

Extension Student Guide



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

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Trinity Evangelical Divinity School

TRINITY INTERNATIONAL UNIVERSITY
2065 Half Day Road ● Deerfield, IL 60015

General Number: (847) 945.8800

Website: www.tiu.edu

Extension Website: www.tiu.edu/etrinity

Trinity Department phone numbers and email addresses

| | | |
|--------------------|----------------------|--|
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| | (847) 317.8000 | |
| TEDS Records | (847) 317.8050 | teds-tgs.rec@tiu.edu |
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| Trinity Bookstore | (800) 456.7323 | bookstore@tiu.edu |
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| Distance Education | (800) 588.7705 | distance@tiu.edu |
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| Rolfing Library | (847) 317.4000 | rolfing@trin.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) 263.045

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 15274 Phone: (412) 788.6505

How to Use the *Extension Student Guide*

There are tools which will help you navigate your way through the Master of Arts in Religion 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/catalogs/index.html> 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://tiunet.tiu.edu/teds/Resources/index.htm> (username: mary ; password: joseph) or from the TEDS Records Office (847) 317.8050 after you have been admitted to the Master of Arts in Religion program or other TEDS program;

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

and this **Extension Student Guide**.

This *Extension Student Guide* is designed specifically for you, the extension student. 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. I would suggest that you start with this guide whenever you have a question regarding the Master of Arts in Religion program as it is provided at extension locations.

We have arranged the *Extension Student Guide* in sections and then included specific forms in the Exhibits section at the end.

SECTION I points you to the 2003-2004 *Catalog* description of the MAR program, the MAR/UM program and the Certificate in Biblical Studies program.

SECTION II provides a description of the essential components of the MAR program and explains how the graduation requirements should be met.

SECTIONS III & IV explain the services which Trinity Evangelical Divinity School provides to extension students while

SECTIONS V & VI describes policies related to academic life.

SECTIONS VII & VIII make suggestions which will enrich your participation in the Trinity Evangelical Divinity School learning community as you work toward the completion of your Master of Arts in Religion program.

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

In Christ,

Emanuel D. Naydenov
Director of Extension Academic Services

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Catalog Description of the MAR

MASTER OF ARTS IN RELIGION PROGRAM

A complete description of this 48-hour program can be found at:
<http://www.tiu.edu/catalogs/divinity03-04/>

MASTER OF ARTS IN RELIGION - EMPHASIS IN URBAN MINISTRY

A complete description of this 48-hour program can be found at:
<http://www.tiu.edu/catalogs/divinity03-04/>

THE CERTIFICATE IN BIBLICAL STUDIES

A complete description of this 24-hour program can be found at:
<http://www.tiu.edu/catalogs/divinity03-04/>

Basics of the MAR by Extension

Overview

Students usually take their first steps toward the MAR by an inquiry to the TEDS Extension Office or to a TEDS Extension Coordinator. At this time, we try to provide you with current information, such as the *Non-Traditional Educational Options* catalog, other catalogs, and applications.

If you are interested in a 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/divinityadmissions . 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 your Extension Coordinator or on line at: <http://trinet.tiu.edu/extension/> . Once you have been given permission to enroll, you may take courses and proceed toward your degree. It is very important to complete the MAR application process early in your course work if this is your goal.

Give special attention to the catalog description of the MAR. 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 MAR and much of it can be applied to the MAR/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/divinityadmissions . 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 MAR 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 MAR program, but is no guarantee of admission. Visiting Students are restricted to a maximum of two terms or twelve (12) semester hours of credit. Beyond this point visiting students are encouraged to apply for admission in a degree program should they wish to continue taking courses for credit. If they choose not to enroll in a degree program they can continue auditing classes but may not obtain credit for it.

Standardized Tests

Applicants to our Master of Arts program are required to submit test scores from either the Graduate Record Examination General Test (GRE) or the Miller Analogies Test (MAT). However, applicants with prerequisite degrees from fully-accredited schools who are applying to the Master of Arts in Religion program may be exempted from this requirement. We can determine this only after we evaluate the transcripts of all of your previous post-secondary studies. If you are uncertain as to whether the GRE or MAT will be required, we suggest that you make arrangements to take one of the tests as soon as possible. This could prevent inconvenient delays in your application process.

Program Requirements

Courses:

Practical studies electives are any course whose number begins with EM, H, ME, PC, or PT. Free electives are any course offered for masters-level credit at Trinity.

Comprehensive Examinations:

Comprehensive exams are required of students in the Master of Arts in Religion as well as all other Master of Arts programs at Trinity Evangelical Divinity School in order to ensure a basic mastery of Biblical and theological content deemed essential for a masters-level program. The successful passing of the final examination given in the comprehensive course (grade of 'C' or higher) constitutes passing the comprehensive exam for that course.

The five General Comprehensive Exam courses (or areas) are:

1. OT500 Introduction to the Old Testament
2. NT500 Introduction to the New Testament
3. ST601 Introduction to Theology
4. ST602 Christ, Man, Sin, and Salvation
5. ST603 Holy Spirit, Church, Last Things

* If in the older MAR Program, only four General Comprehensive Exam courses are required: OT 500, NT 500, ST 601 and either ST602 or ST 603.

Comprehensive exams are not returned to students. The exams are part of a standardized testing process and the circulation of the exams might jeopardize the integrity of future tests. A student may request to review the tests before they are sent to Trinity Evangelical Divinity School or may ask the Extension Coordinator to have the test returned from Trinity in order to review the test under his/her supervision.

