transcript** sent directly from the institution which granted their bachelor's degree sent directly to the TEDS Admissions Office.

Submission of a VSA does not make formal application to a Trinity program automatic nor does it guarantee acceptance. To formally apply, a student can be advised to call TEDS Admissions at: (800) 345.8337 or apply via Trinity's website at: <http://www.tiu.edu/> and click on "Apply Now."

INDEX

Academic Appeals	15 , 22 , 23
Academic Handbook	2 , 12 , 20 , 22 , 23
Academic Life	19 , 20
Accreditation	1
Admission	8
Admissions Office	2 , 8 , 14 , 20 , 25
Advising	12
Alumni Office	1 , 14
Application	8
Application fee	8
Attendance	20 , 23
Auditing	17 , 18 , 21 , 22 , 24
Bookstore	1 , 12 , 14
Candidacy	8 , 9
Capstone or Integrative Paper	9
Catalog	2 , 8 , 12 , 21 , 23 , 24
Certificate in Christian Studies	6 , 9 , 12 , 14 , 17
Change of Program	20
Cheating	20
Class Schedules	21
modular format	21
traditional format	21
weekend format	21
Completion of Program	9 , 10
Coordinator	10 , 12 , 18 , 22 , 24
Course Extensions	10 , 22
Course Repeat Policy	21
Credit	8 , 9 , 15 , 17 , 18 , 21-24
Credit (Levels of)	
Auditors	21
College Credit	22
Graduate Credit	22
Deerfield Campus Services	13 , 22
Distance Education	1 , 14 , 15
Distance Education Courses	14
Registration	14
Extension	1
Extension Coordinator	12 , 18 , 22 , 24
Extension Office	2 , 12 , 17 , 18 , 23 , 24
Facilities	17

Faculty	8 , 9 , 12 , 14 , 20-23
Extension adjunct faculty	14
Resident faculty	14
Resident	14
Fees	17
Field Education	1 , 9
Final Exam Changes	22
Financial Aid	17
Extension and Site Discounts	17
Full-Time Ministry Rebates	17
Financial Procedures	16
Full-Time Ministry Rebates	17
Grade Reports	22
Graduation	8 , 10 , 15 , 23
Request for	20 , 23
Review	15 , 20
Grievances	12
Guided Research	23
Inactive Status	23
Independent Study Courses	23
Integrative Paper	9
Intent to Graduate form	10
Library	1
Master of Arts - Emphasis in Urban Ministry	6 , 9 , 10 , 17
Master of Arts in Christian Studies	2 , 6 , 8-10 , 12 , 14 , 17 , 24
Meals	12
Non-Traditional Educational Options catalog	2 , 12
Plagiarism	20
Pre-registration	12
Probation	23
Program Requirements	9
Reading Courses	14 , 23
Records Office	2 , 9 , 10 , 12 , 15 , 20 , 22 , 24
Refunds	18
Registration	9 , 10 , 12 , 14 , 17 , 22-24
Registration Changes	23
audit to credit	24
credit to audit	24
drops	23
withdraw	23
Residency	8 , 10
Rolfing Library	1
Semester Hours	9 , 10
Spiritual Formation	14

Summer School	10
Taping of Class Lectures	24
Textbooks	12 , 14
Transcript Requests	15
Transcripts	8 , 10 , 15 , 22 , 24
Transfer Credit	24
Transfer Credit (from Trinity)	24
Transfer Credit (to Trinity)	24
Tuition	17 , 18 , 21
Tuition for Extension-based locations	18
Tuition for TEDS-based locations	17
Tuition Refund	18
Types of Extensions	
Extension based	17
TEDS based	17
Visiting Student Application	8
Visiting Students	8
Website	15