



**TRINITY COLLEGE OF THE BIBLE AND  
TRINITY THEOLOGICAL SEMINARY**

# **STUDENT HANDBOOK**

*Revised*  
October 26, 2017

**Trinity College of the Bible and  
Trinity Theological Seminary**

PO Box 1107  
Evansville, Indiana 47706 USA  
Telephone: [812-602-3320](tel:812-602-3320) Fax: 812-602-3390  
E-mail: [contact@trinitysem.edu](mailto:contact@trinitysem.edu)  
Web site: [trinitysem.edu](http://trinitysem.edu)

---

# TABLE OF CONTENTS

---

<b>WELCOME FROM THE ASSOCIATE VICE PRESIDENT FOR STUDENT SERVICES</b> .....	6
<b>MESSAGE FROM THE DIRECTOR OF STUDENT PROGRESSION</b> .....	7
<b>DIRECTORY</b> .....	8
<b>INTRODUCTION</b>	
ARTICLES OF FAITH.....	9
MISSION STATEMENT.....	9
MOTTO.....	10
MISSION GOALS AND OBJECTIVES.....	10
ORIGIN.....	11
PUBLICATION NOTICE.....	12
NON-DISCRIMINATION POLICY.....	12
STUDENT CONTACT INFORMATION.....	12
STUDENT PRIVACY POLICIES (FERPA).....	12
<b>TO SUCCESSFULLY BEGINNING YOUR TRINITY STUDIES</b>	
TO SUCCESS.....	13
SAMPLE COURSE ASSIGNMENT SCHEDULE.....	14
<b>ADMISSION INFORMATION</b>	
WHEN TO APPLY AND ENROLL.....	15
ADMISSION REQUIREMENTS.....	15
OFFICIAL TRANSCRIPTS.....	16
INTERNATIONAL TRANSCRIPTS.....	17
COMPUTER RECOMMENDATION.....	17
LICENSES / CREDENTIALS.....	17
TRANSFER POLICY.....	17
TRANSFERABILITY OF CREDITS.....	20
NON-DEGREE SEEKING STUDENTS.....	20
RE-ENROLLMENT.....	20
ACCOMMODATION FOR SPECIAL NEEDS.....	21
<b>REGISTRATION</b>	
REGISTRATION START DATE.....	22
REGISTRATION END DATE.....	22
COURSE LENGTH.....	22
COURSE EXTENSION.....	23
<i>6-WEEK EXTENSION</i> .....	23
<i>12-MONTH EXTENSION</i> .....	23
<i>DOCTORAL RESEARCH EXTENSION</i> .....	23
COURSE LOADS.....	24
DROP AND/OR ADD COURSE.....	24
DEGREE CHANGE AND PROGRAM CHANGE.....	24
<b>FINANCIAL INFORMATION</b>	
ACCOUNT INFORMATION.....	25
CURRENT ACCOUNT.....	25
DELINQUENT ACCOUNT.....	25
FINANCIAL ARRANGEMENTS.....	26
LOAN DEFERMENT ASSISTANCE.....	26

MONTHLY BALANCE STATEMENTS .....	26
PAYMENT PLANS.....	26
RETURNED CHECK POLICY .....	27
STUDENT SERVICES ANNUAL FEE .....	27
TEXTBOOK INFORMATION .....	27
THIRD PARTY FINANCIAL SOURCES.....	27
TRINITY FINANCIAL AID.....	28
TUITION AND FEES.....	28
TUITION AND FEE INFORMATION .....	29
TUITION REFUND POLICIES .....	30
12-WEEK COURSE (Q-TERM) TIMELINE .....	30
12-MONTH COURSE (Y-TERM) TIMELINE .....	30
ACCELERATED COMPLETION TRACK (ACT) COURSE TIMELINES .....	31
CANCELLATION POLICIES FOR ACCELERATED COMPLETION TRACK (ACT) COURSES .....	31
STUDENT CANCELLATION OF AN ACT COURSE.....	31
TRINITY CANCELLATION OF AN ACT COURSE .....	31
LATE ACT ENROLLMENT FEE .....	31
 <b><u>ACADEMIC INFORMATION</u></b>	
ACADEMIC ADVISORS .....	32
ACADEMIC COMMITTEE .....	32
ACADEMIC CREDITS.....	32
BIBLE VERSION.....	32
CODE OF ETHICS / ACADEMIC INTEGRITY .....	33
COMPLAINTS / GRIEVANCES .....	34
GRADES / FACULTY ISSUES.....	34
COUNSELING – ACADEMIC .....	34
COUNSELING – EMPLOYMENT-RELATED .....	35
COURSE REQUIREMENTS .....	35
DEGREE AWARDING INFORMATION.....	35
DISSERTATION / CAPSTONE RESEARCH PROJECT / MAJOR WRITING PROJECT .....	36
GENERAL EDUCATION AT TRINITY.....	36
GENERAL EDUCATION.....	36
GENERAL EDUCATION COMPLETION OPTIONS.....	37
GENERAL EDUCATION VIA TRINITY COURSES.....	37
GENERAL GRADING POLICIES .....	38
METHOD OF EVALUATION.....	38
GRADING GUIDELINES.....	38
EVALUATION SHEET (TES FORM) .....	38
GRADE POINT AVERAGE (GPA) .....	38
GRADES FOR ASSIGNMENTS AND COURSES.....	39
GRADES (FINAL) – A-F, WP, WF, WN; GRADES (TEMPORARY STATUS) – I .....	40
COURSE COMPLETED.....	40
COURSE STARTED .....	40
COURSE NOT STARTED.....	40
GRADING FOR AUDIT COURSE .....	40
STUDENTS.....	40
NON-STUDENTS.....	40
GRADUATION AND COMMENCEMENT.....	40
GRADUATION .....	40
COMMENCEMENT.....	41
HONORS.....	41

GRADUATION HONORS .....	41
INSTITUTIONAL REVIEW BOARD (IRB) .....	41
LEAVE OF ABSENCE .....	41
LESSON SUBMISSION.....	42
STYLE MANUAL .....	42
TYPING REQUIREMENTS.....	42
SUBMITTING LESSONS ONLINE.....	43
SUBMITTING LESSONS VIA POSTAL MAIL.....	43
LESSON RESUBMISSION / COURSE RETAKE .....	43
STUDENT INITIATED RESUBMISSION.....	43
FACULTY INITIATED RESUBMISSION .....	43
IRB INITIATED RESUBMISSION.....	43
COURSE RETAKE.....	44
MATRICULATED STATUS – ALL DEGREES .....	44
ORIENTATION TO TRINITY .....	44
PORTFOLIO OPTION: ASSESSMENT OF PRIOR LEARNING .....	45
PORTFOLIO INFORMATION – TO SATISFY A COURSE ASSIGNMENT .....	46
PROBATION .....	47
PROCTORED EXAMINATIONS .....	47
ASSESSMENT A: PROCTORED EXAMINATION .....	48
BIBLE KNOWLEDGE ASSESSMENT .....	48
REQUIRED RESEARCH COMPONENT – INFORMATION RESOURCE CHECKLIST.....	49
RESIDENCY.....	49
STANDARDS OF WORK .....	49
STANDARDS OF WRITING.....	49
STUDENT COUNSELING.....	50
STUDENT DISMISSAL.....	50
STUDENT IDENTIFICATION CARD .....	50
STUDENT RECORDS.....	50
APPLICATIONS .....	50
REGISTRATIONS.....	50
STUDENT FILES.....	50
STUDENT STATUS.....	51
W90D STATUS.....	51
TIMED-OUT STATUS .....	51
WITHDRAWN STATUS .....	51
STUDY GUIDES, COURSE KEYS, AND COURSE MATERIALS .....	51
TRINITY OFFICIAL TRANSCRIPTS .....	52
<b><u>REQUIRED MATERIALS INFORMATION</u></b>	
ACCESSING REQUIRED TRINITY MATERIALS .....	53
ACCESSING REQUIRED TEXTBOOKS .....	53
SHIPPING AND HANDLING .....	53
<b><u>RESEARCH INFORMATION</u></b>	
THE HAROLD F. HUNTER THEOLOGICAL LIBRARY .....	54
<b><u>THE TRINITY ADVANTAGE</u></b>	
MAKING LEARNING ACCESSIBLE.....	55
INDEPENDENT STUDY COURSES .....	55

WEBINAR COURSES .....	55
ONLINE COURSES.....	55
NON-CREDIT WORKSHOPS.....	56
COURSE REGISTRATION .....	56

**THE TRINITY VIRTUAL CAMPUS**

THE TRINITYWEB SITE .....	57
TRINITY ONLINE LEARNING CENTER.....	57
<i>COPYRIGHT POLICY</i> .....	57
<i>FORUM PROTOCOL</i> .....	57
ONLINE TECHNICAL SUPPORT.....	58
TRINITY'S WEB SITE: STUDENT SECTION.....	58
STUDENT RECORDS ONLINE .....	58
STUDENT ACCESS PASSWORD LIST .....	59

**GENERAL INFORMATION**

LEGAL STATUS.....	60
LITIGATION .....	60
TRINITY COMMUNITY AND ALUMNI RELATIONS.....	60
<i>COMMUNITY RELATIONS</i> .....	60
<i>ALUMNI ASSOCIATION</i> .....	60
TRINITY CRUSADES FOR CHRIST .....	61



**TRINITY**

COLLEGE OF THE BIBLE AND THEOLOGICAL SEMINARY

PO BOX 1107  
EVANSVILLE, IN 47706  
USA  
trinitysem.edu

E-MAIL: [contact@trinitysem.edu](mailto:contact@trinitysem.edu) • FAX: 812-602-3320 • TELEPHONE: 812-602-3390

## STUDENT SERVICES

Dear Trinity Student,

Welcome to Trinity! I am glad you have joined us in the pursuit of personal, spiritual, and academic growth. May God bless you in this endeavor.

College and seminary students must motivate and discipline themselves to get started and keep going; but the reward at the end of the pilgrimage makes it worthwhile. And not only the reward at the end, but the rewards of the process make it worthwhile. When God called me to prepare for work in his Kingdom by working on one degree and then another, each time, God called me to commit to a process that would result in spiritual growth. Personally, I believe that this is the greater reward of a Christian education – the growth that takes place while we learn.

Paul wrote, “Study to show yourself approved.” Peter wrote, “Always be ready to give a defense.” Our growth is compared to a hard race to be run with diligence. An education at Trinity will challenge you. You will become conversant with differing views so that you can prepare an adequate defense. Your studies will burn off the chaff of poorly founded doctrine and weld pure doctrine to your very life and heart.

As you get started, let me encourage you to keep a couple things in mind. Do your best and then submit that first assignment. Take courage, if you are not quite ready, you will have many opportunities to improve. Secondly, contact us. If you have a question or you are not sure about something related to how things work, our advisors will help you get started. Even if you need a bit of encouragement, give us a call.

Again, thanks for giving us the opportunity to challenge you and for allowing God to use us in His plan to equip you.

In Christ,

Andy Armstrong  
Student Services Advisor



**TRINITY**

COLLEGE OF THE BIBLE AND THEOLOGICAL SEMINARY

PO BOX 1107  
EVANSVILLE, IN 47706  
USA  
trinitysem.edu

E-MAIL: [contact@trinitysem.edu](mailto:contact@trinitysem.edu) □ FAX: 812-602-3320 □ TELEPHONE: 812-602-3390

## STUDENT PROGRESSION

Dear Trinity Student:

We congratulate you on the excellent decision you made to enroll at Trinity. We believe God led you here to be equipped with a Christian worldview of leadership and service in life, work, and ministry that encourages professional and academic excellence. Trinity's objective is to help you complete your educational dreams and goals.

This handbook provides you the most recent, accurate information about institutional policies, procedures, resources, and programs. You will learn how your degree goals fit within the overall mission, as well as mission goals and objectives of Trinity and how to navigate Trinity's academic, administrative, and financial services to avoid any untimely problems that could interfere with completing your degree program and receiving your degree. Additionally, you will find valuable contact information for excellent servants who are ready to help you with any difficulties and/or to answer any questions.

Since immediate answers to the majority of student questions are found within the following pages, take your time and carefully read through this entire handbook. As the need arises, re-orient yourself to the major topic areas (for example, admissions, lesson submissions, grade calculations, graduation, and so forth), and find the answer to your question. You may find this handbook online at the Trinity Web site at [www.trinitysem.edu](http://www.trinitysem.edu) in the student resources section.

Although Trinity is entirely a distance education institution, no student studies alone. Use the information within this handbook to connect with other students online and Trinity faculty and staff. Please do not hesitate to contact Trinity if you have any questions or concerns. May God richly bless you as you complete your program.

God Bless

---

# DIRECTORY

---

## HOW TO FIND ANSWERS TO YOUR QUESTIONS

If you have any questions, please review the following:

- Trinity Catalog* – Available online from the student section at [www.trinitysem.edu](http://www.trinitysem.edu).
- Trinity Orientation Manual* – Available online from the student section at [www.trinitysem.edu](http://www.trinitysem.edu).
- Student Handbook* – Most questions can be answered by using this guide.
- Study Guide – Primary source for course information and assignments; sent with course key.
- Trinity Web Site – [www.trinitysem.edu](http://www.trinitysem.edu).

## HOW TO CONTACT TRINITY

The Directory below has been provided with listings to aid you in contacting the appropriate office. Please provide your Student ID Number whenever you correspond with Trinity or contact Trinity via telephone.

<b><u>TRINITY COLLEGE OF THE BIBLE AND TRINITY THEOLOGICAL SEMINARY</u></b>			
(Main Office including Academic Committee) PO Box 1107 Evansville, Indiana 47706		Telephone: 812-602-3320 Fax: 812-602-3390 Web site: <a href="http://www.trinitysem.edu">www.trinitysem.edu</a> E-mail: <a href="mailto:contact@trinitysem.edu">contact@trinitysem.edu</a>	
SERVICE AREA	E-MAIL / WEB SITE	FAX	TELEPHONE
Academics including Academic Advisors	<a href="mailto:contact@trinitysem.edu">contact@trinitysem.edu</a>	812-602-3390	812-602-3320
Admissions	<a href="mailto:admissions@trinitysem.edu">admissions@trinitysem.edu</a>	812-602-3390	812-602-3320
Faculty	<a href="mailto:contactfaculty@trinitysem.edu">contactfaculty@trinitysem.edu</a>	812-602-3390	812-602-3320
Financial Services (Finance Issues)	<a href="mailto:contact@trinitysem.edu">contact@trinitysem.edu</a>	812-602-3390	812-602-3320
Financial Services (Course Materials)	<a href="mailto:finance@trinitysem.edu">finance@trinitysem.edu</a>	812-602-3390	812-602-3320
Online Services Technical Support	<a href="mailto:techsupport@trinitysem.edu">techsupport@trinitysem.edu</a>	812-602-3390	
Online/Webinar Registration	<a href="mailto:contact@trinitysem.edu">contact@trinitysem.edu</a>	812-602-3390	812-602-3320



## Introduction

# WHAT WE BELIEVE . . .

### ARTICLES OF FAITH

---

Trinity is an evangelical Christian institution that affirms the articles of faith found in three historic creeds of the early Church: *The Apostles' Creed*, *The Nicene Creed*, and *The Athanasian Creed*. In particular we affirm:

- The Inspiration and Authority of the Scriptures;
- The Existence of One God in Three Persons: Father, Son, and Holy Spirit;
- The Creation of the Human Race in the Image of God;
- The Fall and Resultant Human Depravity;
- The Deity of Christ, His Incarnation, Atoning Death, and Resurrection;
- Salvation by the Grace of God Through Faith by the Power of the Holy Spirit;
- One Holy Christian Church, the Body of Christ;
- The Second Coming of Jesus Christ and the Consummation of All Things;
- The Gift of Everlasting Life in Heaven, With Christ, for All Who Have Trusted in Him for Salvation.