Students who feel they have a mastery of the comprehensive course content without taking one or more of the courses may request permission from the Records Office to take the comprehensive exam as an external registrant. If granted permission, then you may take the exam in class at the time that the exam is scheduled for the class. Should the student fail to pass the exam with a 'C' or higher, he/she will be required to take the **comprehensive course** at a later date. Should the student successfully pass a comprehensive exam without taking the course, he/she will be required to take an equal number of hours in the same department.

If an extension center elects to offer the Master of Divinity theology sequence (ST 601, ST 602, ST 603), this sequence satisfies the theology comprehensive exam requirement. The extra hours taken in the Master of Divinity theology sequence are regarded as free elective hours. Students who have taken Master of Divinity courses which appear to duplicate the content of the comprehensive courses should check the *Academic Handbook* (see Alternatives to General Comprehensive Exams) to discover alternate ways to satisfy the comprehensive exam requirements.

Field Education:

Field Education is required of all students enrolled in the Certificate of Biblical Studies program and Master of Arts in Religion program. Students enrolled in the Certificate of Biblical Studies program are required to complete two semesters of Field Education. Students enrolled in the Master of Arts in Religion Program are required to complete three semesters of Field Education.

The purpose of this requirement is threefold: 1) integration of classroom studies with ministry practice; 2) acquiring, reinforcing, and refining the knowledge, abilities, skills, and competencies needed to do the task of ministry; 3) assessment and development of Christian character, spirituality, vocational call, and ministerial identity.

In order to accomplish these purposes students are required to commit a minimum of two to five hours per week for fourteen weeks in a supervised ministry for each Field Education. Included in these hours, students must meet with an approved supervisor for one hour per week. The field supervisor's role is to equip the student with ministry knowledge, abilities, skills and competencies, as well as mentor the student in the development of Christian character, spirituality, vocational call, and ministerial identity.

All information regarding Field Education can be accessed on the web at:

<http://tiunet.tiu.edu/teds> (username: mary ; password: joseph) under "Academic Department Links", click on "Supervised Ministries Office." Students must register for Field Education just like any other course. Students must send their registration forms for FE through their extension coordinator or it can be sent directly to the Extension Office by going to the website:

<http://trinet.tiu.edu/extension/> in order to download a registration form and enroll. Field Education is a degree requirement; however there is no cost associated with it. Field Education is a zero credit hour course which is graded credit/no credit.

For more information on how to register and begin a Field Education course contact the Office of Supervised Ministries at Trinity Evangelical Divinity School in Deerfield at (847) 317. 8032 or e-mail: fielded@trin.edu.

Integrative Paper:

Purpose: At the culmination of Biblical and theological study in the MAR program, the student will attempt to integrate the truth learned with his/her chosen vocational field. This integration is to be expressed in the form of a major paper submitted during the last semester.

Procedure:

1. Topic Approval. Using the form entitled "Application for Approval of MAR Integrative Paper Topic," (form available from the coordinator at the extension site or through the Extension Office) the student should initiate the topic approval process at the end of the second semester in the program or at the conclusion of the semester in which he/she completes 24 semester hours credit. The process is initiated by submitting a project proposal to the Director of Extension Academic Services. The proposal should contain the following elements:
 - a) the topic (or theme) of the Integrative Paper
 - b) controlling question
 - c) suggested thesis
 - d) suggested outline (at least to a second level of subordination) indicative of the proposed structure of the Paper.

The next step in this process would be discussing the proposal with the Director of Extension Academic Services for general guidance. When a student has indicated his/her desire to have a particular faculty member function as his/her mentor, plans will be made for approaching them and providing them with guidelines on how the process should unfold. Remember, mentors should be chosen only from among the full-time or approved adjunct faculty members of Trinity Evangelical Divinity School.

The submission of the **Topic Approval** form should take place at the time of registration for the course and be accompanied by standard **Course Registration** form (as indicated below) and a **Guided Research Course Authorization** form. These three (3) forms should be submitted at the same time to the Office of Extension where they will be processed and forwarded to the Records office for registration. If the student has decided to have a mentor, the student should approach the selected faculty member to discuss the proposed paper and to request further guidance. The Director's approval and/or recommendation of a faculty member in no way obligates that faculty member to accept the role of mentor. A student may find it necessary to approach several persons before gaining the needed approval if he/she chooses to have a mentor. Any change in the topic would, of course, necessitate securing another "Topic Approval" form and repeating the process just outlined.

2. **Registration.** Register the MAR Integrative Paper as: "XX 789 Guided Research: (Insert actual title of paper)" for two semester hours of academic credit during the last semester in residence or in the semester in which all degree requirements are expected to be completed. Depending on the nature of the project, designation for the course (the "XX" before the 789 Guided Research title) should be **PT, EM, ME, H,** or **PC**, or whatever other area which most closely reflects on the content of the paper. **Along with registration a payment for two credit hours of course work will be required.** Completion of the MAR Integrative Paper **MUST** be done in the same semester and year which it was registered or a grade of "NC" for the course will be assigned and the student for that semester and the student will be required to register again and pay again for the 2 credit hours of course work. The MAR Integrative paper must be registered on a credit/no credit basis. Keep in mind that these two semester hours of guided research are included in the provision that no more than 33% of a student's degree program may be taken through guided research, independent study, or reading courses. If a student will be graduating in May, the paper must be completely finished and submitted to the advisor by the end of the eighth week of the Spring semester so that the Records Office can be notified of credit granted by the Monday of the eleventh week.
3. **Continuation Fee.** Students who have completed all other MAR course requirements, are not registered for course work, and who did not complete the MAR paper in the semester for which it was registered must pay a continuation fee each semester until degree requirements have been met. This fee is due at the time of registration each semester and amounts to one half of the current extension tuition charge for one credit hour. (This fee is in addition to any tuition fees which may also be applied.) Payment of the fees gives library privileges, access to faculty members for consultation and retains a student's status as a candidate for the degree. If the student is granted an extension beyond the first two years after completing course requirements, the continuation fee is doubled.
4. **Submission of Paper.** After having received enough input from the mentor (if the student has chosen to have one), and after having finished working on the paper, the student should prepare an original copy of the paper with a title page, proper footnotes or endnotes, and bibliography attached. This original will then be sent to the advisor for evaluation and final approval. It is the responsibility of the professor of record to assign the course grade. For all MAR extension students working on their Integrative Papers their advisor/professor of record is the Director of Extension Academic Services. The original copy with any comments and responses by the advisor shall be returned to the student.