# DEFINES WHAT WE DO . . .

### MISSION STATEMENT

---

To equip men and women with a Christian worldview of leadership and service in life, work, and ministry through distance education that encourages professional and academic excellence.

***To equip men and women . . .***

Academic opportunities at Trinity include theoretical and applied studies designed to prepare both men and women for the chosen career path

***with a Christian worldview . . .***

Academic studies at Trinity involve learning and utilizing Bible-based Christian theological beliefs and practices in the analysis of course subject matter

***of leadership and service . . .***

Academic programs at Trinity prepare adult learners for a variety of roles and responsibilities ranging from the level of the volunteer through that of a career professional

***in life, work, and ministry . . .***

Academic studies at Trinity apply learning to personal, interpersonal, family, social, career, and Christian service contexts

***through distance education . . .***

Academic opportunities at Trinity allow self-directed learners to study when and where it is convenient

***that encourages professional [excellence] . . .***

Academic programs at Trinity promote the development of best practices in the performance of the duties and responsibilities of the chosen career path

***and academic excellence***

Academic studies at Trinity emphasize scholarly analysis and quality performance in the completion of learning activities and assessments

## **MOTTO**

---

Trinity's *Mission Statement* builds upon the Scripture that serves as *Trinity's Motto*: "And the things that thou hast heard of me among many witnesses; the same commit thou to faithful men, who shall be able to teach others also" (II Timothy 2:2, KJV).

# **TO HELP YOU SUCCEED!**

## **MISSION GOALS AND OBJECTIVES**

---

*Mission Goals* (bolded text) reflect what Trinity seeks to foster and develop through distance learning. *Mission Objectives* reflect what a student will be learning to do, and ultimately what a graduate will be equipped to do. The *Mission Goals and Objectives* flow out of the *Mission Statement*, and affirm the *Articles of Faith* as they are accomplished.

### **Foster a Christian Worldview in Attitudes and Values (Heart)**

Objective: Trinity graduates will be able to articulate a biblically-based Christian worldview of the subject area of study through the informed perspectives they express in their academic activities.

*A biblically-based Christian worldview* emphasizes the interpretation of personal and cultural beliefs and practices through the lens of Scripture apart from the theological positions of any one Christian denomination. An *informed perspective* is one that explores and utilizes precedent literature to compare and contrast the attitudes and values in one worldview with those of another.

### **Foster Spiritual Formation and Whole Person Development (Soul)**

Objective: Trinity graduates will be able to identify best practices that contribute to personal growth and spiritual formation through self-assessment and peer evaluation.

*Best practices* are sustainable actions and conditions that a person has experienced as making a long-term and positive impact on their whole person development. Through *self-assessment* a person evaluates their formation and development, which guides them in identifying their best practices. Through *peer evaluation* a person receives external feedback, which helps refine self-assessment.

### **Develop Subject Area Knowledge and Understanding (Mind)**

Objective: Trinity graduates will be able to demonstrate knowledge and understanding of the principles and practices of the subject area of study through critical reflection of scholarly resources.

*Knowledge and understanding* involve the ability to recall factual and abstract information, and to utilize that information correctly and as appropriate to the context. *Critical reflection* evaluates those facts, abstractions, and applications through the lens of a biblically-based Christian worldview and the objective analysis of authoritative resources.

### **Develop Subject Area Applications and Skills (Strength)**

Objective: Trinity graduates will be able to demonstrate skills in the subject area of study through well-reasoned applications and evaluations deployed in life, work, and ministry.

*Well-reasoned applications and evaluations* are a demonstration of the skill of a person to integrate a Christian worldview in attitudes and values with spiritual formation and whole person development and subject area knowledge and understanding. A person demonstrates their *skills in the subject area of study* through the deployment of those applications and evaluations *in life, work, and ministry* context.

## **ORIGIN**

Trinity College of the Bible and Trinity Theological Seminary was founded in 1969 by Dr. John D. Brooke as a multi-denominational educational institution designed to provide men and women the opportunity to study the Word of God, while improving professional skills. Committed to the on-going spiritual development of the maturing Christian, Trinity provides relevant courses and programs designed to enhance the life of the believer and the ministry being undertaken. Speaking from an evangelical position, Trinity proudly seeks to serve God, and the servants God calls, to learn more about Him through Trinity programs and services.

It is not Trinity's purpose to license, ordain, credential, or otherwise act as a denomination or ordaining body. Trinity's goal is to provide high quality educational materials for motivated students desiring to improve and enhance their skills, their intellect, and their devotion to God.

## **PUBLICATION NOTICE**

This *Student Handbook* provides policies and information for students in Trinity College of the Bible and Trinity Theological Seminary. This *Student Handbook* is accurate in its presentation on the publication date. While every effort is made to provide accurate and up-to-date information, Trinity reserves the right to change, without notice, any statement in the *Student Handbook* concerning, but not limited to, policies, procedures, academic offerings, services, and tuition and fees as found in this publication. The most recent publication date of this document is shown on the title page.

## **NON-DISCRIMINATION POLICY**

Trinity does not discriminate against any applicant/ student on grounds of age, religious preference, gender, race, color, ethnic/national origin, or physical disability.

## **STUDENT CONTACT INFORMATION**

Current student contact information is necessary for the staff and faculty at Trinity to communicate with the students. It is the responsibility of every student to ensure that Trinity has accurate postal address information as well as a telephone number and a current e-mail address. Each time their contact information changes students should notify the Academic Office via e-mail at [contact@trinitysem.edu](mailto:contact@trinitysem.edu), or fax at 812-602-3390, or telephone at 812-602-3320.

## **STUDENT PRIVACY POLICIES (FERPA)**

Under the provisions of the federal law known as the Family Education Rights and Privacy Act of 1974 (FERPA), eligible students, or where applicable, the parents of the students, are afforded certain rights pertaining to “education records” and personally identifiable information on file with Trinity. Students have the right to review educational records relating to them; the right to request, by informal amendment or by formal hearing, changes in those records if it is believed that the records are inaccurate, misleading, or violate the students’ rights.

An eligible student is defined as any person who is currently enrolled or has been enrolled in Trinity’s programs. It is the policy of Trinity to treat all student information, both personal and academic, as strictly confidential. Information about students’ records will not be released to third parties without the express written consent of the student (including transcripts and financial records). Students should protect their Student ID number as it will be requested to confirm their identity before academic or financial information is released.

## **T.I.P.S. to Successfully Beginning Your Trinity Studies**

### **T.I.P.S. TO SUCCESS**

Once students have registered for courses, many of them are overwhelmed by the information they receive and unsure what to do next. Trinity has provided the T.I.P.S. below as a suggestion to help students take that next step in successfully beginning their studies.

**Take time to familiarize yourself with each classroom, the orientation materials and study guide for your courses. (Note: Some classrooms will not have study guides for courses since pertinent information is already in the classroom.)**

Course keys for courses will be sent via e-mails. Follow the instructions in the course key e-mails to access the course materials in the Trinity Online Learning Center (TOLC).

Upon receiving the Trinity Online Learning Center (TOLC) course key for the Trinity Tutorial, which is the first course in a Trinity program, students should take time to review the various resources and orientation information provided. With the additional course keys received, students are encouraged to access the information in the TOLC classrooms or resource rooms associated with their courses and review them. Familiarizing yourself with Trinity's policies, procedures, and the requirements enables you to understand what the requirements are for your courses from the beginning. It will also help you move forward toward completing your first assignments.

**Integrate your regular study time into your weekly schedule.**

Trinity has found that the students who are the most successful in staying on task with their studies and making progress in their course work are the ones who have set aside regular time in their weekly schedule to study. Students are encouraged to study at least 10 - 12 hours per week. Determine the particular days and times in your week that are best for you and commit to staying on schedule. Remember your purpose and goals for enrolling in your program.

**Pace yourself.**

In addition to setting aside weekly study time, students are encouraged to establish reasonable goals for completing their courses. By taking the number of courses you are registered for and the number of assignments you will need to complete, you can set-up a schedule to stay on task and complete your courses by the course ends dates. Don't forget to plan ahead for interruptions in your schedule that may prevent you from progressing. Establish a support network of family and friends to check-in with you regularly to help you stay on task.

**Start by putting your plan into action.**

Pick up a book and begin reading, listen to your lectures (if applicable), and don't be afraid to submit that first lesson. Stay on track and keep in mind that you are not alone. There are many people at Trinity who are willing to help you succeed and progress toward graduation.

## SAMPLE COURSE ASSIGNMENT SCHEDULE

Example: A student has just begun studying with Trinity. The student has registered for 3 courses to be completed in the 12-month period for Independent Study Courses on his Registration. He is planning for course Survey of the New Testament. The student has to complete 4 Assignments and the Proctored Examination for a total of 5 submissions. Below is how the student would figure the time needed to complete **each course** by the course end dates.

# SAMPLE

Sample		Yours
12 months	First, determine the deadline to finish all courses by, in months: Independent Study Courses are 12 months.	
3 courses	Second, enter the number of courses you have to complete on that Registration.	
<ul style="list-style-type: none"> <li>• 12 mo. ÷ 3 courses = 4 months per course</li> <li>• 4 mo. x 30 days = 120 days per</li> </ul>	Third, divide the time-period in the first box with the number of courses you have. This number is the months you have to complete <b>each course</b> . Now convert it to days by multiplying by 30.	
5 submissions	Fourth, in order to determine the time you have to complete each assignment within a course, you will count the <b>number of submissions</b> you will make for <b>one course</b> (including the assessments).	
120 days ÷ 5 submissions ≈ 24 days per submission	Now you can figure the number of days needed for <b>each submission for a course with 5 submissions</b> by dividing.	

---

## **ADMISSION INFORMATION**

---

### **WHEN TO APPLY AND ENROLL**

Trinity operates on a continuous enrollment system. This means that any qualified applicant may enroll in courses and/or degree programs offered by Trinity at any time. Applicants must meet the established admission requirements and are notified regarding acceptance or denial accordingly.

### **ADMISSION REQUIREMENTS**

Admission requirements for degree seeking students vary according to degree level. Applicants under the age of 18 must have appropriate consent from a parent or legal guardian. Consent would be in the form of a signature from a parent or legal guardian on both the Application for Admission and the Registration.

**Undergraduate and Graduate Certificate Prerequisite:** Students enrolled in certificate programs are not considered to be working toward a degree; therefore, there are no formal admission requirements relating to prior education. Students wishing to transfer the certificate courses to a degree program must meet the prerequisite for the applicable degree prior to the transfer of courses.

**B.A. Degree Prerequisite:** High School Diploma or its equivalent, or successful completion of 12 college-level semester credits with a “C” or higher for each course.

Note – Additional prerequisite for home-schooled high school graduates is completion of the Scholastic Assessment Test (SAT) and/or the American College Test (ACT) or an equivalent assessment.

**M.A. Degree Prerequisite:** Bachelor’s degree. Some students may be allowed to enter into an M.A. degree program without an undergraduate degree.

**Executive MBA Degree Prerequisite:** Bachelor’s degree. Some students may be allowed to enter into an MBA degree program without an undergraduate degree.

iv. **Degree Prerequisite:** Bachelor’s degree.

**Doctor of Religious Studies Prerequisite:** Master’s degree

in. **Degree Prerequisite:** M.Div. degree or equivalent.

**Ph.D. with Focus Core Prerequisite:** Master’s degree

### **Accelerated Program Prerequisites:**

**Accelerated A.A. Degree**

**Accelerated B.A. Degree**

**Combined B.A. and M.A. Degree**

**Combined B.A. and M.B.A. Degree**

**Prerequisite:** High school diploma or its equivalent, or successful completion of 12 college-level semester credits with a “C” or higher for each course.

Note – Additional prerequisite for home-schooled high school graduates is completion of the Scholastic Assessment Test (SAT) and/or the American College Test (ACT) or an equivalent assessment.

**Ph.D. – Advanced Placement Prerequisite:** Two Master’s degrees or M.Div. or Doctorate.

### **OFFICIAL TRANSCRIPTS**

In order to verify program prerequisites and transfer credits, official transcripts are required within 90 days of enrollment. Students who fail to ensure that all official transcripts have been forwarded to Trinity will not be allowed to register for more courses. Additionally, they (1) may not be admitted to a particular Trinity degree program or be allowed to continue in it and (2) may be required to take additional course work. If official transcripts are not received within 90 days of enrollment, students will not be allowed to progress further unless exempted by the Academic Committee due to circumstances beyond the students’ control.

Copies or student-issued transcripts may be used during the enrollment process for preliminary evaluation; however, they are not considered official. Official transcripts must be in English. To be considered official, transcripts must be sent directly to Trinity via postal mail by the previous educational institution or applicable testing service. If an educational institution or testing service sends the official transcript to the applicant/student in a sealed envelope, the applicant/student may send the sealed envelope to Trinity. Trinity makes every effort to maximize the prior education and testing achievement of every applicant/student as it relates to Trinity’s requirements.

Official high school transcripts must show the date of completion. Students who have served in the military may submit a copy of their Form DD214 indicating high school graduation or equivalent in lieu of a high school transcript.

For home-schooled high school graduates entering Trinity’s bachelor’s degree, an official transcript is required from an agency certifying the student’s home-schooled education or from the parent(s). The transcript must document at least 18 high school level completed courses, grades, and date of graduation as well as the signature of the school administrator. A copy of scores from the student showing completion of the SAT and/or the ACT or an equivalent assessment may be accepted. Testing information or test results may be obtained from the SAT Web site at [www.collegeboard.com](http://www.collegeboard.com) or the ACT Web site at [www.act.org](http://www.act.org). Trinity’s SAT College Board Designated Institution (DI) code is 5958.

Applicants desiring to enter into a M.A. degree program without a bachelor’s degree must have a resume/vitae forwarded to Trinity prior to enrollment. A detailed resume/vitae is required showing a summary of education, professional work, and ministry experience including location and dates. Applicants may provide any additional information to help faculty conclude they will be successful in the M.A. program.



## **INTERNATIONAL TRANSCRIPTS**

Whenever possible, Trinity will complete the evaluation of international credentials in-house. Applicants/students will be notified if Trinity determines the international credentials must be evaluated by an outside agency. In such cases, the applicants/students will be responsible for contacting an approved foreign credential evaluation agency and for paying any costs incurred. Transcripts not in English must be evaluated by an appropriate third party and translated into English or a trained transcript evaluator fluent in the language on the transcript. In this case, the evaluator must have expertise in the educational practices of the country of origin and include an English translation of the review. A listing of foreign credential evaluation agencies can be found on the National Association of Credential Evaluation Services Web site [www.naces.org](http://www.naces.org).

## **COMPUTER RECOMMENDATION**

It is preferred that all students own a computer; however, at a minimum, students should have computer, Internet, and e-mail access. Students must be able to utilize the Hunter Theological Library available via Trinity's Web site and the Trinity Online Learning Center. Any exemptions to this policy must be approved by the Academic Committee.

## **LICENSES / CREDENTIALS**

Students seeking licensing, certification, or credentialing by a public or private agency or professional association should check with the authority which offers the recognition before enrolling.

## **TRANSFER POLICY**

In many cases, students enrolling in a Trinity College of the Bible and Theological Seminary degree program have already completed course work at other institutions. Trinity desires to help students minimize loss of credit and avoid duplication of course work. Therefore, an effort is made to maximize the transfer credit allowed for prior educational experiences to the extent this is possible without compromising the value and quality of degrees awarded by Trinity. Trinity's Transfer Policy encompasses both evaluation of prerequisite credentials and potential transfer credit.