The **deadline for approval** of an MAR Integrative Paper topic from the Director of Extension Academic Services is the second to last semester prior to graduation (normally the Fall semester of the graduation year, though a student can submit a topic for approval prior to the second to last semester.)

The **deadline for submission** of the MAR Integrative Paper is 6 weeks prior to the graduation date.

For the Integrative Paper to be of practical use to the extension student, it is vital that it focuses on an issue or problem that the student encounters or anticipates to encounter in his/her chosen vocational field. This issue or problem will provide a theme or focus for directing the research in the writing of the Integrative Paper.

The Integrative Paper should contain the following components:

Title Page

An Outline of the Content (at least to third level of subordination)

Major Sections (Divisions):

Section 1 of the Integrative Paper should aim at an **Analysis of the Issue** at hand. In it, state the topic or problem of interest to you and give your reasons for this interest. It is usually best to choose an issue that arises from your current ministry environment or vocational field, which you desire to a) describe, b) understand, c) evaluate, and d) resolve. The issue or problem you are trying to resolve should be clearly stated and defined if necessary. This may be done in the form of a question, if applicable, along with the giving of clear rationale as to why it is important for you to study it. The rationale may include anecdotal, statistical, and/or descriptive material.

Section 2 should aim at examining the **Biblical and Theological Backgrounds** of the issue or problem you have chosen for your paper. This entails looking closely at the Scriptural doctrines, theological principles, and or practical considerations associated with your chosen topic. All these will represent the questions that will need to be asked of courses you took as part of your MAR program - in the *Academic* disciplines (CH, NT, OT, PR, ST), in order to respond to the issue of concern.

Sections 3 and 4 of your Integrative Paper should apply insights, methodologies, and models from the *Practical* disciplines (EM, H, ME, PC, PT). This would require the research of relevant **Related Literature** as well as the study of both theoretical and practical **Models** applicable to the problem you are trying to resolve. The thorough study of related literature and models should lead to the emergence of few possible **Alternatives** for addressing the issue you are dealing with. You should then offer an **Analysis** of these alternatives in light of your particular situation and ministry context thus preparing for the final section of your paper.

Section 5 contains your mature **Conclusions** based on the results of your research and analyses up to this point. It must evidence deeper understanding of the issue as a whole as well as of its integral elements in particular. The conclusions then should naturally lead to a practical **Action Plan** for dealing with your issue, or improving on a particular model, or simply resolving the problem.

I. **Analysis of the Issue**

II. **Biblical and Theological Backgrounds**

III. **Related Literature and Models**

IV. **Alternatives and Analysis**

V. **Conclusions and Action Plan**

Examples of an MAR Integrative Paper proposals for topic approval:

| | |
|--------------------|---|
| Topic 1: | "The Role of the Church in Providing Support for Married Couples at First Presbyterian Church" |
| Control. Question: | Is the lack of support for families in First Presbyterian due to weak Ecclesiology or rather due to ineffective systems at place for pastoral/congregational support? |
| Thesis: | After examining the church's Ecclesiology and analyzing the effectiveness of current pastoral/congregational support systems I will argue that the systems currently operational at First Presbyterian are hopelessly outdated and utterly ineffective. I will then proceed to suggest more effective systems and action plan for their implementation. |

Outline:

Be idealistic in writing this paper. Sometimes, it is only by overlooking the apparent limitations of real life situations that significant, paradigm-shifting observations can be made. Integrative papers should deal seriously with what it means to build a ministry on the training in a Trinity MAR program.

Extension students will be advised in this process by Emanuel D. Naydenov, Director of Extension Academic Services. Register for the MAR Integrative Paper as a Guided Research course directly with the Extension, or if such is not available, directly with the Extension Office.

Additional Guidelines:

1. The minimum time spent on this paper shall be 90 hours, consistent with the normal minimum requirement for two semester hours of academic credit.
2. As with any normal term paper, the paper shall follow any acceptable style manual such as the TIU Style and Format Guide (available at: <http://tiunet.tiu.edu/teds/>). The paper should include a complete bibliography of all sources relevant to the topic which influence the formation of the integrative concepts. Students should seek to avoid any unwarranted usage of gender exclusive language and strive to use gender neutral or inclusive language. Before submission, students may consider asking a friend or relative with a good grasp of language to proof-read your paper for final revisions and corrections.
3. The paper shall normally be 25-35 pages in length, excluding title page and bibliography. The paper shall be typed and double-spaced. The copy to be submitted shall not be bound.