Although Trinity permits credits from previous academic work to be transferred into its programs, *Catalog* guidelines require a minimum number of credits be earned at Trinity for its programs. Surplus credits beyond the maximum allowed for transfer into a Trinity degree program are not used. All transfer credits are verified via official transcripts.

Trinity's Transfer Policy does not discriminate against any applicant/student on grounds of age, religious preference, gender, race, color, ethnic/national origin, or physical disability. Trinity's policies and procedures for determining transfer credits are administered in accordance with criteria determined by the academic faculty.

***Provisional Evaluation***

A provisional evaluation of an incoming applicant's prerequisites and probable transfer credits are a part of a pre-application evaluation. This evaluation is always provisional and dependent upon receipt of official transcripts from sending institutions. The provisional evaluation utilizes the criteria set forth by the faculty with a final evaluation still pending the receipt of official transcripts. When an issue of prerequisite equivalency needs further definition, the appropriate faculty member is consulted for a final decision.

***Verification Via Official Transcripts***

Official transcripts are required within 90 days of enrollment. Any transfer credit noted through the use of an unofficial transcript will be rescinded if an official transcript is not received by Trinity within 90 days of enrollment. Upon receipt of official transcripts, the Registrar's Office verifies prerequisites and transfer credits to be awarded based upon the criteria set forth by the faculty.

***Appeals***

Students may appeal to the Academic Committee regarding Transfer Policy decisions. Problem cases, including but not limited to appeals of the decisions made by the Registrar's Office will be reviewed by the Academic Committee for a final determination.

***Acceptance/Denial of Transfer***

Trinity's decisions regarding acceptance/denial of transfer credits are not based solely on the source of accreditation of the sending institution. Courses with acceptable grades are reviewed to determine whether or not they are relevant to the student's program of study and equivalent in both content and degree level. In some instances, students may be asked to provide a catalog or course syllabus. Transfer credits must satisfy the requirements of the specific program. Credits from a completed doctoral degree are not eligible for transfer.

***Acceptable Grades***

At the undergraduate level, transfer credit will be considered only for those courses in which the student received a grade of "C" or above. At the graduate and doctoral levels, transfer credit will be considered only for those courses in which the student received a grade of "B" or above.

***Credit Hour Value***

Trinity credits are valued as semester credit hours. Eligible quarter hours earned at another institution will be multiplied by .67 to calculate the equivalent number of semester credit hours for transfer.

***General Elective Credits***

For General Elective credits, any transfer credits verified for those credits must meet one of two criteria: (1) comparable to a course taught at Trinity, or (2) connectivity to Trinity's program as demonstrated by relationship to one of Trinity's Mission Goals and Objectives.

***Minimum Core Credits Requirement to be Earned at Trinity***

Each degree/program requires a specific minimum number of core credits to be earned at Trinity. These are outlined in the degree/program listings. No transfer is allowed into the core credit minimum required to be earned at Trinity. In lieu of transfer, a core course substitution may be allowed when a similar course meeting program requirements has been completed at an approved educational institution.

***Core Credits Transfer***

The specific core courses required for each program are listed on the degree/program listings. Any request for a course substitution will be evaluated using the recommendation of the appropriate faculty member to determine if the proposed substitute course meets program requirements. Transfer into the core will be on a course by course basis as evaluated by the Registrar's Office using the recommendation of the appropriate faculty member to determine if the proposed course for transfer meets program requirements in replacing the required course.

### ***American Council on Education (ACE) - Reviewed Programs***

Trinity accepts American Council on Education (ACE) credit recommendations for professional licenses, certificates, and training programs. These credits for experiential equivalent learning must be verified via official documentation and may be used to satisfy undergraduate general elective courses.

#### ***Military Education and Experience***

Military course completions and military experience are considered as experiential equivalent learning using the American Council on Education (ACE) credit recommendations. These credits must be verified via an official transcript and may be used to satisfy undergraduate general elective courses.

#### ***Credit by Examination***

A variety of credit by examination options exist for Trinity students to earn undergraduate credit. Credits received by examination will not be awarded if the content duplicates credits previously earned by the student in either a course, another examination, or in the Portfolio assessment program. Credits by examination may not be applied toward the required core courses at the undergraduate level nor may they apply to any courses at the graduate or doctoral levels.

#### ***American Council on Education (ACE) - Reviewed Examinations***

College credit can be obtained through ACE-reviewed examinations such as but not limited to the College Board's College-Level Examination Program (CLEP) and Advanced Placement (AP) program, as well as Chauncey Group International's DSST program (formerly known as DANTES Subject Standardized Tests). For examinations reviewed by ACE, Trinity accepts the number of credits awarded for a passing score as recommended by the ACE. Interested students may go to the following Web sites for more information.

- CLEP at [www.collegeboard.com/clep/about.html](http://www.collegeboard.com/clep/about.html)
- AP at [www.collegeboard.com/student/testing/ap/about.html](http://www.collegeboard.com/student/testing/ap/about.html)
- DSST at [www.getcollegecredit.com](http://www.getcollegecredit.com)

#### ***Bible Knowledge Assessment (BKA)***

Students in a non-accelerated Trinity's Bachelor of Arts degree have the option to earn credits by examination by taking Bible Knowledge Assessments (BKA's) through Trinity. BKA's are standardized assessments that evaluate knowledge of the Bible. The Bible Knowledge Assessments are published by the Association for Biblical Higher Education. Each BKA consists of 150 multiple-choice Bible knowledge questions and has a 45 minute time limit. A minimum score of 70% is necessary to pass the evaluation. Qualifying students may earn up to 30 General Elective credits by passing from one to five BKA's worth six semester credit hours each. Successful completion of a BKA will reflect as a "Pass" on the student's transcript. Since they are optional, any failed BKA's will not show on the student's transcript. A proctor is used to administer the examination.

#### ***Challenge Exams***

Challenge Exams are not offered at Trinity or accepted as transfer credit.

#### ***Clinical Pastoral Education (CPE)***

Experiential equivalent credit at the bachelor's or graduate level will be considered for credits earned through Clinical Pastoral Education (CPE) at the rate of 3 credits per 400 hours of CPE. No credit for CPE is available at the doctoral level. At the bachelor's level, up to 12 semester credit hours of CPE may be awarded as General Elective credits. At the bachelor's and graduate levels, up to 6 semester credit hours of CPE may be awarded as core credits when "Electives in Any Area of Study" are available. However, an overall maximum of 12 CPE credits are allowed for a degree with no more than 6 of the 12 credits

into the core. These core credits must be above the minimum credits required to be earned at Trinity. CPE must be verified via official documentation for awarding credit.

***Noncollege Level, Remedial, or Preparatory Course Work***

Noncollege level, remedial, or preparatory course work will not be considered for transfer credits.

***Requesting Transfer Credit***

During the enrollment process as a part of the admissions application, previously attended educational institutions are listed including where prerequisite degrees were earned and any educational institutions where possible transfer credit may have been earned. This serves as notification to Trinity's Registrar's Office which official transcripts are to be received and evaluated for possible transfer credit.

***Transfer Policy Related Fees***

Portfolio fees are the only fees that Trinity charges in relation to its Transfer Policy. Trinity does not charge a fee for evaluation of official transcripts. If transfer credit is verified for a course already on a student's schedule, then revisions are made to adjust the student's current class schedule, tuition, and fees accordingly.

## **TRANSFERABILITY OF CREDITS**

Transfer of academic credit is determined by the receiving institution. Credits earned at other institutions may or may not be accepted by Trinity and credits earned at Trinity may or may not be accepted by another institution. Any student relying on credit earned at Trinity College of the Bible and Theological Seminary for transfer to or enrollment in another institution should check with that institution prior to enrollment at Trinity.

## **NON-DEGREE SEEKING STUDENTS**

An individual in the process of completing a degree at another institution may apply as a non-degree seeking student at Trinity, pending completion of the degree from the other institution. Those not pursuing a degree at the time of enrollment are admitted as non-degree seeking students and must show that they have the background and course prerequisites necessary for the courses in which they are interested. This category of enrollment does not constitute admission to Trinity as a degree seeking student in any Trinity program.

## **RE-ENROLLMENT**

Re-enrollment is the process by which former students who did not finish their degree program previously may return to Trinity, changing their Trinity status to "Current." These students must have their accounts paid in full to be eligible for re-enrollment.

In order to re-enroll, the student must apply for a re-enrollment through Enrollment Services. When the student's request to re-enroll is received, the request will be reviewed and either approved or rejected. Previous tuition paid for uncompleted courses (or a portion thereof) may be brought forward at Trinity's discretion and applied to new courses on a Registration, depending upon the nature of the circumstances.

Additionally, the student is required to comply with the most current *Catalog* and curriculum requirements, rather than remaining under the guidelines of the one in which the student first enrolled. All changes in program must be observed, and new requirements met for graduation, regardless of previous allowances.

## **ACCOMMODATION FOR SPECIAL NEEDS**

Because of the uniqueness of Trinity's distance education delivery systems there are inherent limits to what the institution can reasonably do to assist students with certain kinds of physical disabilities. While it is not possible to fulfill the requests of every student with a special need, Trinity College of the Bible and Theological Seminary will work with students to make reasonable accommodations for verifiable needs/disabilities.

Trinity already provides special needs students handicap accessible classrooms and restrooms through its Thomas R. Rodgers Center. In addition, The Trinity Online Learning Center utilizes software that is compliant with Section 508 of the Americans with Disabilities Act.

Trinity College of the Bible and Theological Seminary defines a special need as a physical, medically verified, disability that hinders a student's ability to make academic progress in a Trinity degree program.

Students and potential students with special needs should be aware of, and are encouraged to consider the following policies and procedures:

1. It is the responsibility of potential students to make Enrollment Advisors aware of any special needs/disabilities that may hinder their ability to complete a Trinity degree program.
2. It is the responsibility of Trinity students requesting accommodation for special needs/disabilities to verify their circumstance via the submission of official documentation from a licensed medical doctor or medical institution in the field of the special need/disability.
3. It is the responsibility of students seeking accommodation for special needs/disabilities to submit a written formal request to the Trinity College of the Bible and Theological Seminary Academic Committee along with appropriate documentation.
4. The institution maintains the right to determine whether or not a particular request can be reasonably accommodated.
5. If the institution determines that a particular student's needs cannot be reasonably accommodated, and said student chooses to continue studying with Trinity, it becomes the student's responsibility to obtain technology and/or make arrangements for help with individuals outside of Trinity.

*Please note that a preferred "learning style" (i.e. an audio learner vs. visual learner) does not satisfy the definition of a special need/disability. Trinity is under no obligation to accommodate such preferences.*

---

## **REGISTRATION**

---

All students are required to complete and submit a Registration, which outlines the terms and conditions of the enrollment and financial obligations for the course/certificate/degree. For each semester enrollment period, students must sign a Registration containing information about tuition, courses in which they are enrolling, and the method of payment. The Registration is the definitive source concerning terms between the student and Trinity. Students should read their agreements carefully and keep them in a safe place for future reference.

Students may register for one or multiple courses for each semester enrollment period within the course load parameters of their degree level and program. They are obligated only for the courses in which they enroll. Registrations are classified as a 12-month semester. Courses are classified by an academic term: Q-Term equals a 12-week course length and Y-Term equals a 12-month course length. Additionally, Accelerated Completion Track (ACT) Courses are varying lengths, from 1 day to 6 weeks.

The student must adhere to the terms and conditions of the Registration. Any changes to a Registration require an Addendum. Students have 30 days to activate a Registration or Addendum. If not activated within 30 days, the document will be voided.

### **REGISTRATION START DATE**

The start date of any Registration is the activation date. The activation date is the date Financial Services processes the Registration after the student has signed it and applicable payment have been received.

### **REGISTRATION END DATE**

Registrations are classified as a 12-month semester. The end date of any Registration is 12 months from the start date (activation date) of the Registration. Use of an Addendum does not lengthen the Registration end date.

### **COURSE LENGTH**

Every course has a start date, end date, and a termination date. The activation date of the semester Registration is the start date for an Independent Study Course on the Registration at that time. When an Independent Study Course is added after the Registration's activation date, the Addendum's activation date is the start date of that course. The end date for an Independent Study course is 12 months from the start date.

The first day of a non-accelerated Evening Webinar Course is considered the start date and the end date is 12 weeks from the start date. The first day of an Accelerated Completion Tract (ACT) course is considered the start date. An Accelerated 1-Day Webinar meets 1 day; course end date is 6 weeks from date of Webinar. An Accelerated Online Course meets a total of 4 weeks; course end date is 6 weeks from the start date. An Accelerated Evening Webinar meets 4 weeks, 1 evening per week, 2 hrs per evening; course end date is 6 weeks from the start date.


At the end of any allowable extension period, the course termination date is reached for all courses. A final course grade will be assigned based on the status of all assignments on the course termination date. For formal research courses, the grade is assigned at the end of the last Doctoral Research Extension. A student's Class Schedule identifies the specific dates for each course.

## **COURSE EXTENSION**

Students not completing their course by the original course end date have the option to request a course extension. An extension is given on a per course basis and only one extension is allowed per course.\* Trinity must receive the request for an extension within the allowable extension period for the course. The request may be made via e-mail at [extension@trinitysem.edu](mailto:extension@trinitysem.edu) or by calling Trinity's Evansville offices.

**6-Week Extension:** A Q-Term course is 12 weeks in length and includes non-accelerated Evening Webinar Courses. A 6-Week Extension will provide an additional 6 weeks to complete a Q-Term course beginning the first calendar day after the original course end date. A maximum of 2 6-Week Extensions are allowed. A 6-Week Extension Fee is charged per course and payable with the 6-Week Extension request.

**6-Month Extension:** A Y-Term course is 12 months in length and includes Independent Study Courses. A 6-Month Extension will provide an additional 6 months to complete a Y-Term course beginning the first calendar day after the original course end date. A maximum of 2 6-Month Extensions are allowed.\* A 6-Month Extension Fee is charged per course and payable with the 6-Month Extension request.

 **Doctoral Research Extension:** A Doctoral Research Extension will provide the doctoral student with 6 additional months to complete a formal research course beginning the first calendar day after the original course end date. A Doctoral Research Extension Fee is charged and payable with the Doctoral Research Extension request. Students are eligible for Doctoral Research Extensions as needed for these types of courses such as dissertation, capstone research project, and major writing project.

## **COURSE LOADS**

Undergraduate and graduate students can carry a maximum of 15 credits per 12-month Registration. Unless otherwise stated, for doctoral students the maximum is 12 credits per 12-month Registration. The “course load” calculation is determined by the start dates of the courses within the 12-month semester enrollment period. Students wishing to exceed their degree level course load on a Registration must have the exception approved by the appropriate faculty member prior to activation of the Registration/Addendum. Credits by examination and portfolio assessment are not a part of this calculation and do not require a Registration to be completed. They are registered via a 6 month BKA/Portfolio Schedule.

When students desire to pre-register for credits over the approved course load a notation is added to the current Registration to reflect the scheduling of those remaining credits on future Registration(s). Pre-registered credits are grouped by the approved course load for future activation unless otherwise stated. The next Registration will automatically begin the day following submission of all assignments for the courses on the previous Registration or the day following the end date of the previous Registration – whichever comes first. Subsequent Registrations for pre-registered credits will begin using the same timeline. The combination of any unfinished courses on the previous Registration and courses on the new Registration should not exceed course load.