Candidacy

As a graduate student, the extension student is expected to show an intellectual maturity clearly above the undergraduate level. Admission to the program is not automatic acceptance into candidacy for the degree. Candidacy is considered only after a minimum of 16 semester hours of graduate study is completed with a cumulative GPA of 2.5 (on a 4.0 scale), and after adequate proof of ability to successfully complete the degree requirements.

Completion of Program

The time frame for extension students to complete the MAR degree differs from the policy for campus MAR students as stated in the *Catalog*. For extension students, all work for the MAR degree must be completed within eight years from the time of initial enrollment, or four years from the time of completion of all course work.

Residency

To satisfy the residency requirement, MAR 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 MAR is done in Chicago or Miami.

The Deerfield campus component of the MAR 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 campus tuition rates and registration procedures may apply to these courses.

Graduation

Request for Graduation and Graduation Review: Students who will complete the requirements for May graduation (including residency requirements) must file a "Request for Graduation" form with the Trinity Evangelical Divinity School Records Office by November 1st of the year prior to graduation.

Prior to the beginning of the last semester in the Certificate of Biblical Studies or Master of Arts in Religion programs, a "graduation review" should be scheduled to ensure that all requirements have been or are being met. This can be done by calling the Records Office at (847) 317.8050. It is to the student's advantage to schedule the graduation review as early as possible so that any deficiencies can be remedied.

Graduation Ceremony: Students who graduate in May are expected to attend the commencement ceremony in Deerfield. Permission to graduate in absentia in May must be requested in writing from the Academic Appeals Committee before completion of residence. Such permission is normally granted only when it would cause a student hardship to attend. It is the practice of the committee to disapprove requests for graduation in absentia when such requests are based essentially on reasons of time, distance, and expense if the student resides within 500 driving miles of Chicago.

Final Exams for May Graduates: Prospective May graduates are exempted from final exams in the Spring semester providing the following qualifications are met: 1) the student has earned a B or above by April 12; 2) has agreed to attend the remaining class sessions; and 3) will complete all other requirements of the course by April 12, when final grades are due for prospective May graduates. Furthermore, professors who so decide may exempt prospective May graduates from final exams in the Spring semester without attention to the mid-term B average requirement. Those professors whose procedures are such that the exemption of prospective May graduates in the Spring semester would create extreme difficulties may require prospective May graduates to take the final exam provided they secure the agreement of the Academic Appeals Committee and make this clear to the class at the beginning of the Spring semester.

In this policy, "prospective May graduates" refers only to those students who are finishing course requirements and who hope to graduate at the end of the Spring semester. Prospective May graduates who are enrolled in General Comprehensive Exam courses in their final Spring semester (viz., NT500 and ST603) are **not** excused from the Comprehensive Exam in these courses. For such students, the exams must be taken by April 12.

Relation to Other TEDS Programs

The Master of Arts in Religion is related closely with other programs at TEDS. Up to 50% of the MAR may be applied to the M.Div. Careful selection of elective courses may allow the full 50% of all MAR courses to be applied to the M.Div. (with the exception of OT500 and NT500). Students whose desire is eventually to earn the M.Div. should pay special attention to the program requirements of the M.Div. when they select courses.

The Certificate in Biblical Studies may be earned halfway to the MAR. The core of the MAR and the core of the Certificate are very similar.

Whenever you are considering the application of courses to more than one program, you should pay special attention to the requirements of both programs. Note that at least 24 hours must be completed through Trinity course work after admission has been granted to the program.

On-Site Services

Advising

When you are admitted to the Certificate of Biblical Studies or MAR 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 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) 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* brochure announcing courses offered through the extension program.

Facilities

Most extension courses are held in the facilities of a church or institution in your area which wishes to cooperate in making a TEDS program available in your area. Please be respectful of their property and grateful for their generosity.

Often, these facilities house other ministries that can serve as models for you to consider as you take courses and complete a TEDS program.

Faculty

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

Grievances

Student Complaints

Students who have complaints concerning an professor or an extension coordinator should first approach the professor or coordinator and seek to resolve the matter with him or her.

If you do not feel that the matter is resolved, you should approach the extension coordinator with your concerns so that a conference can be scheduled with you, the professor, the coordinator, and Director of Extension Academic Services, if necessary. If the matter involves the extension coordinator, then you should address the unresolved matter to the Director of Extension Academic Services directly, so that a conference can be scheduled

with the student, coordinator, and Director of Extension Academic Services. If you still feels that the matter is not resolved, then you can submit a **formal student complaint**.

Formal Student Complaint

Trinity International University, in accordance with the Federal Compliance Policy, keeps a record of formal student complaints. Students who have a complaint should follow the procedures listed in this handbook. In the event that the complaint is not resolved you may choose to submit a formal complaint to one of the following offices: President of the University, Provost, Academic Dean, Sr. V.P. for Student Life, or Dean of Students. The complaint must be *dated, written, and signed*.

Upon receipt of the formal complaint the person to whom the complaint is addressed will initiate the *Student Complaint Tracking Form* which records the nature of the complaint, the steps taken by the institution to resolve the complaint, the institution's final decision regarding the complaint, and other external action initiated by the student to resolve the complaint.

Information regarding student complaints is accessible to members of the North Central Association evaluation team. A student's privacy will be protected by removing the names of individuals involved unless the student has given permission for release of his or her name.

Library

Three types of library resources are available to you: access to the extension library (when available), library privileges at local theological libraries, and the services of Rolwing Memorial Library on Trinity's Deerfield campus. Trinity's Rolwing Library in Deerfield has proposed improved service to extension students. Rolwing's collection is available on-line and can be accessed through <http://library.tiu.edu>. Librarians at Rolwing Library are available to provide assistance. Rolwing Library can be reached by calling (847) 317.4000.

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 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 and presents an annual Alumni Scholarship to a returning Divinity School student. Further information on the activities of the Alumni Association may be obtained by calling the Alumni Office at (847) 317.8145.

Bookstore

The Trinity Bookstore offers a variety of services. Many extension coordinators order your textbooks through the Bookstore. You may also purchase books directly from them or make special orders by calling (800) 456-7323. As extension students, you are eligible for all student discounts. Frequently, they offer specials on featured Trinity authors and other discounts given by publishers. Any order of \$75 or more entitles you to free shipping if the materials are being shipped within the continental U.S.

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.tiu.edu/etrinity and click on Distance Education.

Visiting Students and students enrolled in Extensions are given six (6) months to complete course work, but are encouraged to do so in less time. A maximum of 33% of the MAR and 50% of the Certificate in Biblical 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 www.tiu.edu/etrinity.

For more information, please visit the website or email distance@tiu.edu.

Extension Office

The Extension Office is responsible for courses offered at locations other than the Deerfield campus. This includes occasional courses in various locations. Not-for-credit seminars and personal enrichment opportunities are also available through the Extension Office.

For advising, you should first consult your *TEDS Catalog*, *Non-Traditional Educational Options Catalog*, *Academic Handbook*, this *Student Guide*, and your Extension Coordinator. The Extension Office serves you as a advocate in special cases of need.

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.

Transcript Requests

If you would like to have a transcript sent somewhere (official or unofficial), you must request it from Trinity **in writing** along with the following information:

- ✓ Full name
- ✓ Date of birth **or** Social Security # (Important!)
- ✓ Current address and telephone number
- ✓ WHERE (name of town, not church) and WHEN (semester and year) the course work was taken
- ✓ Where you would like the transcript sent to - a person may be specified.
- ✓ A signature (this is a federal law -- a transcript cannot be released without a written and signed request!)

A transcript request form is available on line at: www.tiu.edu (on the left-hand side of the screen in the yellow box). This form would have to be printed and filled out and either faxed to the Records Office or mailed. Details and costs are on the 'Transcript Request' link.

A reminder that courses taken for **Audit/Non-Credit** will *NOT* be on a transcript unless you are enrolled in a Trinity program and have indicated on the course registration form your desire for the course to be recorded on your transcript.

Website

Trinity's website address is: <http://www.tiu.edu> which provides access to academic information about Trinity's programs and departments, including Extension.

Trinity's intranet address is: <http://tiunet.tiu.edu/acadinfo> which provides access to academic information, primarily for the main campus in Deerfield. Course schedules can be accessed, as well as specific syllabi. For accessing syllabi a User Name and Password are required. To obtain the current User Name and Password, please contact the Associate Academic Dean's office at: (847) 317.8085 or the TEDS Records Department at: (847) 317.8050.

Trinity's Office of Extension and Affiliated Education's website is: www.tiu.edu/etrinity This website will take you directly to the Extension webpage 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

Continuation Fee

Once course work has been completed for a degree, you must register for a continuation and pay a fee every semester until all other program requirements (Integrative Paper, Comprehensive Exams) have been satisfied. Please refer to the current TEDS catalog for current fee information.

Financial Aid

1. Extension and Site Discounts

In recognition of the financial constrains 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.

- a. **TEDS based - Akron, Chicago, and Indianapolis (Greenwood)**. These locations each charge \$277 (2003-04 Tuition rate) per semester hour for credit. This rate represents a half of the current 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.
- b. **Extension based - Cincinnati, Madison, Milwaukee, and Urbana**. 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. Yet, some go further and also provide additional forms of financial support for certain students.

2. Full-Time Ministry Discounts

The Full-Time Ministry Discount is available to all persons working in a full-time capacity in a church or para-church ministries who are **enrolled in Trinity's Master of Arts in Religion (MAR), or Master of Arts in Religion/Urban Ministry (MAR/UM) programs** and taking classes through an extension location or through Distance Education. This is a first-come, first-served financial assistance program, which means that this discount is available until the depletion of the available funds. To receive this benefit the following steps are required:

- a) enrolment in the MAR or MAR/UM degree program – formal application and acceptance into a Trinity degree program. (Note: Visiting Student status does not comprise enrollment in the MAR program).
- b) the completion of the *Full-Time Ministry Discount* or the *Full-Time Urban Ministry Discount* application.
- c) a letter from your church or para-church organization on official letterhead and signed by an officer of the particular organization, other than yourself, indicating your full-time ministry position.
- d) submit an appropriate *Ministry Discount* application to the extension site coordinator or Distance Education Office at the time of course registration.

For the 2003-2004 academic year:

this discount is \$25/semester hour for students in the MAR program.

this discount is \$62/semester hour for students in the MAR/UM program.

3. Federal Assistance (Loans or Work Study)

At the present time extension sites are ineligible for Title IV federal funding. We expect to be able to offer federal financial assistance in near future.

4. Other

Deferment of payment on previous student loans is available (subject to the rules of your lender). The TEDS Records Office will verify your enrollment when asked to do so. All loan deferment forms should be sent to the Records Office.

Many employers (including the military) have generous employment reimbursement policies. You should make arrangements with your Extension Coordinator and employer in these instances.