## **DROP AND/OR ADD COURSE**

If a student elects to drop and/or add a course at any point during the semester Registration, an Addendum is prepared. A Drop/Add Fee is charged per Addendum unless 1) the student is within the first 8 weeks of initial enrollment, 2) new tuition is incurred, 3) a Certificate/Program/Degree Change is taking place, 4) the ACT Class Format Fee is being charged for the added course, or 5) the course being dropped or added is for 0 credits, i.e. Trinity Tutorial.

The last day to drop and replace a course or just drop a course is 1) on or before the course end date including an extension or 2) on or before the end date of the Registration, whichever comes first. The last day to just add a course to an existing Registration is on or before the end date of the Registration.

## **DEGREE CHANGE AND PROGRAM CHANGE**

When students change from one degree to another, a new Registration is required in addition to application of the Degree Change Fee (includes Drop/Add/Program Change Fees). Any unused tuition is credited to the new Registration. Any owed tuition is charged at current tuition cost. Financial aid is reviewed and applied as applicable. A change from a single degree to a combined degree program or vice versa, such as B.A. to a Combined B.A. and M.A. Degree, results in a Degree Change Fee.

A change of major or focus within a degree is a program change, not a degree change. A Program Change requires only an Addendum to the Registration and appropriate application of the Program Change Fee (includes Drop/Add Fee).



---

## **FINANCIAL INFORMATION**

---

*All fees and charges are subject to change and will be applied according to the most current listings.*

### **ACCOUNT INFORMATION**

Students may obtain their own account information online or by contacting Financial Services via e-mail at [contact@trinitysem.edu](mailto:contact@trinitysem.edu), fax at 812-602-3390, or telephone at 812-602-3320. Students must provide their Student ID number and/or other identification in order to receive information regarding their financial account.

### **CURRENT ACCOUNT**

A student's account is considered a current account when there is a zero minimum due charge balance or only the prior month's charges are due. Any amount that is a deferred amount is not considered part of the current charge balance.

### **DELINQUENT ACCOUNT**

A delinquent account is one with due charges older than 60 days from the date of the charge. The last payment date does not determine whether an account is delinquent or current, e.g. a payment is made but was applied to back charges and a charge balance is still due, then the account is still in a delinquent status unless the last payment is for the current month's due charges.

Students with delinquent accounts minimally lose the following privileges:

- Requests for course keys may not be processed if the account is delinquent.
- Materials may not be shipped if the account is delinquent.
- Students will not be allowed to attend seminars if their account is delinquent.
- Drop/add and degree changes may not be prepared if a student's account is delinquent.
- An extension may not be given to a student with a delinquent account.

Students may also lose the privilege to have their lessons graded when accounts are delinquent. When the account is brought to current status, these privileges are regained. It is the student's responsibility to contact the Academic Office when the account has been returned to current status.

Students are advised that if an account continues to be delinquent, the account may be subject to further collection efforts resulting in the use of a third party collection agency. All collection fees will be the responsibility of the student.

## **FINANCIAL ARRANGEMENTS**

Students experiencing financial difficulty may petition to have their payments rescheduled. For further details, students may contact Financial Services.

## **MONTHLY BALANCE STATEMENTS**

Trinity sends a monthly balance statement to each student who has an outstanding balance of \$2.50 or more. Online payments must be submitted by 11:59 pm (student's time zone) on or before the due date. All other payments must be received in Trinity's Evansville office on or before the due date. Interest charges are applied to the entire outstanding balance the day the billing statement is generated. Unless otherwise stated on the student's Registration, the interest rate is 1.5% per month. If payment is not received by the due date listed on the billing statement, a late fee will be assessed to the account on the next business day after the due date. (Interest is not a late fee.) Students with questions concerning their billing are encouraged to contact Financial Services.

## **PAYMENT PLANS**

Trinity desires to help students in preparing a financial plan that will not cause financial hardship. This can be accomplished by considering applicants' income resources, needs, and the availability of internally subsidized financial aid. If the tuition is not paid in full at the time of enrollment, applicants may elect to place their tuition balance on a deferred payment plan. Optional automatic monthly payment plans, including credit/debit card (no switch cards) and direct debit, are available through Financial Services. Trinity only accepts checks drawn on U.S. banks, money orders, cashier's checks, wire transfers, Money Grams, American Express, Discover, MasterCard and Visa.

For security, students using the credit card (Auto-Pay) or direct debit (ACH) payment methods must submit a written authorization to have the minimum monthly payment due drawn from their banking account. A monthly payment notice is still sent to students at the beginning of the month that states the amount (Minimum Payment Due) that will be drawn. If students submit another form of payment while using one of these payment methods, it will be credited to their Trinity account but that payment will not replace the automatic payment. **Any withdrawal or change in account information must be in writing from the student.** Contact Financial Services for details.

### **RETURNED CHECK POLICY**

Checks returned for non-payment to Trinity will carry a surcharge that will be billed to the student's account along with the amount of the check. Students demonstrating repeated irresponsibility in this area will be subject to having their programs interrupted and possibly terminated and/or other actions.

### **STUDENT SERVICES ANNUAL FEE**

A Student Services Annual Fee is charged for each 12 months of continuous enrollment regardless of the number of courses scheduled during that period. The Student Services Annual Fee covers the cost for online/offline library and research access, student advisement, limited technical support, access to a range of instructional resources, a Student Identification Card, and various student service initiatives.

### **TEXTBOOK INFORMATION**

Using the course code information on the Registration or Class Schedule, students may purchase course required books online at Amazon.com, usedbooks.com, etc., or purchase through a favorite book seller. The required text(s) of a course may change upon course revision. Students may refer questions about textbooks to Trinity via e-mail at [contact@trinitysem.edu](mailto:contact@trinitysem.edu).

### **THIRD PARTY FINANCIAL SOURCES**

Whether or not the entire amount, or a portion of the tuition/fees amount shown on the Registration is to be paid by a third party source, **the person signing the Registration is responsible for fulfilling the financial obligations of the Registration.**

## **TRINITY FINANCIAL AID**

Initial consideration for Trinity financial aid is given during the admissions process. Trinity does not have any scholarship programs nor does Trinity participate in any federally funded Title IV financial aid programs. However, Trinity does offer in-house tuition grants.

A grant is an in-house need-based financial award based on the level of income or service role of the applicant/student. A grant may be a one-time award, or be awarded for each term of study in which the level of income or service role of the applicant/ student demonstrates financial hardship in meeting the obligations of tuition expenses. This financial aid is only available to qualifying applicants. Applicants are encouraged to discuss grant options with Enrollment Services to see if they qualify.

Trinity has established general guidelines for awarding tuition grants. Applicable grant information is gathered during the Application or Registration process. Grants given singularly or in combination with other grants may not exceed 40% of applicable gross tuition. Unless stated otherwise, 1) a student must enroll for a minimum of 9 credit hours to be eligible for a grant and 2) grant eligibility is determined with each Registration. Trinity offers the following types of grants:

- **Household Income Based Grant** – Determined by gross household income according to the following scale:
  - Zero through 20K= 25%
  - 21K through 30K = 20%
  - 31K through 40K = 15%
  - 41K through 50K = 10%
  - 51K through 70K = 5%
- **Military Service Grant** – 40% (excludes all other grants)
- **Missionary Grant** – 40% (excludes all other grants)
- **Spouse / Family Grant** – 40% (excludes all other grants)
  - The primary registrant must be the individual earning the highest level degree, and that person must carry the course load maximum for that degree level.
  - The secondary registrant (spouse or family member) may carry as many as, or fewer than, the number of credit hours being carried by the primary registrant.

## **TUITION AND FEES**

Tuition cost is assessed on a semester credit hour basis and covers the cost of study guides, examinations, Trinity faculty, and administrative support. Trinity relies on the income derived from tuition and fees to assure that high quality programs are offered. “Gross tuition cost” is the amount of tuition before any financial aid has been applied. Books are not included in the tuition cost.

## **Tuition and Fee Information**

Effective January 30, 2014

### **Tuition**

Undergraduate Level.....	per semester credit hour	\$176
Master's Level .....	per semester credit hour	\$206
Doctoral Level .....	per semester credit hour	\$243

Contact Enrollment Services for details regarding Trinity Financial Aid, including special pricing available for qualifying programs.

### **Required Fees**

Application Fee (Payable with Application) .....	\$ 65
Enrollment Processing Fee (Payable with initial Registration).....	\$60
Student Services Annual Fee .....	\$250
Awarding Fee.....	Certificate - \$150; Degree - \$250

### **Fees for Optional / Special Services**

Audit Fee.....	\$125
Bible Knowledge Assessment (BKA) – Credit by Examination Fee.....	per BKA - \$ 99
Portfolio Option Fee.....	\$300
Portfolio CLN Fee (per CLN contained in the initial Portfolio submission) .....	\$ 50
Trinity Official Transcript Fee (2 no charge issued-to-student copies sent with degree) .....	\$ 15
Certificate / Program Change Fee (includes Drop/Add Fee).....	\$100
Degree Change Fee (includes Drop/Add/Program Change Fees).....	\$200
Drop/Add Fee (different courses per applicable Addendum).....	\$ 50
Change of Venue Fee (drop/add different venue of same course) .....	\$ 75
Finance Fees: .....	Late Fee on Accounts Not Paid by Due Date - \$35; Returned Check Fee - \$ 25
ACT Class Format Fee (includes Drop/Add Fee or Change of Venue Fee).....	\$120
Late ACT Enrollment Fee (Payable per course upon enrollment within 2 weeks of start date) ....	\$ 75
6-Week Extension Fee (per course per 6 week extension – all degree levels) .....	\$ 60
6-Month Extension Fee (per course per 6 month extension) .....	Undergraduate - \$100; Master's - \$125; Doctoral - \$150
Doctoral Research Extension Fee (per 6 month extension) .....	\$200
Advanced Standing Fee .....	\$500
Qualification Module Fee.....	\$500
Workshop Fee (non-credit; no tuition).....	Half-Day - \$75; 1-Day - \$125; 5-Session - \$299

### **Course Fees**

Arranged Study Course Fee (elective course) RW 401-405, RW 600-604, RW 801-805 .....	\$ 50
Oral Defense Fee – RW 756 .....	\$100
Supervision Fee – BC 305, BC 640 .....	\$175
Supervision Fee – BC 719 (elective course), BC 840.....	\$250

### **Shipping and Handling Fees**

To avoid shipping and handling fees: course materials may be downloaded via the Internet.

Course Materials (up to 3 courses per shipment).....	\$ 10
Loaned Dissertation (per shipment).....	\$ 35

All Fees are non-refundable.

## **TUITION REFUND POLICIES**

Students who find it necessary to withdraw from a Trinity program and or Trinity course(s) must do so in writing (post or email).

1. A student who withdraws from Trinity within 5 calendar days from the day on which the Registration is activated (e-signature and initial payment) will receive a refund of all tuition (only) paid to Trinity. All FEES are non-refundable.
2. A student who withdraws from Trinity after the 5th calendar day from the day on which the Registration is activated, the remaining tuition, either refundable or owed by the student, calculated according to the Withdrawal Policies, is as follows:
  - a. Day 6 through and including day 15, any tuition refunded is calculated at 50% of the tuition rate awarded at the time of Registration activation, and all tuition owed is calculated at 50% of the full tuition rate at the time of Registration activation;
  - b. Day 16 or after, tuition is 0% refunded, and all tuition owed is calculated at 100% of the full tuition rate.
  - c. Course Drop/Adds/Exchanges do not interrupt the refund or tuition owed calculation.

**Students on a payment plan at the time of withdrawal who have not paid the amount due are responsible for the difference of what has already been paid and what is still owed for the course(s). Any outstanding tuition and fees owed to Trinity is immediately due and payable upon withdrawal confirmation, including the \$50 withdrawal processing fee. The official date of the withdrawal from Trinity will be the date Trinity receives the student's request in writing to withdraw.**

Applicable monies are refunded to the party who paid for the courses. Trinity's tuition refund policies are effective March 7, 2017 and apply to new tuition charges on or after that date. In the event a student adds a new course(s) to a Registration by addendum and pays new tuition, the student will have up to and including day 5 to withdrawal from the start date of the course(s) to receive a full refund of the new tuition (only) paid to date for the newly added course(s). **All FEES are non-refundable.**

### **12-Week Course (Q-Term) Timeline**

A Q-Term course is 12 weeks in length and includes non-accelerated Evening Webinar Courses. The first day of a non-accelerated Evening Webinar Course is considered the start date and the end date is 12 weeks from the start date.

1. A student who withdraws within three days of the course start date will receive a refund of all tuition paid to Trinity. Fees are non-refundable.
2. The remaining tuition is refundable to the student AFTER:
  - a. Day 3 through and including 21 = 50%
  - b. Day 21 = 0%

### **12-Month Course (Y-Term) Timeline**

A Y-Term course is 12 months in length and includes Independent Study Courses. They consist of 12 months of study. The activation date of the semester Registration is the start date for an Independent Study Course on the Registration at that time. When an Independent Study Course is added after the Registration's activation date, the Addendum's activation date is the start date of that course. The end date for an Independent Study course is 12 months from the start date.

1. A student who withdraws within three days of the day on which the Registration is activated (signature and initial payment) will receive a refund of all tuition paid to Trinity. Fees are non-refundable.
2. The remaining tuition is refundable to the student AFTER:
  - a. Day 3 through and including day 21 = 50%
  - b. Day 21 = 0%

### **Accelerated Completion Track (ACT) Course Timelines**

ACT courses include Accelerated 1-Day Webinar Courses (AWD), Accelerated Online Courses (AOC), and Accelerated Evening Webinar Courses (AWE). The first day of an ACT course is considered the start date. An Accelerated 1-Day Webinar meets 1 day; course end date is 30 days from date of Webinar. An Accelerated Online Course meets a total of 4 weeks; course end date is 5 weeks from the start date. An Accelerated Evening Webinar meets 4 weeks, 1 evening per week, 2 hrs per evening; course end date is 14 days from the date of last class session.

1. A student who withdraws prior to the ACT course start date is allowed to transfer the tuition monies to a different ACT course or use the tuition monies toward other Trinity tuition/fees. Tuition for an ACT course is non-refundable.
2. A student who withdraws on the ACT course start date or after is not allowed to transfer the tuition monies to a different ACT course or use the tuition monies toward other Trinity tuition/fees. New tuition is payable for any replacement course. Tuition for an ACT course is non-refundable.

### **Cancellation Policies for Accelerated Completion Track (ACT) Courses**

The following cancellation policies for Accelerated Completion Track (ACT) courses refer to the ACT Class Format Fee charged for these courses. ACT courses include Accelerated 1-Day Webinar Courses (AWD), Accelerated Online Courses (AOC), and Accelerated Evening Webinar Courses (AWE). See Tuition Refund Policies for the rules regarding tuition for ACT courses.

#### ***Student Cancellation of an ACT Course***

- Cancellation by the student prior to an ACT course start date allows for transferring of the ACT Class Format Fee to a different ACT course or using the monies toward other Trinity tuition/fees. The ACT Class Format Fee is non-refundable. A Drop/Add Fee or Change of Venue Fee applies.
- Cancellation of the ACT Course on the start date or after does not allow for a transfer of the ACT Class Format Fee to a different ACT course or using the monies toward other Trinity tuition/fees. The ACT Class Format Fee is non-refundable.
- If replacement course is an ACT course within 2 weeks of start date, a Late ACT Enrollment Fee applies.
- Grading policies are in effect until the cancellation process is complete including payment of applicable fees.

#### ***Trinity Cancellation of an ACT Course***

One week prior to the start date of an ACT course, Trinity will determine if the minimum enrollment requirement for that course has been met. At that time, Trinity will decide if the ACT course will be cancelled. When Trinity cancels an ACT course for any reason, Trinity allows for a transfer of the ACT Class Format Fee to a different ACT course or toward other Trinity tuition/fees. The ACT Class Format Fee is non-refundable. Trinity is not responsible for reimbursing students for any expenses (i.e., transportation/lodging) incurred as a result of a cancelled ACT course.