Many churches are enthusiastic about supporting their staff and members as they pursue further training. Students needing financial assistance should first contact their own churches. The Extension Office will gladly send a letter of explanation of our programs to any student's church. New federal tax laws may help with tuition costs through the Lifetime Learning Credit, which allows up to 20% of education-related costs (see IRS Publication 970).

Refunds

There are two main types of extension locations, each having its own type of tuition refunds.

1. **Akron, Chicago, and Indianapolis (Greenwood)**. These are the locations which charge \$277 (2003-04 tuition rate) per semester hour for credit and whose financial policies are set by TEDS. Tuition refunds follow the following schedule:

| | | | |
|------------------------------|-----------------|----------------------------------|-----------------|
| <u>Weekend Course Format</u> | | <u>Traditional Course Format</u> | |
| Before 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 | | |

2. **Cincinnati, Madison, Milwaukee, and Urbana**. These locations set their own tuition rates under the supervision of TEDS. They also set their own refund policies. Students at these locations should consult with their Extension Coordinator for specific policies for their site location.

Tuition

As indicated earlier in this section there are two main types of extension locations, each having its own type of tuition.

1. **TEDS based - Akron, Chicago, and Indianapolis (Greenwood)**. These locations each charge \$277 (2003-04 tuition rate) per semester hour for credit. This rate represents a half of the current 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.
2. **Extension based - Cincinnati, Madison, Milwaukee, and Urbana**. These locations set their own tuition rates. Contact your local Extension Coordinator to inquire of current tuition rates at your location.

Academic Life

Academic Appeals

The Academic Appeals Committee (AAC) of the faculty is authorized to handle appeals from students pertaining to academic matters. The Committee meets approximately three times each academic semester (no meetings are held during the summer). You must submit appeals in writing to the Director of Records no later than one week prior to an Academic Appeals Committee meeting, with the exception of the last meeting in the spring semester (in case of an emergency). It is your responsibility to secure, in writing, any faculty or administrative recommendations which might have a bearing on the appeal. Any such recommendations must also be submitted prior to the one-week deadline. Written appeals should be addressed to the Academic Appeals Committee, c/o Director of Records, and preferably should be no longer than one page in length. You will receive a written response either permitting or denying the request following the AAC meeting. Students who are unsure whether their request should be taken to the AAC should consult the Director of Records or his staff.

Advanced Substitutes

If you have taken appropriate course work as part of your bachelor's degree requirements, you may be allowed to substitute advanced courses in the same department as the core requirements, regardless of the program in which you are enrolled. This policy allows you to build on, rather than duplicate, studies which you have already completed. Consult the Records Office for permission and procedures to substitute advanced courses.

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. Such changes of program are 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. Normally in cases of plagiarism the penalty shall be an "F" for the paper and an "F" for the course, while plagiarism on a thesis or dissertation shall result in rejection of the thesis or dissertation. Normally cheating on an examination will result in a zero for the exam and an "F" for the course. Plagiarism or cheating could lead to dismissal from Trinity. For more details on this matter, please refer to the current *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:

| | |
|----------|---------------------------|
| Friday | 6:30-9:30pm |
| Saturday | 9:00-Noon and 1:00-5:00pm |

Of course, this schedule could be used for Thursday/Friday courses and the exact times can be adjusted. Further, the number of weekends required may be lessened by starting earlier on Fridays.

Using this format, the following weekends are normally required:

| <u>Course Value</u> | <u>Number of Weekends</u> | <u>Weekend Format Adjustment</u> |
|----------------------------|---------------------------|----------------------------------|
| 1 semester hour | 1-2 | Normal |
| 2 semester hours | 3 | Normal |
| 3 semester hours | 4 | Additional .5 hour/weekend |
| 4 semester hours | 5 | Additional 1.25 hour/weekend |

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.

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 of Arts and Sciences 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** and must be requested by the **last day of classes** unless physically unable to do so. Vacations, 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** to the Dean of the Division of Open Studies by the last day of classes. Note that only the Dean of the Division of Open Studies, after consultation with the professor and the Director of Extension Academic Services, can approve course extensions. If the course extension is approved, the student will be subject to one of two options: 1) no penalty, or 2) a full or half-grade reduction for each week, or fraction thereof, the course is not completed. The option that is recommended will depend upon 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.

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 your 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.

You would be placed on academic probation at the conclusion of any semester in which your cumulative GPA falls below 2.5. You will remain on probation as long as the cumulative average remains below the required level.

It is expected that, if you are on academic probation, you will curtail activities to give greater attention to your studies until such time as the probationary status is removed. An academic warning will be given at the conclusion of any semester in which you fail to earn the minimum GPA of 2.5, even though the cumulative average may be acceptable.

If you fail to raise your cumulative grade point average to the required level by the end of two semesters on probation, or if you fail to make a substantial improvement in your grade point average though remaining on probation, you will be academically dismissed from Trinity.

After academic dismissal from Trinity, the Admission Committee will consider applications for readmission only if warranted by exceptional circumstances. Such applications are considered on a case-by-case basis. In order to be readmitted, you will need to show that you can make satisfactory progress toward removal of the probationary status. After dismissal, you should wait at least one academic semester before reapplying.

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

Students are allowed to **drop** courses up to the **20% point of the course** (second week of 10 week courses, third week of 14 week courses, and the first Saturday noon of a weekend courses.) When students drop courses within this time frame, they will not be recorded on their transcripts. Students may change from audit to credit (or credit to audit) **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 submitted **before** the class is over.