## **LATE ACT ENROLLMENT FEE**

Students should enroll before the Accelerated Completion Track (ACT) course enrollment date, two weeks prior to the course start date or a Late ACT Enrollment Fee, payable at the time of registration will apply. See Tuition and Fee Information.

---

## ACADEMIC INFORMATION

---

### **ACADEMIC ADVISORS**

Academic Advisors are available to assist students with a myriad of issues. Advisors are co-mentors and trained to serve as a conduit for academic information as well as advisory support for students' needs and problems. Trinity has a system in place to allow advisors to cross-reference student notes allowing students to work with more than one advisor at a time. The goal of Academic Advisors is to facilitate the students' academic progression from the beginning of the program through graduation. To accomplish this goal additional Trinity staff members are often utilized to answer student questions. Academic Advisors may be contacted via e-mail at [contact@trinitysem.edu](mailto:contact@trinitysem.edu), fax at 812-602-3390, telephone at 812-602-3320, or postal mail at Trinity, PO Box 1107, Evansville, Indiana, 47706.

### **ACADEMIC COMMITTEE**

The Academic Committee is comprised of faculty and staff representatives and is responsible for the review and resolution of student complaints, petitions, and grievances. The committee considers various petitions and appeals from students, which must be submitted in writing. **The Academic Committee has the final authority over academic and financial matters related to individual students.**

### **ACADEMIC CREDITS**

All academic credit at Trinity is awarded based upon a semester credit hour system. Most courses are for three semester credits. Those students who have earned quarter hours at other institutions will have the total number of quarter hours multiplied by .67 to calculate the equivalent number of semester credit hours to transfer to Trinity.

### **BIBLE VERSION**

Trinity has no special requirement concerning utilization of a particular Bible version by either the faculty or the student. Some assignments may require the student to examine various Bible versions for comparison purposes. When quoting from the Bible, the student or faculty member should make reference to the version used.



## **CODE OF ETHICS / ACADEMIC INTEGRITY**

Trinity assumes that all of its students desire to pursue all academic work with honesty and scholarly integrity. Breaches of academic honesty and integrity are infringements of the mutual faith and trust essential to the academic enterprise.

Activities that have the effect or intention of interfering with education, pursuit of knowledge, or fair evaluation of a student's performance are prohibited. Examples of activities include, but are not limited to, the following definitions.

- **Cheating** – Using or attempting to use unauthorized assistance, material, or study aids in evaluations or other academic work, or preventing or attempting to prevent another from using authorized assistance, material, or study aids. *Examples: using a cheat sheet in an evaluation or assessment; altering a graded evaluation or assessment and resubmitting it for a better grade, and so on.*
- **Plagiarism** – Using the ideas, data, or language of another without specific and proper citation. *Examples: misrepresenting another's work (paper, report, article, or computer work) as one's own original creation and submitting it for an assignment; using someone else's ideas without attribution; failing to cite a reference or to use quotation marks where appropriate, and so on.*
- **Fabrication** – Submitting contrived or altered information in any academic exercise. *Examples: making up data, fudging data; citing nonexistent or irrelevant articles, and so on.*
- **Multiple Submissions** – Submitting, without prior permission, any work submitted to fulfill another academic requirement. *Example: submitting the same paper for two different classes without the instructor's express prior approval.*
- **Misrepresentation of Academic Records** – Misrepresenting or tampering with or attempting to tamper with any portion of a student's transcripts or academic record, either before or after coming to Trinity. *Examples: forging a Registration or a grade report; tampering with computer records, and so on.*
- **Facilitating Academic Dishonesty** – Knowingly helping or attempting to help another violate any provision of this code. *Example: working together on an assessment or evaluation or others' assignments intended to be an individual project without the instructor's express prior approval.*
- **Unfair Advantage** – Attempting to gain unauthorized advantage over fellow students in an academic exercise. *Examples: gaining or providing unauthorized access to assessment materials (either past or present); obstructing or interfering with another student's efforts in an academic exercise; lying about a need for an extension for an evaluation or assessment or paper; continuing to write even when time is up during an evaluation, etc.*
- **Computer Crimes** – Damaging or modifying computer programs without permission. *Examples: piracy of copyright protected software; hacking; constructing viruses; knowingly introducing viruses into a system; copying programs and data belonging to others, and so on.*

Citation/plagiarism issues will be reviewed by the Institutional Review Board (IRB). Other breaches of this Code of Ethics/Academic Integrity will be reviewed by the Academic Committee. Sanctions may be imposed, ranging from course and assignment failure to dismissal from Trinity.

## **COMPLAINTS / GRIEVANCES**

Student complaints relating to academic or non-academic issues may be submitted in written form to the Academic Committee. However, students are encouraged to consult with the appropriate staff or faculty member working in the area relevant to the complaint before filing a grievance. In addition, Academic Advisors are equipped to work with students to solve most issues; therefore, students are also advised to contact an Academic Advisor to seek a possible solution before filing a grievance. If the student is still not satisfied, a petition may be forwarded to the Academic Committee in the form of an e-mail, a fax, or a postal letter. The written correspondence should be addressed to the Academic Committee and should include Student ID number and contact information. E-mails should be sent to [contact@trinitysem.edu](mailto:contact@trinitysem.edu) with the subject line "Attention Academic Committee". Faxes should be sent to 812-602-3390. Postal letters should be sent to Trinity, PO Box 1107, Evansville, IN 47706. Students should allow at least six weeks response time for any written petition to the Academic Committee.

### **□ *Grades / Faculty Issues***

Students who feel there may be an error in the evaluation of their graded assignment or who have a question about faculty comments on the lesson are asked to contact the faculty member of record and discuss the grievance with the faculty member. [Faculty contact information is available on the Trinity Evaluation Sheet (TES), by e-mailing [contactfaculty@trinitysem.edu](mailto:contactfaculty@trinitysem.edu), or by calling the Academic Office.]

If the issue is not resolved to the student's satisfaction after contacting the faculty grader, a petition may be forwarded to the Academic Committee. A cover letter explaining the problem, a graded copy and a clean copy of the lesson in question, correspondence with the faculty member, the course number, assignment number, date the lesson was submitted, and the name of the faculty member involved should be sent to the Academic Committee.

The Academic Committee will have three options: (1) let the grade stand; (2) alter the grade; or (3) assign a specialist to grade the paper. The result of the Academic Committee review or the re-grading of the lesson becomes the grade of record even if it reflects a lower score. The conclusion of this Academic Committee grade grievance process is final.

## **COUNSELING – ACADEMIC**

Academic Advisors are available to assist students with a myriad of issues. Advisors are co-mentors and trained to serve as a conduit for academic information as well as advisory support for students' needs and problems. Trinity has a system in place to allow advisors to cross-reference student notes allowing students to work with more than one advisor at a time. The goal of Academic Advisors is to facilitate the students' academic progression from the beginning of the program through graduation. To accomplish this goal additional Trinity staff members are often utilized to answer student questions.

Academic Advisors as well as any other staff members may be contacted via e-mail at [contact@trinitysem.edu](mailto:contact@trinitysem.edu). All questions, academic or otherwise, may be asked through this one e-mail address. Based upon the content of the question(s), the e-mail will be directed to the appropriate person(s). Students wishing to contact a faculty member may also do so by sending an e-mail to [contact@trinitysem.edu](mailto:contact@trinitysem.edu). Trinity staff and faculty may also be contacted via fax at 812-602-3390, telephone at 812-602-3320, or postal mail at Trinity, PO Box 1107, Evansville, Indiana, 47706.

## **COUNSELING – EMPLOYMENT-RELATED**

Beginning with the admissions process and continuing through graduation and beyond, Trinity's faculty and Academic Advisory Team are available to discuss employment-related issues as they are reflected in the published Purpose and Learning Competencies/Outcomes for any of Trinity's degrees/programs. Students may seek employment-related counseling in this manner. Otherwise, as a distance education institution with students world-wide, Trinity does not offer a formal job placement assistance program.

Students may request documentation from Trinity to assist in their employment activities. Within the scope of confidentiality/privacy policies, the Registrar's Office will provide at no charge a Student Verification letter stating student status, any earned degrees, and award date of earned degrees. Furthermore, graduates receive two official transcripts as part of their Degree Awarding Fee and additional transcripts are available for a fee.

## **COURSE REQUIREMENTS**

General course requirements and degree information may be found in the current *Catalog* which is available online on the Trinity Web site at [www.trinitysem.edu](http://www.trinitysem.edu). Course descriptions are included in the *Trinity Catalog*. As new courses are added to the curriculum those course descriptions will be made available on the Trinity Web site. Students requiring additional information may contact the Academic Office.

## **DEGREE AWARDING INFORMATION**

Degrees are awarded by proxy in the state of Indiana on the first and fifteenth of every month. Only one date appears on the diploma and the official transcript as an award date (not the completion date of the course work). The following material outlines the information required on/before the degree award date. Trinity graduates receive their diploma typically eight to ten weeks after the degree award date.

- Student must notify the Registrar's Office in writing when course work is completed.
- All academic requirements must be met and final grades posted.
- All financial requirements must be met including payment of Degree Awarding Fee.
- Student must notify Registrar's Office in writing when all academic and financial requirements have been met to be placed on the next award date list.

Trinity normally hosts a "graduation day" to confer degrees for those who wish to "walk" at graduation. When scheduled, the optional graduation ceremonies are in the Evansville, Indiana area. Special deadline dates apply for those students wishing to attend an optional graduation ceremony. They must contact the Registrar's Office no later than March 31. At that time, the Registrar's Office will send the required deadline dates relevant to any optional graduation ceremony scheduled. Students are allowed to participate in graduation ceremonies once per degree level.

If all requirements are not met for one Degree Award Date, the student will be moved to the next Degree Award Date. The Academic Committee must approve the only exceptions to the above. Because Trinity's degrees are non-traditional and non-residential, there is no attendance requirement for graduation.

## **DISSERTATION / CAPSTONE RESEARCH PROJECT / MAJOR WRITING PROJECT**

Students required to write a dissertation, capstone research project, or major writing project will be assigned a faculty member to advise them on their work. Lesson submissions for dissertations, capstone research projects, or major writing projects will not be accepted unless the student's cumulative grade point average (GPA) is 3.0 or above and all other degree course work has been submitted. If GPA falls below 3.0 once all grades are recorded, work on research paper is stopped until GPA is raised to 3.0 or above.

Special course extension rules apply for students in a doctoral research course (i.e. dissertation, capstone research project). See Course Extension policies.

Trinity's professors/graders always sincerely attempt to grade Dissertations and Major Writing Project assignments in a timely manner (as with all other course lessons). Please keep in mind, however, some Dissertation topics will take more time to evaluate than others, hence, there may be a longer delay in grading. The following is Trinity's goal for turn-around time on specific assignments:

Dissertation and Major Writing Project assignments/chapters (including proposals and rough drafts) are attempted to be graded within 30 days of the time the student sends the submission to the Trinity offices (these are to be submitted by emailing to: <mailto:mdissertations@trinitysem.edu>).

Final drafts are attempted to be graded within 45 days of the time the student sends the submission to the Trinity offices (these are to be submitted by emailing to: [dissertations@trinitysem.edu](mailto:dissertations@trinitysem.edu)).

As mentioned above, if the professor/grader feels the Dissertation/Major Writing Project assignments need more time for evaluation, you will be contacted about the possible delay in grading.

## **GENERAL EDUCATION**

A Trinity College of the Bible and Theological Seminary education equips graduates for leadership and service in life, work, and ministry encouraging professional and academic excellence. Therefore, it is essential that Trinity graduates are able to understand and appreciate diverse cultures, master multiple modes of inquiry, effectively analyze and communicate information, and recognize the importance of creativity and values.

Consequently, to ensure that graduates acquire this breadth of knowledge and skills, general education is an integral part of Trinity's undergraduate degree programs. General education is intended to impart common knowledge and intellectual concepts to students and to develop in them the skills and attitudes requisite for a life of learning and service in a diverse society.

### **□ General Education**

While not required Trinity College of the Bible encourages 15 semester credit hours of general education in any area for an Associate of Arts degree program and 30 semester credit hours for a Bachelor of Arts degree program. For the B.A. degree, these credits may be taken as:

#### **General Education Research – 6 credits (3 credits per course)**

- English Composition
- Research and Technical Writing

#### **General Education Electives – 24 credits (3 credits per course)**

- Elective: Choose 1 course from Humanities
- Elective: Choose 1 course from Social Sciences
- Elective: Choose 1 course from Natural Sciences
- Elective: Choose 1 course from Health/Lifestyle Wellness
- Electives: Choose 4 courses from any combination of general education subject areas

- **General Education Completion Options**

The General Education Required components may be satisfied through acceptable transfer credits from another college, successful performance on standardized examinations, and Trinity undergraduate courses. Additionally, students may be awarded credits for General Education via submission and approval of an Undergraduate Portfolio. (See Portfolio Option.) Credits satisfying a general education cannot also be used to satisfy another requirement of an associate's or bachelor's degree program.

- **General Education Via Trinity Courses**

The Trinity curriculum includes a full offering of general education courses which may be taken by students. All general education courses are listed in the Course Description section of the *Catalog*.

**General Education Research – 6 credits (3 credits per course)**

- **GE 235 English Composition**
- **GE 236 Research and Technical Writing in Ministry** (Prerequisite: GE 235)

**General Education Electives – 24 credits (3 credits per course)**

- **Elective: Choose 1 course from Subject Area 1: Humanities**
  - GE 237 Public Speech in Ministry
  - GE 102 Introduction to Philosophy
  - GE 232 The Humanities in the Western Tradition:  
Ancient Beginnings to 1500
  - GE 233 The Humanities in the Western Tradition: 1500 to the Present
  - GE 234 Appreciating Music as Art Form and Worship
  - GE 164 Introduction to Ethics
- **Elective: Choose 1 course from Subject Area 2: Social Sciences**
  - GE 165 Introduction to Psychology
  - GE 111 United States History Through 1865
  - GE 112 United States History Since 1865
  - GE 238 Marriage and Family in Modern Society
- **Elective: Choose 1 course from Subject Area 3: Natural Sciences**
  - GE 230 Physical Science Survey
- **Elective: Choose 1 course from Subject Area 4: Health/Lifestyle Wellness**
  - GE 239 Health and Lifestyle Wellness
- **Electives: Choose 4 courses from any combination of general education subject areas**

**Great Books Courses (60 credits – 3 credits per course)**

- GB 101 Readings in Homer
- GB 102 Readings in Sophocles, Aeschylus, Euripides
- GB 103 Readings in Thucydides
- GB 104 Readings in Plato
- GB 105 Readings in Aristotle
- GB 106 Readings in Cicero, Virgil
- GB 107 Readings in Ovid, Marcus Aurelius
- GB 108 Readings in Creeds, Early Church Fathers
- GB 109 Readings in Augustine
- GB 110 Readings in Boethius, Anselm of Canterbury, Abelard, Aquinas
- GB 201 Readings in Bonaventure, Dante
- GB 202 Readings in Chaucer

- GB 204 Readings in Bacon, Newton
- GB 205 Readings in Shakespeare
- GB 206 Readings in Hobbes, Pascal, Locke, Machiavelli, More
- GB 207 Readings in Milton, Hume, Descartes
- GB 208 Readings in Austen, Dickens, Dostoyevsky, Eliot
- GB 209 Readings in Darwin, Marx, Newman
- GB 210 Readings in Nietzsche, Freud, Lewis

## **GENERAL GRADING POLICIES**

### • ***Method of Evaluation***

The evaluation of learning in Trinity degree programs is done using a variety of formats such as: written responses to audio lectures, critical book reviews, research papers, proctored examinations, and internships.