Students may withdraw from courses up to the 60% point of the course (sixth week of 10 week courses, ninth week of 14% week courses, and the second Saturday noon of weekend courses.) When students withdraw, they will be given a grade of "W" for "Withdraw" if they are passing the course, or "WF" for "Withdraw Failing" if they are failing the course.

In all cases, student registration status must be made clear to the professor and the Extension Coordinator before the class is over.

Semester Hours

Trinity offers courses that are valued in semester hours since courses offered on campus are offered according to two 14-week semesters during the academic year. Students who are not used to a semester hour system should pay special attention to the uniqueness of this valuation system (especially if credit is to be transferred). The general principle is that two semester hours are equal to three quarter hours. Thus, a 48 semester-hour MAR program is roughly equivalent to a 72 quarter-hour program.

You are expected to contribute approximately two hours of work outside of class for every hour inside of class. In order to earn one semester hour of academic credit, you are expected to contribute three hours of work per week for fourteen weeks (not including final exams) or its equivalent in weekend or intensive courses. Thus, you are expected to contribute 126 hours of work for a three-semester-hour course. Please note that these are approximations based on the average student in the average course. There is likely to be wide variation in your experience based on your learning style and the format of the course.

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)

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. Requests for transcripts must be made in writing, signed by you and sent to the Records Office. For more detailed information about transcripts, see "Transcript Requests" under the "Deerfield Campus Services" section of this handbook.

Withdrawal from Courses

Before the end of the third week of fourteen-week courses (or its equivalent in other formats), you may drop courses and not have registrations recorded. After the end of the third week, but before the end of the ninth week of fourteen-week courses (or its equivalent in other formats), you may withdraw and have a grade of *W* (Withdraw Passing) recorded if the professor acknowledges that the work done is of passing quality. If it is not, a grade of *WF* (Withdraw Failing) will be recorded. You should consult with the coordinator and professor before withdrawing from courses.

Weekend Classes:

W (Withdrawal Passing) or **WF** (Withdrawal Failing) is assigned for courses dropped after the first session (Saturday noon) but before the second session (Saturday noon).

Weeknight Classes: **W** or **WF** is assigned for courses dropped after the third week but before the ninth week of the semester.

Withdrawal **AFTER** the schedules outlined above causes a grade of "**F**" to be automatically recorded.

Written Work (Style of)

All term papers must conform as nearly as possible to the thesis style as presented in the current edition of *A Manual for Writers of Term Papers, Theses, and Dissertations* by Dr. Kate Turabian, or to the *TIU Style and Format Guide* which can be accessed on the web at: <http://tiunet.tiu.edu/teds> (Username: mary Password: joseph) Students should seek to avoid any unwarranted usage of gender exclusive language and strive to use gender neutral or inclusive language. At their discretion, professors may reserve the right to retain term papers and other written materials handed in as class assignments. It is the responsibility of the professor to announce such a policy at the beginning of the semester. If you then wish to reserve a copy for yourself, you must prepare two copies of such written work before submitting it.

Community of Learners

Church Community

When you enroll in a seminary and move to the community where it is located, the school feels an obligation to create a sense of community similar to the faith community from which you came. Chapel services, fellowship groups, social activities, and mentoring relationships are provided for students whose lives revolve around the seminary campus. In addition, you are encouraged to participate in a church near the seminary.

The extension student who is already involved in the ministry of a local church already has a local body of believers with whom to worship, fellowship, socialize, and observe models of spiritual and ministry development. There is little need to replicate the nurturing activities provided on the seminary campus. But to receive the maximum benefit from your MAR or Certificate program, it is essential that you maintain or establish an active involvement in a church in your community. Regular participation in worship, ministry, koinonia, and celebrations of the Christian community are essential for well-rounded spiritual development.

If you are not committed to a church in your community, the faculty and administration of TEDS would urge you to become an active participant in the church of your choice. Just as the student on the Deerfield campus is given the opportunity to determine a level of participation in the TEDS community, you have the same options. In both cases, the wise student will be the person who takes advantage of the growth opportunities which are available.

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.

Meal Times During Weekend and Modular Classes

One of the best opportunities for talking about issues which are of concern to you is the meal times during weekend and modular classes. You are encouraged to gather with other students and your professor for fellowship and informal discussions. There is a tendency for extension students to feel they need to take the meal times to run errands or do tasks related to ministry. As important as such activities may be, you are encouraged to use the entire time to enrich your theological development so that when you return to your ongoing commitments you will bring both the formal (classroom) and non-formal (co-curricular) contributions from your TEDS extension experience.

Peer Interaction

Some of the best resources in an extension program are the other students. The variety of similarities and differences among students adds tremendous variety to the program. Extension students tend to be older and more experienced than traditional students. This allows the classroom itself to be a forum of interaction between the practical and the theoretical based on the experience and maturity of the students themselves. Both formal classroom assignments and informal discussions have great value. This community of

peer interaction may also allow you to build relationships with others in your area which will last long beyond the courses themselves.

Spiritual Formation

Although not required, it is highly recommended that faculty, coordinator, host committee, and students at each extension gather for a time of spiritual renewal and refreshment each year. This may be done in conjunction with the annual planning session.

For extensions which are hosted by local churches, a retreat planned for spiritual refreshment may be part of the regular ministries of that church. If you come from a different church, you are urged to take the initiative to assist the extension coordinator and the host committee to provide opportunities for spiritual formation within the TEDS extension student body.