### • ***Grading Guidelines***

The grading process is based on numerous criteria summarized in the grading rubrics designed for each degree level. These guidelines pertain to the completion of all required assignments in a student's course of study at a particular level. The rubrics consider how well students understand, use, and evaluate course content from the perspective of a biblical worldview. Furthermore, meeting these learning outcomes depends on good written communication skills, which are also part of the grading rubrics.

### • ***Evaluation Sheet (TES Form)***

Trinity Evaluation Sheets (TES) are generally used for the evaluation of lesson submissions. Assignments are graded utilizing the following framework.

- Selection and Utilization of Resources (a possible 40 points, or 40% of the assignment's grade)
- Analysis and Development of Concepts (a possible 40 points, or 40% of the assignment's grade)
- Document Format and Language Structure (a possible 20 points, or 20% of the assignment's grade)

Points for each category are awarded based on the quality of the submitted assignment. The points from each of these three categories are summed, providing a total numerical score for the assignment. The TES includes a chart which shows the conversion of the Total Points to a Trinity Course Points Grade Value.

### • ***Lesson Returns***

Lessons will be returned within 21 days from the date received by Trinity. Lessons will be returned by the same method submitted; either uploaded directly into the TOLC, or returned via email. If the student notices that more than 21 days has passed and they do not have a lesson returned to them, please use the following link: <https://trinitysem.edu/forms/check-on-lessons/> to request assistance.

### • ***Course Work Completions***

Students completing all the course work for a course must notify Trinity they have completed all the course work, to be verified by Staff and Faculty at Trinity and the final grade recorded. Final Grades, using the following link: <https://trinitysem.edu/forms/course-work-completed/>

- **Grade Point Average (GPA)**

Students at the college level must obtain a minimum cumulative 2.00 GPA to graduate. Students at the seminary level must obtain a minimum cumulative 3.00 GPA to graduate. Cumulative grade point average is calculated in three steps: (1) multiplying the quality point value for each course grade by the number of credit hours for that course, (2) adding the total quality points for all of the courses completed, and (3) dividing by the total number of credit hours.

## **GRADES FOR ASSIGNMENTS AND COURSES**

Grades Used in Calculating Grade Point Average (GPA)			Final Grades Not Used in Calculating Grade Point Average (GPA)	
Points	Letter Grade	Quality Point Value	Grade	Brief Description
94-100	A	4.00	AU	Audit
90-93	A-	3.67	Pass	Satisfactory work for a pass/fail course <sup>1</sup>
87-89	B+	3.33	Fail	Unsatisfactory work for a pass/fail course <sup>2</sup>
84-86	B	3.00	WP	Withdrew Passing <sup>1</sup>
80-83	B-	2.67	WF	Withdrew Failing <sup>2</sup>
77-79	C+	2.33	WN	Withdrew Non-start <sup>3</sup>
74-76	C	2.00		
70-73	C-	1.67		
67-69	D+	1.33		
			Temporary Grade Status Not Used in Calculating Grade Point Average (GPA)	
64-66	D	1.00	Grade	Description
60-63	D-	0.67	I	Incomplete
0-59	F	0.00	M	Must resubmit assignment per faculty grader Withdrawal before resubmission = Fail / 0 points
			N	Not approved assignment per faculty grader / committee (normally used for thesis, capstone research project, or dissertation assignments) Withdrawal before resubmission = Fail / 0 points
Temporary Grade Status Used in Calculating Grade Point Average (GPA)				
Points	Letter Grade	Quality Point Value	Brief Description	
59	ZF	0.66	Temporary grade for failed assignment with plagiarism to be averaged with resubmitted passing assignment without plagiarism	

Temporary grades of **I**, **M**, **N**, and **ZF** as well as the final grades of **WP**, **WF**, and **WN** will not appear on the student's Trinity transcript.

<sup>1</sup> Completed assignments average **C** (2.00) or above for college level and **B** (3.00) or above for seminary level.

<sup>2</sup> Completed assignments average below **C** (2.00) for college level and below **B** (3.00) for seminary level.

<sup>3</sup> No assignments submitted.

## **Grades (Final) – A-F, WP, WF, WN**

### **Grades (Temporary Status) – I**

1. **Course Completed** – When a student completes a course the appropriate letter grade of (A-F) is assigned.
2. **Course Started** – When a student starts a course (submits an assignment) but does not complete the course on or before the course end date, an **Incomplete (I)** temporary grade status will be assigned. Prior to the course end date or during the allowable extension period, the student may 1) withdraw and receive a grade of **WP** or **WF** or 2) request an extension to submit assignments. At the end of the allowable extension period, the course termination date is reached. If the student has not submitted all assignments, a final course grade of **WP** or **WF** will be assigned based on the grades for submitted assignments and “Closed Course” status is given. For formal research courses, the grade is assigned at the end of the last Doctoral Research Extension.
3. **Course Not Started** – When a student does not submit any assignment on or before the course end date an **Incomplete (I)** temporary grade status will be assigned. Prior to the course end date or during the allowable extension period, the student may 1) withdraw and receive a grade of **WN** or 2) request an extension to submit assignments. At the end of the allowable extension period, the course termination date is reached. If the student has not submitted any assignments, it is considered a non-start of a course and a final course grade of **WN** is assigned and “Closed Course” status is given. For formal research courses, the grade is assigned at the end of the last Doctoral Research Extension.

### **GRADING FOR AUDIT COURSE**

A person who wishes to audit a Trinity course without credit must submit an Audit Application. Permission may be denied if space is not available after the registration of regularly enrolled students, or if the course is not appropriate for auditing. Approved persons are required to pay an Audit Fee. An audit course may not be changed to a credit course at a later date under any circumstances. Credit courses may not be changed to audit courses.

#### **Students**

Although an auditor receives no credit, the class will appear on the student’s transcript with the grade of **AU**. The hours will not be applied toward meeting graduation requirements nor will the grade of **AU** be computed in the grade point average.

#### **Non-students**

The audited class will not appear on a Trinity transcript when taken by a non-Trinity student.

### **GRADUATION AND COMMENCEMENT**

#### **Graduation**

Upon completion of all academic requirements and financial obligations, the degree will be forwarded to the graduate, after being awarded by proxy in Indiana. All graduates are required to pay a Degree Awarding Fee. The Degree Awarding Fee includes the cost of the degree completion evaluation and proxy awarding process; the diploma; two Trinity official transcripts; plus shipping materials, handling, and postage charges for the graduate materials. The Degree Awarding Fee cannot be waived under any condition. The degree award dates are the first and fifteenth of every month. At that point the student is considered graduated. (See Degree Awarding Information.)



□ **Commencement**

Trinity may schedule commencement; however, there are no commencement participation requirements. Graduates wishing to participate in an optional graduation ceremony must contact the Registrar's Office no later than March 31.

## **Graduation HONORS**

□ **Graduation Honors**

Academic honors are awarded in all degree programs to graduates who qualify. Any honor awarded for academic achievement will be displayed on the graduate's degree certificate. Honors will be awarded for academic achievement in these two categories:

With High Distinction	3.90 to 4.00 Cumulative Grade Point Average
With Distinction	3.80 to 3.89 Cumulative Grade Point Average

## **INSTITUTIONAL REVIEW BOARD (IRB)**

Students completing research may be required to submit a "Research Ethics Checklist" to the Institutional Review Board and receive board approval before conducting the research. This approval is required when the research involves human participants in the gathering of data for analysis.

The Institutional Review Board (IRB) is the faculty committee that oversees the protection of human participants in all research activities undertaken by Trinity's faculty and students. The IRB is responsible for ensuring that research done under the auspices of Trinity meets the requirements of federal regulations regarding the just, humane, and ethical treatment of human participants, and that the rights and welfare of those participants are adequately protected. Students are responsible for becoming acquainted with the IRB's procedures and timelines. Requisite instructions and forms to submit with the research proposal can be found on the home page of the Trinity Online Learning Center (TOLC).

## **LEAVE OF ABSENCE**

There is a time limit for the completion of the courses as outlined on an activated Registration. This includes the ability to request an extension for courses which are not completed by the course end. Beyond that, no automatic provision is made for academic abeyance. Students do have the right to petition the Academic Committee for a leave of absence for a specified period of time. A student who discontinues active enrollment without being granted a leave of absence, or a student granted a leave that does not return to active study at the close of the period of approved leave, must apply for readmission.

## **LESSON SUBMISSION**

It is possible to submit lessons online, via postal mail, or upload them in the online course or webinar course classroom. Faxed and e-mailed lesson submissions are not accepted except under special circumstances and as approved through Academic Services. Once received in the Evansville Offices, the lessons are screened for completeness and logged to the student's record. Regardless of the method used to submit lessons, the student is responsible for **keeping a personal copy** of each submission. In the unlikely event a lesson is misplaced, Trinity will contact the student for another copy of the lesson.

Faculty members are committed to giving lessons the attention they need to ensure quality grading. Lessons may take up to four weeks to be graded. Sometimes there are extenuating circumstances which may cause a longer turnaround time. Please note: Sending lessons via postal mail will require extra time for the student to receive the grade. For dissertations, capstone research projects, and major writing projects, a minimal of sixty days of turnaround time for grading each submission should be allowed.

Students must complete assignments in the English language. Lesson submissions must adhere to the layout shown on the Submission Page Format which is included under Tab 3 in the *Trinity Orientation Manual*. The layout is also available on the Trinity Web site at the following address: <https://trinitysem.edu/student-resources/online-lesson-submission-instructions/>. Lessons will be returned to the student if they are not submitted properly. **Lessons must be received PRIOR to or on the course end date or within the allowable extension time period;** otherwise, the lessons will NOT be processed.

### ***Style Manual***

The current edition of *A Manual for Writers of Term Papers, Theses, and Dissertations* by Kate L. Turabian is to be used as the default writing style manual when students do not receive explicit instructions from Trinity materials. Any specifications from the **Trinity Course Study Guide** take precedence over Turabian or any other Trinity materials.

### ***Typing Requirements***

Students are not permitted to submit handwritten assignments. For those needing assistance with typing, the following solutions are recommended:

- Request assistance from a church member;
- Contact local secretarial schools;
- Request assistance from family and/or friends.

Students needing to write by hand due to unusual circumstances must petition the Academic Committee for permission to do so before submitting a handwritten lesson. The Academic Committee highly recommends that all students take the steps necessary to become proficient in producing typed papers as required by professional academic standards.

## **LESSON RESUBMISSION / COURSE RETAKE**

### **□ *Student Initiated Resubmission***

Students are automatically allowed to rework and resubmit a lesson (not an exam) a maximum of one time to receive a passing grade. Trinity must receive the resubmission within 30 days from date the failing lesson grade was issued. (Course end date policies apply.) The reworked, resubmitted lesson will be sent to the same grader as the original lesson. Students are not permitted to resubmit a lesson merely to receive a higher grade or have a reworked lesson graded by someone other than the grader of the original lesson. Any lesson with a grade above "F" is not eligible for student initiated resubmission. Lessons with plagiarism receiving a final grade of "F" cannot be reworked and resubmitted for evaluation for a higher grade.

### **□ *Faculty Initiated Resubmission***

Faculty have the responsibility to evaluate and assign a grade for all course work sent to them. Faculty cannot return work if deemed unacceptable without first evaluating, making comment on the TES form, and assigning a grade. In some instances, individual faculty members may at their discretion allow papers to be reworked as needed if deemed unacceptable to the faculty receiving the lesson. Students may then submit their second attempt. It is up to the faculty as to how to handle the lesson upon resubmission namely, how/if they will adjust the grade. A student who does not wish to exercise the option granted by the faculty member to resubmit would then be assigned the grade according to the original TES.

### **□ *IRB Initiated Resubmission***

When faculty determines there are significant citation errors in an assignment that suggest the possibility of plagiarism if not corrected, special rules apply as determined by the Institutional Review Board (IRB). Faculty may assign a grade of "M" (must resubmit); forward the lesson information to the Grades Coordinator who will then forward it to the IRB. The student will then be informed by the IRB that they have significant citation errors to correct, and that they must resubmit the work for a new grade. Students are provided links to information on plagiarism and how to avoid it.

If, after the first resubmission, significant citation errors continue to occur, faculty may assign a "ZF" grade. The student will then be informed by the IRB that they have significant citation errors that suggest plagiarism is occurring and that they must resubmit the work. The resubmission of an assignment without significant citation errors is required to pass the course. The same faculty member who identified the citation errors in the first submission of the assignment will be used as the same grader for all attempts of resubmission. The "final" grade for the *assignment* will be an averaging of the "ZF" received (valued at 59 points) on the

assignment with significant citation errors and the points received for the assignment without significant citation errors. Multiple resubmissions with citation errors suggesting plagiarism is occurring will simply leave the "ZF" grade intact, though the form, TES, and IRB letters will be sent each time. If by the end of the course registration period, the student never resubmits the assignment without significant citation errors or chooses not to attempt to resubmit, zero points are awarded and added with the 59 points for the "ZF" which averages to an "F" grade for the assignment. In this case, the student's course grade will also be an "F" grade regardless of the grades for the other assignments for that course. The course with the "F" grade cannot be dropped and will remain on the student's transcript. Students needing to repeat the course for program requirements will be charged full tuition and will be required to submit all assignments.

As always, faculty members are free to assign a low grade or an "F" for an assignment if there are significant citation errors rather than submit the assignment through the IRB process. If a "ZF" graded assignment continues to be resubmitted with potential plagiarism, faculty are free to assign a final grade of "F" for the assignment if they do not believe continued attempts at correcting any remaining citation errors are warranted.

Please note that in many institutions, a single act of plagiarism is grounds for dismissal. Trinity's approach is to allow the student to resubmit work until significant citation errors do not appear in the assignment. In this way students are given the opportunity to "redeem" themselves, and in fact must do so in order to complete the course.

□ **Course Retake**

Students wishing to repeat a course for a higher grade must petition the Academic Committee in writing to re-register for applicable courses. Any original course grade will remain on the student's transcript as well as the new grade for the repeated course.

## **MATRICULATED STATUS – ALL DEGREES**

Applicants for admission to programs at Trinity are required to have official transcripts forwarded to Trinity within 90 days following enrollment. When official transcripts have been received, evaluated, and approved; all prerequisites have been met; and the first assignment has been received, the student achieves matriculated status.

## **ORIENTATION TO TRINITY**

A common need for new students enrolling in a Trinity degree program is to become acquainted with the processes necessary to be successful in a distance education learning environment. Trinity provides distance education through the Trinity Online Learning Center (TOLC). The first course in every degree program, the Trinity Tutorial, introduces students to the TOLC. This non-credit course provides valuable information that will assist students in acquiring the skills necessary to navigate the TOLC. The course introduces students to key Trinity personnel, the Hunter Theological Library, and procedures necessary for being a successful student at Trinity.

## **PORTFOLIO OPTION: ASSESSMENT OF PRIOR LEARNING**

The Portfolio process at Trinity appreciates the prior learning of students. It appreciates the potential for intellectual growth and the possibility for earning academic credits based on their prior learning via a rigorous evaluation for creditable learning. The Portfolio Option allows for this rigorous evaluation of students' prior learning for creditable learning. A Portfolio is a document or collection of evidence in support of a student's claim of creditable learning via the institution's prior learning assessment process. A student can consult an Academic Advisor for advisement on the potential benefits and preparation of the Portfolio.

Related to Portfolio assessment, certain important considerations apply:

- Prior Learning Assessment and submission of a Portfolio does not guarantee awarding of credits but only to allow a student the opportunity to provide documentation in support of the student's claim of creditable learning for evaluation by faculty assessors who will determine whether a student's prior learning is worthy of credits. Assessors can assign zero or three credits for each subject area or Course Learning Narrative (CLN). A student can be awarded credits up to the number targeted in the Portfolio submission.
- A student's Portfolio will be kept as an institutional record. Students will need to make copies of their submitted Portfolio for their personal records.
- A student will need to be familiar with the contents of the *Portfolio Handbook* as well as the instructional contents in the online Portfolio Classroom prior to the start of developing and writing the Portfolio.

Students can submit their initial Portfolio copy at any point during their degree program studies once their official transcripts are complete. However, the Portfolio with all CLNs and any additional documentation (evidence of learning) for subject areas or courses a student wants the institution to assess for possible creditable learning should be received by the institution at least seven months out from the student's desired degree award date.

Students can register for the Portfolio Option by contacting an Academic Advisor and paying the Portfolio Option Fee. Upon initial Portfolio submission, an additional Portfolio CLN Fee will apply for each CLN (evidence of learning for each subject area or course) contained in the official or initial Portfolio submission. These fees are collected regardless of whether academic credits are awarded and regardless of the number of credits awarded. A student is allowed 2 resubmissions at no additional Portfolio charges following the official or initial Portfolio submission for evaluation by the same assessors. See **TUITION AND FEE INFORMATION**.

The activation date of the BKA/Portfolio Schedule is considered the start date for the portfolio and the end date is 6 months from the start date. Students are eligible for one 6-Month Extension which provides an additional 6 months at no charge to complete the portfolio.

Credits received by portfolio will not be awarded if the content duplicates credits previously earned by the student in either a course, an examination, or in any other Portfolio assessment program.

A student can be awarded credits up to the number targeted in the Portfolio submission. The student will be informed in writing of the number of any awarded credit hours. If the total amount of targeted credit hours was not approved, the student must then respond in writing within 30 days of the e-mail/ mailing date of the notification from Trinity to accept the number of awarded credit hours or indicate interest in resubmitting the portfolio to apply for the number of credits targeted at the time of the original or official Portfolio submission.

- ***Undergraduate Portfolio Credits***

The Undergraduate Portfolio option allows students to possibly earn academic credits toward degree completion at Trinity. Undergraduate Portfolio credits may be earned based on prior learning that is deemed equivalent to the undergraduate degree level from a combination of (1) ministry, professional, or other life experiences; or (2) ministry or professional studies. One portfolio at each degree level may be approved with no duplication of Course Learning Narratives (CLNs) permitted.

- ***Graduate Portfolio Credits***

Certain specific criteria apply for the submission of the Graduate Portfolio. Such criteria in the Graduate Portfolio submission must be met in order to be assessed for creditable learning. Students can review these specific criteria in the *Portfolio Handbook* (see Trinity's Web site or access the TOLC to locate the *Portfolio Handbook*). Course Learning Narratives (CLNs) are restricted to Trinity master's level courses only and must be relevant to the student's program of study. Each CLN must contain at least one original work product or written work the student has produced (e.g., book, article published in magazine or professional journal, sermon series, professional paper, educational curriculum). The student must produce a CLN per graduate course which explores and evaluates prior learning unrelated to any CLNs submitted in the Undergraduate Portfolio: no duplication is permitted.

- ***Graduate Portfolio for Accelerated Programs Credits***

Students in an accelerated master's degree may be eligible to receive credits through completion of a Graduate Portfolio for Accelerated Programs (Experiential Learning Credits). Requirements may vary for this type of Graduate Portfolio. Students receive details regarding portfolio requirements upon registration.

## **PORTFOLIO INFORMATION – TO SATISFY A COURSE ASSIGNMENT**

In preparing a portfolio to satisfy a course assignment, the student should follow the specific instructions in the applicable course's study guide or TOLC classroom. For example, a course study guide may require students to prepare an electronic portfolio (e-Portfolio) that documents reflective thinking of their personal faith development and prior learning experiences to date. The study guide will normally provide additional instructions regarding specific content and length. Assignments of this type should not be confused with the attempt to earn academic credits on the basis of college level prior learning substantiated in the writing of an acceptable portfolio according to standards established by Council for Adult and Experiential Learning (CAEL). The requirements are very different. (See **PORTFOLIO OPTION: ASSESSMENT OF PRIOR LEARNING.**)

## **PROBATION**

If students fail to maintain the required cumulative grade point average (GPA) for their degree level (2.00 for undergraduate students and 3.00 for master's, first professional, and doctoral students), they are subject to be placed on academic probation until their cumulative GPA is satisfactory. Academic probation is a period in which students must achieve a prescribed level of academic performance. Students who fail to demonstrate improved academic performance will be referred to the Academic Committee for appropriate action.

The Academic Committee has the discretion to place a student on probation based upon poor academic performance and/or academic violation of Trinity policies, and/or relevant student improprieties. The terms and conditions of the probation will be documented in writing to the student. An incoming student may be placed on probation and monitored for satisfactory progress.

- Students enter on an initial Registration and if their GPA drops below the acceptable level, they are placed on probation at the end of the Registration. They will remain on probation for the next Registration where they will be advised to bring their average up.
- If a student is placed on probation for any other reason during a Registration, they have the remainder of that Registration to rectify the reason for being placed on probation.
- If a student enters Trinity on probation they have the first Registration to demonstrate their ability to succeed in their degree program.

At the end of the Registration on which a student has been on probation the student's case is examined by the Academic Committee where a decision will be rendered about the status of the student. The Academic Committee can decide any one of the following:

- a. Not allow the student to continue;
- b. Allow the student to enroll with fewer hours than are normally allowed;
- c. Allow the student to enroll in order to retake courses where they have performed poorly;
- d. Allow for a second enrollment of academic probation.

Lesson submissions for dissertations, capstone research projects, major writing projects, or theses will not be accepted unless the seminary student's cumulative grade point average is 3.0 or above.

## **PROCTORED EXAMINATIONS**

In some Trinity study guides and classrooms, *Assessment A: Proctored Examination* is used to describe the course assessment that encompasses the content and scope of the course and demonstrates the student's mastery of the subject matter. It is administered in a proctored setting.

Students in Trinity's non-accelerated Bachelor of Arts degree have the option to earn credits by examination by taking Bible Knowledge Assessments (BKA's) through Trinity to satisfy General Elective credits. The BKA's are standardized, multiple choice assessments that evaluate knowledge of the Bible. The Bible Knowledge Assessments are published by the Association for Biblical Higher Education. A proctor is used to administer the examination.

Students required to take *Assessment A: Proctored Examination* or electing to take any Bible Knowledge Assessments are asked to identify a proctor to monitor the assessment, arrange a time with the proctor, and provide the proctor's name, address, and occupation to Trinity. Students may select any reputable adult to serve as proctor (i.e., clergy, educator, administrator, doctor, lawyer, business person, or public official) who is not an immediate or extended family member of the student. Trinity will send the materials to the proctor in time for the arranged assessment. The proctor will administer the assessment according to the instructions provided by Trinity and return the assessment directly to Trinity. Students are expected to take Proctored Examinations and Bible Knowledge Assessments within two weeks of the receipt of the materials.

□ **Assessment A: Proctored Examination**

*It is the student's responsibility* to request Proctored Examinations from Trinity in writing, either by online submission, fax, or postal mail. Students must be sure to send the completed form "Request for Proctored Examination" when requesting the Proctored Examination. The form is available on the TOLC. Once the "Request for Proctored Examination" is received, Trinity will verify that all the course assignments have been received. Only then will Trinity issue the Proctored Examination. (Some course exceptions apply.) The packet will be sent to the proctor, who will administer the Proctored Examination to the student and return it directly to Trinity. Special submission instructions for the two-hour Proctored Examination will accompany the exam. Once graded, the Proctored Examination is retained at Trinity and the grade is sent to the student. Upon receiving the Proctored Examination, students have 30 days from the sent date to complete and have the proctor return the examination to Trinity. The proctor must return the original examination to Trinity within the 30-day time frame. If the examination is not received within the 30-day period, a grade of "F" will be assigned.

In rare instances where unforeseen circumstances prevent the timely completion and return of the examination, e.g. medical emergency or extreme postal delays, students should immediately contact Trinity via e-mail at [contact@trinitysem.edu](mailto:contact@trinitysem.edu) to request an extension beyond the required timeframe. Otherwise a grade of "F" will be assigned. If these extenuating circumstances prohibit a student from contacting Trinity, the student may petition the Academic Committee for a review of the circumstances.

□ **Bible Knowledge Assessment**

Each Bible Knowledge Assessment consists of 150 multiple-choice Bible knowledge questions. A minimum score of 70% is necessary to pass the evaluation. No notes, study guides, Bibles, or other materials may be used during the assessment which has a 45 minute time limit. Students register for BKA's by contacting an Academic Advisor. After the 6 month BKA/Portfolio Schedule is activated, students must submit a request for the assessment. Each Bible Knowledge Assessment is mailed to a proctor. A "Request for Bible Knowledge Assessment (BKA)" form is available from the Registrar's Office.

Students have thirty days from the time the BKA is mailed from Trinity to complete and ensure the proctor's timely return of the BKA. If there is a delay, it is the responsibility of the student to contact Trinity via e-mail at [contact@trinitysem.edu](mailto:contact@trinitysem.edu) to request an extension beyond thirty days. A grade of "Fail" will be issued if the BKA or appropriate correspondence is not received within 30 days. Course extension policies apply to BKA's. Appeals may be directed to the Academic Committee.



## **RESIDENCY**

As a distance education institution with students worldwide, Trinity has no residency requirements.

## **STANDARDS OF WORK**

Trinity has established minimum academic standards for all students. These standards concern academic progress and evaluation of student work. Students are considered to be making satisfactory academic progress if they complete their courses in the time frames allowed and they maintain a minimum cumulative grade point average (GPA) of 2.00 for undergraduate students and 3.00 for master's, first professional, and doctoral students. Students are required to contact Trinity staff and faculty as needed to seek assistance in maintaining these academic standards.

Students at the college level must obtain a minimum cumulative 2.00 GPA to graduate. Students at the seminary level must obtain a minimum cumulative 3.00 GPA to graduate.

## **STANDARDS OF WRITING**

Writing skills are crucial to educational success at all degree levels. Academic writing differs from other forms of writing in that it usually:

- Is appropriately narrow in focus;
- Presents an argument based on sound critical thinking;
- Draws upon and properly acknowledges the work of others;
- Presents new understanding in an organized fashion.

Those students who do not meet the basic minimal writing standards, which are commensurate with their degree level, will be asked to take remedial courses.

All writing in Trinity classes will be evaluated on the basis of standard English, especially in terms of quality, creativity, effectiveness of argumentation, and accuracy of information. In addition, academic writing will be evaluated on the selection and use of appropriate supporting material. All information not original to the student **must** be cited in a recognized format as found in the current edition of Kate Turabian's *A Manual for Writers of Term Papers, Theses, and Dissertations*. Use of information or material from outside sources without proper citation is considered plagiarism and is grounds for disciplinary action.

In following good practices established for institutions of higher education, Trinity allows only computer printable work to be submitted (unless otherwise noted). Trinity encourages the use of the Trinity Online Learning Center. Trinity students who cannot utilize this technology can receive their lesson requirements by postal mail. They can also submit all of their computer printed lessons in the same manner. In addition, they can interact with faculty and staff by telephone.

## **STUDENT COUNSELING**

Trinity offers a Student to Student Discussion forum within each Trinity Online Learning Center classroom. Students may use this forum at their discretion as a social forum or as a place for group study. Students needing encouragement and/or prayer may participate in the forum area and post their concerns directly to it. Trinity also offers a Student to Faculty Communication forum within each TOLC classroom. Students are invited to ask the instructor questions about the course and its requirements. Academic Advisors are also available for academic counseling.

## **STUDENT DISMISSAL**

Trinity College of the Bible and Theological Seminary reserves the right at any time to place on probation or dismiss any student whose academic standing or progress, financial obligations, or public or private behavior is deemed not satisfactory by the Academic Committee.

## **STUDENT IDENTIFICATION CARD**

Students interested in receiving a Trinity Student Identification Card should contact the Registrar's Office.

## **STUDENT RECORDS**

### ***Applications***

Student applications for admission will be held for a period of one year. After one year, students must reapply for admission to Trinity.

### ***Registrations***

**Expired or withdrawn Registrations will be held for a period of 90 days.** After that period, degree programs are subject to updates and modifications according to current *Catalog* guidelines and students may be asked to reapply for admission.

### ***Student Files***

Files for *current students* enrolled in programs will be kept up-to-date during the student's tenure in a program. Files for *graduated students* will be kept in hard copy until they are transferred to archival storage. Transcript information will be kept available for student request.

## **STUDENT STATUS**

### **□ *W90D Status***

Trinity requires a student to register for the next term of courses within 90 days of completing the last Registration. The student is placed in W90D (within 90 days) status when:

- the Registration is COMPLETE,
- there is no other active Registration,
- the student's program is not finished, and
- the student has not withdrawn.

While in W90D status, the student has the opportunity to contact Trinity to activate a new Registration for additional course work. Ninety days after the Registration is completed, any student who has not activated a new Registration or withdrawn will be placed in Timed-out Status.

### **□ *Timed-out Status***

In addition to the condition of being placed in Timed-out Status at the end of the W90D period, the student is placed in Timed-out Status when:

- All course end dates have passed (including extension periods),
- the Registration is NOT COMPLETE,
- there is no other active Registration, and
- the student has not withdrawn.

### **□ *Withdrawn Status***

The student is placed in Withdrawn Status when the student request is received to discontinue course work and degree completion.

## **STUDENT GUIDES, COURSE KEYS, STUDY MATERIALS**

Course keys are sent to students via e-mail. The course key e-mails provide instructions to access the course materials in the TOLC classroom or resource room provided for each course. The classrooms include a list of all required textbooks (author, title, publishing information, ISBN, etc.) as well as any required resources (audio lectures, DVDs, manuscripts, etc.). Classrooms detail all required assignments and examinations required for each course, regardless of delivery system chosen.

While the content of lectures, presentations, and discussions cover the same material, the delivery system in which the student is enrolled determines the parameters of the instructional experience. Students can determine their delivery system by the course code on their registration forms (AOC, AWD, AWE, IS, or ISC). Students are expected to observe all of the protocols, as detailed in the course assignments, for the delivery system in which they have enrolled.

## **TRINITY OFFICIAL TRANSCRIPTS**

A student's official Trinity transcript may be mailed to other schools or potential employers at student or alumni request *only* when financial records are clear and no outstanding bills are owed to Trinity. A request for transcripts must be in writing when being sent to a third party. A letter requesting transcripts must be sent to the Registrar. The letter should provide details including name, program(s), Student ID number, and where the transcript is to be sent. The letter should also include payment for each transcript to be mailed. Students are given two student-issued transcripts at no charge upon graduation; additional transcripts are available for a fee.

---

## **REQUIRED MATERIALS INFORMATION**

---

While the appropriate faculty members provide oversight for the selection of texts made by instructors for courses, Trinity does not censor every text and recognizes the need for varying points of view to be represented. Trinity does not, therefore, endorse every title listed on the course study guides or in the TOLC classrooms.

### **ACCESSING REQUIRED TRINITY MATERIALS**

For most courses, required Trinity materials and applicable audio recordings are available from Trinity via the Internet and through the Trinity Online Learning Center (TOLC) <http://tolc.trinitysem.edu>. Upon initial enrollment, students receive e-mails with TOLC course keys to access the Resource Rooms on the TOLC. With the course keys, students may download applicable audio recordings through the TOLC. Hard copies of study guides are available for a fee and may be requested by students. Students will not be eligible for refunds for hard copy materials that can be accessed at no charge via the TOLC.