Other opportunities for spiritual enrichment may take place when receptions are held for extension students as the Director of Academic Services of Extension and Affiliated Education or other representatives from TEDS visit the extension. Not-for-credit, one-day seminars offered by TEDS in conjunction with the extension are another means of nurturing.

Enhancing Your Program

Suggestions for Enhancing Your Program

A Balanced Personal Life

It is easy for seminary students to allow seminary to take a disproportionate part of their lives. This is especially true for extension students since they already have very demanding lives. Of course, earning a masters degree (or even auditing a course) takes time and energy. Much of the value of a degree will be seen only after the hard work of the course has been completed. Nonetheless, you should strive to be good stewards in all aspects of your life (at all times, even when taking seminary extension courses).

There is an academic nature to much of what is done in seminary, yet the field of study is very different than most fields. It is primarily a study of God's inspired Word and preparation for ministry in His Church. This should motivate you to do good work, but also to keep your life in order while you study. The academic should take place in the context of the spiritual, not in a mystical sense, but with a recognition of how sacred the opportunity is. God is entrusting you (both professional and non-professional ministers) with knowledge, gifts, abilities, and skills for His service and glory.

Most classes will begin with prayer and many students pray fervently during the crisis times of courses, but prayer should play a great role in the program. Praise is due to God who has made us, redeemed us, and given us this opportunity. A humble spirit of confession and recognition of need should pervade all that is done in the program. General and specific requests may be brought to God throughout the duration of the program. All of which should be wrapped in an attitude of gratefulness for what God has done and what He will do.

There will be numerous opportunities to serve God and draw close to Him during this program. The following are a few ideas of ways to enhance your program and serve God at the same time.

Academic

Although there is an academic nature to the program, it is a ministry opportunity in itself. It requires the use of time, energy, and other resources as an investment toward future ministry. Thus, even the academic issues should be treated with stewardship. It is important that you have a plan. You should have a sense for what is needed and what is to be gained by the program or courses. This plan may change over time as needs are better understood and opportunities become available, but the plan itself should be in place for regular evaluation. The exact nature of this plan will be different for each student, but it should be something that is precise, clear, and measurable. It might be wise to develop this plan in conjunction with a spouse, minister, friend, or recent graduate.

You should keep track of progress. This record should be designed so that it corresponds with evaluation of goals. Don't leave all the record keeping to Trinity. You should know your status in programs at all times. It is helpful to review progress in the plan. This should be done at least annually and probably is best done each term. Decisions regarding enrollment may be based upon this review. Again, it is helpful if this is done with someone who can help with the decision-making process and provide accountability.

Family

Many families of seminary students feel that they have been orphaned and/or divorced during seminary. It is important that families be committed to the process of seminary, even if it is only going to be part-time by extension.

However, there are many ways to involve families in the program. Many spouses audit courses at the same time as the other earns credit. Children and parents of students are always welcome to visit classes. Devotional lessons based on parts of course work provide tangible, immediate benefit to families. Regular, fervent prayer by a family for you can reap eternal rewards as well as allow God to develop internal commitment in those who pray.

You should make sure that you keep any promises made during courses. If, as a parent, you promise to take your kids to an amusement park after final exams are done, you should stick to that promise. A broken promise is worse than no promise at all. Although school is important, family should not be made to feel in second place.

Spouses and children are great student aides also. If you prepare good notes and study sheets, spouses and older children can serve greatly in helping you review and quizzing you. This also provides valuable learning for them.

Church

Since the program is designed for increasing effectiveness in ministry, there should be ample opportunity for doing homework in churches and parachurch agencies. Whenever possible, assignments should be completed with actual ministry situations in mind. Some ministry responsibilities should be curtailed during time set aside for study. Yet, others fit quite naturally into the work being done for the program. Careful planning will help you to make courses match ministry opportunities.

Participation in courses like these will give a great opportunity for building a library and resource log. You should make purchases with restraint, but can use this as a time for tremendous preparation for future ministry. It is also an opportunity to identify and log resources that you may need in the future or for someone who depends on you for information.

You should let your church and/or parachurch agency know that they are participating in the program. Others may want to audit at the same time. This also helps them be understanding of the unique demands you have as an extension student. They should be invited to pray and be given periodic updates of progress. Giving them samples of your work may help them to understand and support the training.

Always be gracious for the opportunity that a church gives for training and service. It is their investment in future ministry.

Community

Your peer group should be used as an environment for testing material and seeing immediate fruit from work in the program. The process of obtaining feedback as work is being done will help you produce better products. Many papers are to be written so that someone in the church who has not been trained in seminary can understand the subject. In these cases, make a few copies and distribute them to people in the church. This will add a very real and practical touch to course work.

If you work in a non-Christian environment, working on readings and assignments during lunch can open great opportunities for witnessing. The academic nature of the program may make it more approachable for the non-Christian who is not comfortable with personal Christianity.

You may find yourself in peer groups that include those who have already been to seminary. In these instances, you have great resources at your disposal. These friends may have books for loan. They may be able to assist in curriculum planning and goal setting. They may answer questions and provide sounding boards for issues. Usually, seminary graduates are delighted to pass along their wisdom to others.

Appropriateness

There is something that is more important than balance: it is appropriateness. Judgments about balance must be made according to some criteria. It is only with careful consideration and dependence on God that these decisions can be made. Sensitivity to the leading of the Holy Spirit, openness to the guidance of God's Word, and recognition of the wisdom of mature thinking are all necessary for determining what is appropriate.

We at Trinity's Extension Office pray for you because we recognize that it is God who will provide the blessing for what all of us are doing.

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