Students who have questions about their course keys should contact Trinity via e-mail at [contact@trinitysem.edu](mailto:contact@trinitysem.edu), fax 812-602-3390, telephone 812-602-3320, or postal mail at PO Box 1107, Evansville, Indiana 47706. Course keys for online and webinar courses are distributed when the course keys become available 30 days prior to the start date of the course. Requests for course keys will not be processed if a student's account is delinquent.

### **ACCESSING REQUIRED TEXTBOOKS**

Students are encouraged to buy/rent new or used books from Amazon.com, usedbooks.com, or from your local bookstore. The required text(s) of a course may change upon course revision. Students may refer questions about textbooks to Trinity via email at [contact@trinitysem.edu](mailto:contact@trinitysem.edu). Students should refer to their TOLC classroom for required books.

Before ordering materials/textbooks, students should consider whether or not they will be able to submit lessons before the end date of their course.

---

## RESEARCH INFORMATION

---

### **HAROLD F. HUNTER THEOLOGICAL LIBRARY**

Trinity's Harold F. Hunter Theological Library is an electronic resource for theological learning and research that serves the information needs of the students and faculty of Trinity College of the Bible and Trinity Theological Seminary. It is accessible to students and faculty at [www.trinitysem.edu](http://www.trinitysem.edu) and through the Trinity Online Learning Center (TOLC) at [lessons.trinitysem.edu](http://lessons.trinitysem.edu). The resources it contains will help the online researcher in the completion of course assignments and degree requirements.

Students are expected to locate and use library resources available to them for the purpose of conducting research. In order to help students with that process, Trinity's Hunter Theological Library provides students with access to information resources in many different formats to guide them to relevant resources on the Internet to further their research opportunities. Scholarly resources provided are in the forms of online databases, downloadable files, and links to web-based material.

---

# THE TRINITY ADVANTAGE

---

## Making Learning Accessible

**TRINITY MAKES LEARNING ACCESSIBLE** by offering students exciting and innovative study methods to choose from in completing degree requirements. Students can learn in a structured study environment that is convenient and time efficient (Online and Webinar Courses) or an unstructured environment determined by the student (Independent Study Classes). Any combination of these study methods provide students with the opportunity to interact with Trinity faculty and staff whom they otherwise might never meet, while forging new and lasting friendships with other Trinity students.

### INDEPENDENT STUDY COURSES

Independent Study Courses may be completed at the student's own pace over a 12-month period from the start date. Ideal for students who are also balancing the demands of family, church, and work, Trinity's Independent Study Courses are specifically designed to let students set their own deadlines to complete their assignments within a 12-month period from the start date.

### WEBINAR COURSES

Webinar Courses are "real time" learning events whereby the instructor and students are "together" via computer technology for the teaching time. The delivery platform is the Trinity Online Learning Center (TOLC). Webinars are interactive events allowing students to see and hear the instructor as well as see the visual presentations given by the teacher. There is opportunity for interaction between students and the instructor as well as between students themselves. Webinar access system requirements are posted on Trinity's Web site.

Students have the opportunity to participate in Accelerated 1-Day Webinar Courses or Accelerated Evening Webinar Courses. An Accelerated 1-Day Webinar meets 1 day; course end date is 6 weeks from date of Webinar. An Accelerated Evening Webinar meets 4 weeks, 1 evening per week, 2 hrs per evening; course end date is 6 weeks from the start date.

### ONLINE COURSES

Online Courses are offered through the Trinity Online Learning Center (TOLC). An Accelerated Online Course meets a total of 4 weeks; course end date is 6 weeks from the start date. The 4 weeks utilize asynchronous (non-real time) online discussions. Online Courses provide students with a community of learning while completing course requirements, and allow for ongoing interaction with one of Trinity's faculty members who are experts in their field of study.

## **NON-CREDIT WORKSHOPS**

Trinity offers optional non-credit, non-transcribed workshops to provide students and non-students with specialized instruction in select subject areas. A variety of workshops are offered in a variety of areas such as dissertation development and portfolio development. Workshops may be offered in half-day, one-day and multi-session formats.

Students are not required to take workshops to complete degree requirements. However, they may find the additional learning opportunities helpful in supplementing other credentialed learning experiences. Workshops may not be used as a substitute for course or degree requirements. Please see the Workshop Schedule on the Trinity Web site for current workshop offerings.

## **COURSE REGISTRATION**

To register for any type of course via e-mail, students may send an e-mail to [contact@trinitysem.edu](mailto:contact@trinitysem.edu). To register for any type of course via telephone, students may call 812- 602-3320.

Students are strongly encouraged to enroll in Webinar and Online Courses at least one month prior to the start date of the course. This allows plenty of time for students to order and receive their textbooks. Course keys are sent to students via e-mail approximately one month prior to the start date.

Within course load guidelines, students may elect to add Independent Study Courses, Webinar Courses, and Online Courses at any time prior to the end date of the Registration.



---

# THE TRINITY VIRTUAL CAMPUS

---

## trinitysem.edu

Trinity provides its students with the right online tools they need to complete their program. Communication, research and study are accomplished through an Internet-based system that is simple to use and easy to navigate. Audio lectures, study guides and communications with staff and faculty are provided online, putting students in touch with the resources they need at a time that is convenient for them. Course work submissions and library resources are accessed from anywhere in the world, any time, day or night. Trinity's powerful technology opens up the doors of higher education to anyone with an Internet connection, regardless of connection speed or computer operating system. Some of the highlights include:

### **THE TRINITY WEB SITE**

Trinity's Web site provides information to students concerning proper writing and citation methods, information on how to use Trinity's online library facilities, research links, Webinar and Online Course opportunities, and much more. In addition, the Web site allows students to plan their Webinar and Online course opportunities up to a year in advance through the online posting of the schedule.

### **TRINITY ONLINE LEARNING CENTER**

<http://tolc.trinitysem.edu>

The Trinity Online Learning Center (TOLC) is a key component of the Trinity educational system. Online classrooms and resource rooms provide students avenues to audio lectures, course study guides, and other materials. Discussion forums are used to communicate directly with professors and other students using technology to share ideas and gain insight through classroom discussion.

- ***Copyright Policy***

All documents included in the classrooms are intended for personal use in the completion of course requirements. Students may download or print copies; however, these materials remain the sole property of Trinity College of the Bible and Trinity Theological Seminary and are not intended for use by non-Trinity students. Therefore, other than for use by students, these documents are not to be copied for, or distributed to other persons or organizations without the express written permission of Trinity College of the Bible and Trinity Theological Seminary.

- ***Forum Protocol***

Discussion forums in the TOLC are used to communicate directly with professors and other students using technology to share ideas and gain insight through classroom discussion. Trinity offers a Student to Student Discussion forum within each Trinity Online Learning Center classroom. Students may use this forum at their discretion as a social forum or as a place for group study. Students needing encouragement and/or prayer may participate in the forum area and post their concerns directly to it. Trinity also offers a Student to Faculty Communication forum within each TOLC classroom. Students are invited to ask the instructor questions about

the course and its requirements. Access to the TOLC classroom forums is a privilege, not a right. The act of participating in the forums constitutes an acceptance of forum protocol. Violators of forum protocol may, at the sole discretion of Trinity's TOLC Administrators, be suspended or locked out of the forums. Members are invited to contact a TOLC Administrator at [techsupport@trinitysem.edu](mailto:techsupport@trinitysem.edu) regarding any potentially problematic issue.

The following activities are considered inappropriate and unacceptable: personal attacks, offensive, insulting, defaming and harassing message/file flow; promoting or facilitating illegal activities; posting copyrighted, trademarked, or proprietary materials without proper and legal authority; advertising or promoting "anything" that violates Biblical values and Christian ethics (as interpreted in a conservative/evangelical context); language in any form that violates Biblical values and Christian ethics (as interpreted in a conservative/evangelical context); and any other activity which may reasonably be interpreted as inappropriate from a conservative/evangelical context (at the sole discretion of the TOLC Administrators). Inaccurate information about Trinity College of the Bible and Trinity Theological Seminary may be edited or removed from student forums.

### **ONLINE TECHNICAL SUPPORT**

Trinity has a strong system of technical support that is available through e-mail. Trinity's Technical Support staff is ready to assist students in case they should ever have problems or questions concerning access to their classroom materials.

### **TRINITY'S WEB SITE: STUDENT SECTION**

Trinity's Web site has a devoted section for online student resources and support services. By going to [www.trinitysem.edu](http://www.trinitysem.edu) and clicking on the student section button, students will find an abundance of information including but not limited to the Library Resources and Research, Lesson Submission Instructions, Writing Helps, and Student Record Access.

### **STUDENT RECORDS ONLINE**

Academic and financial records can be accessed online at any time in order to keep students up-to-date as they progress through their course work. A simple set up allows students to quickly gain secure access to their own information through their personal computers.

## **STUDENT ACCESS PASSWORD LIST**

Usernames and passwords may be required to access various Trinity services online. Following is a list of types of possible passwords students might have. Each section requiring a password gives a brief explanation of what the password means, what it allows students to do, and why students might need it. This chart has been prepared so that students might have a better understanding of which service goes with which Username/Password combination. Students are encouraged to complete this chart as usernames and passwords are identified for the various services.

<p><b>1. Access to Student Records_</b>  <a href="https://trinitysem.edu/student-resources/student-access-to-database-records/">https://trinitysem.edu/student-resources/student-access-to-database-records/</a> or click on “<b>Student Records Access</b>” link under the “<b>Students Resources</b>” section of the Web site.            By entering the student’s Trinity Student ID number along with a password, the student’s records may be accessed. The student must initially complete the section “To Set Up Your Password” from the “Student Records Access” page to set up a password.</p>	<table border="1"> <tr> <td data-bbox="867 737 1065 800"><b>Student ID:</b></td> <td data-bbox="1065 737 1425 800"></td> </tr> <tr> <td data-bbox="867 800 1065 863"><b>Password:</b></td> <td data-bbox="1065 800 1425 863"></td> </tr> </table>	<b>Student ID:</b>		<b>Password:</b>	
<b>Student ID:</b>					
<b>Password:</b>					
<p><b>2. Access to Trinity’s Library Resources</b>  <b>Go to the Student section from the main Trinity web page and click on the Library links or click on the Library links in the Trinity Online Learning Center (TOLC).</b>            Databases may be accessed by entering the login information shown in the library.</p>	<table border="1"> <tr> <td data-bbox="867 1062 1065 1125"><b>Student ID:</b></td> <td data-bbox="1065 1062 1425 1125"></td> </tr> </table>	<b>Student ID:</b>			
<b>Student ID:</b>					
<p><b>3. Trinity Online Learning Center (TOLC) <a href="http://tolc.trinitysem.edu">http://tolc.trinitysem.edu</a> or <a href="http://tolc.trinitysem.edu/login/index.php">http://tolc.trinitysem.edu/login/index.php</a> (to set up Username and Password).</b>            This is used to access course materials (study guides, recordings, etc.) online. The student will create a Username and Password for this site. Trinity will provide the student a course key via e-mail to access individual TOLC Resource Rooms.</p>	<table border="1"> <tr> <td data-bbox="867 1293 1065 1356"><b>Username:</b></td> <td data-bbox="1065 1293 1425 1356"></td> </tr> <tr> <td data-bbox="867 1356 1065 1419"><b>Password:</b></td> <td data-bbox="1065 1356 1425 1419"></td> </tr> </table>	<b>Username:</b>		<b>Password:</b>	
<b>Username:</b>					
<b>Password:</b>					
<p><b>4. Other</b></p>	<table border="1"> <tr> <td data-bbox="867 1514 1065 1577"><b>Username:</b></td> <td data-bbox="1065 1514 1425 1577"></td> </tr> <tr> <td data-bbox="867 1577 1065 1640"><b>Password:</b></td> <td data-bbox="1065 1577 1425 1640"></td> </tr> </table>	<b>Username:</b>		<b>Password:</b>	
<b>Username:</b>					
<b>Password:</b>					
<p><b>5. Other</b></p>	<table border="1"> <tr> <td data-bbox="867 1665 1065 1728"><b>Username:</b></td> <td data-bbox="1065 1665 1425 1728"></td> </tr> <tr> <td data-bbox="867 1728 1065 1791"><b>Password:</b></td> <td data-bbox="1065 1728 1425 1791"></td> </tr> </table>	<b>Username:</b>		<b>Password:</b>	
<b>Username:</b>					
<b>Password:</b>					

---

## **GENERAL INFORMATION**

---

### **LEGAL STATUS**

Trinity College of the Bible and Trinity Theological Seminary grants degrees in the State of Indiana under Article 1, Sections 2, 3, and 4, of the Indiana State Constitution. Trinity College of the Bible and Trinity Theological Seminary is recognized as a 501(c) (3) organization as stated in the Internal Revenue Service letter of determination dated February 24, 1970. All contributions are tax deductible to the extent allowed by law.

### **LITIGATION**

Litigation against Trinity College of the Bible and Trinity Theological Seminary must be filed in Warrick County, Indiana, USA.

### **TRINITY COMMUNITY AND ALUMNI RELATIONS**

Students and graduates may contact Trinity with any questions or ministry opportunities and ideas by sending an email to [contact@trinitysem.edu](mailto:contact@trinitysem.edu) or by calling 812-602-3320.

□ ***Community Relations***

Trinity is working to be involved and connected to the ministers in the Evansville, Indiana and the surrounding tri-state area. Some of the ways that Trinity staff/faculty are working to do this are by speaking to local churches and youth groups, meeting with area ministers, and working with churches and organizations.

□ ***Alumni Association***

Graduates are a fundamental part of Trinity's past, present, and future. The Trinity Alumni Association wants to maintain a continuing relationship between the school and the alumni. Trinity promotes lifelong relationships and provides a link between Trinity's Alumni Association Members, students, graduates, faculty, and staff.

Graduates are encouraged to stay involved, even after the awarding of their degree, to share their experiences, testimonies, relationships, and resources to help Trinity continue with its mission in ministering to the world God's Word, maintaining its commitment to the inerrant Word of God, and to the fulfillment of the Great Commission.

Trinity's Alumni Association is all about building traditions, creating memories, and establishing relationships to last a lifetime. Graduates are automatically in the Alumni Association with a Lifetime Membership.

## **TRINITY CRUSADES FOR CHRIST**

Educational institutions are built upon several important elements, one of which is community involvement. Many colleges and seminaries satisfy this requirement by offering faculty lectures and seasonal functions for the community at large. One way Trinity satisfies this requirement is through Trinity Crusades for Christ, a ministry outreach of the school, by proclaiming the gospel message to spiritually needy people across America. Included in the Trinity Crusades for Christ outreach are: Area Crusades; City-Wide and Church Revivals; Teen Suicide Prevention Presentations in Public and Private Schools; Motivational Addresses to Civic Clubs; and Church Growth Seminars.

All current Trinity students and alumni of any denomination may contact Dr. Braxton Hunter, Evangelist for the Trinity Crusades for Christ, for church revivals, area-wide crusades, harvest nights, teen suicide prevention presentations, pastor and leadership meetings, etc. For more information regarding Dr. Braxton Hunter and/or the Trinity Crusades for Christ ministry, please review his website at [www.braxtonhunter.com](http://www.braxtonhunter.com). For additional information, or to help support this ministry with prayers and/or a tax-deductible gift, please contact Ms. Michelle Noble at Trinity at [mnoble@trinitysem.edu](mailto:mnoble@trinitysem.edu) or call her at 812-602-3320. Students/alumni may also use the contact information.