

TEDS Master's Handbook

for Students in Master's and Certificate Programs at Trinity Evangelical Divinity School

2024-2025 Edition

Master's and Certificate program students are responsible for reviewing *Catalog* program requirements, and the *TEDS Master's Handbook* to facilitate their timely program progress. Trinity Evangelical Divinity School reserves the right to change without notice any statement in this publication concerning, but not limited to, rules, policies, curricula, and courses.

Compiled by the Offices of the Dean and Student Life

Email corrections to asscdean@tiu.edu

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SEARCH for a particular word by pressing Control-F (or Command-F on Mac) on your keyboard and typing in the term. This document contains hyperlinks, linking within the document, and to sites in MyTIU and teds.edu.

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PURPOSE OF THE HANDBOOK

The *Master's Handbook* at Trinity Evangelical Divinity School ([MyTIU > Academic Resources > Student Handbooks](#)) is intended to serve as an advisement tool orienting all TEDS master's level students to the academic and student life policies applicable to all master's level programs at Trinity Evangelical Divinity School at either the Deerfield campus or an extension site. Students at extension sites should use this *Handbook* in conjunction with publications from their local site.

Students admitted to TEDS are subject to the *Catalog* (available at <https://catalog.tiu.edu/>) program requirements current at the time of their matriculation, or to a subsequent *Catalog* if the student so elects. The *Academic Handbook* serves to explain policies and procedures for the completion of that program and is updated on a regular basis.

Refer to the *Catalog* for the following program matters in particular:

- Admission requirements and prerequisites
- Program residency requirements and continuation, including statute of limitations
- Program curricula
- Candidacy and Graduation requirements
- Courses and course descriptions

Modifications and exceptions to *Catalog* or *Handbook* requirements are made through petition to the TEDS Master's Academic Exceptions Committee. Further clarification of the *Catalog* or the *Handbook* may be obtained through the [Records Office](#) or [TEDS Dean's Office](#). Students can find forms to submit a petition for an Academic Exception or an Administrative Exception at [myTIU > Academic Resources > Academic Forms > Graduate Forms and Documents](#).

Throughout the *Handbook* reference is made to forms and other resources available online, generally through [myTIU](#). Students should become proficient in their use of computer technology, including their Trinity Gmail, [myTIU](#), etc.. Graduate education in the twenty-first century demands such an understanding.

****NOTE:** Individual Department web pages or the Department Chair will have further department-specific information such as: guides and reading lists for Major Comprehensive Exams, department Practica, Integrative Paper helps, and Thesis helps. The Office of Supervised Ministries should be contacted for details regarding Field Education and MDiv Internships.

DEPARTMENTS AND CONTACT INFORMATION

Academic Administration

The Academic Administration offices answer questions pertaining to academic advising, petitions, and other academic matters. The offices of the Academic Dean and Associate Academic Dean of TEDS are located in Lower Waybright.

Contact information:

(847-317-8070)

assdean@tiu.edu

mdivassist@tiu.edu

Academic Records Office

The Academic Records Office maintains Trinity students' records, and answers questions pertaining to transcripts, course registration, grades, graduation, and other related academic information. The Academic Records Office is located in the Norton Center.

Contact:

(847-317-8050)

academicrecords@tiu.edu

Business Office

The Business Office answers questions about billing, scholarships and financial aid, student ID cards, parking permits, human resources. The Business Office is located in the Norton Center.

Contact information:

(847-317-8080)

finaid@tiu.edu

businessoffice@tiu.edu

Information Technology

The Information Technology Office answers questions about logins, account access, IT support and personal computer assistance. The IT Office is located in the Norton Center.

Contact information:

(847-317-8175)

ithelpdesk@tiu.edu

Library and Writing Services

The Rolwing Memorial Library provides access to physical and online resources, writing support and tutoring services.

Contact information:

(847-317-4015)

library@tiu.edu

Dean of Students

The Dean of Students answers questions pertaining to new student orientation, TEDS chapel, academic integrity issues, Residence Life, and other student services. The Dean of Students is located in the Lee International Building.

Contact information:

(847-317-7114)

deanstudentlife@tiu.edu

International Students and Scholars Office

The International Students and Scholars Office answers questions pertaining to non-immigrant regulations, hospitality assistance, social support, and advocacy for international students. The ISSO office is located in the Lee International Building.

Contact Information:

(847-317-4064)

isso@tiu.edu

Facility Services

Facility Services is responsible for the overall care, maintenance, and upkeep of the campus.

Contact information:

For facilities emergencies during work hours: 847-317-7135.

After business hours or on weekends, please contact Safety and Security Services.

Work orders should be submitted at <http://fixit.tiu.edu>.

Safety and Security Services

Security offers safety escorts, vehicle jump starts, vehicle lockout assistance, missing items/theft reports, and room lockout assistance for the Bannockburn Campus.

Contact information:

(847-317-4064)

security@tiu.edu

In an emergency, contact the Bannockburn Police/Fire/EMS by dialing 9-1-1.

CORE VALUES

Trinity International University educates men and women to engage in God's redemptive work in the world by cultivating academic excellence, Christian faithfulness, and lifelong learning. We are:

Christ Centered

We are here to model and to engender Christ-centeredness in all that we do. The lordship of Christ should affect and be evident in every aspect of education, relationship, and endeavor at Trinity.

Community Focused

We seek to be a learning community that operates by the ethics and values of the Kingdom of God. The makeup of the community should be a reflection of the breadth and diversity of the family of God. The way we treat people should be consistent with the morals, justice, compassion, humility, and love of our Lord. Interaction with students should both reflect an attitude of service to them as individuals and take advantage of opportunities for mentoring and modeling and personal development.

Church Connected

We value service to the Church because we believe that the Church is God's central vehicle to accomplish his work in the world. Our vision for serving the Church is a global vision, just as God's vision for his Church is global. A particular value affecting Trinity's work is to identify and meet the educational needs of the EFCA.

Culturally Engaged

We seek to bring faith, life, and learning to bear on the issues facing our world. Our perspective is one of engagement with culture from a Christ-centered and biblically rooted foundation. We are committed to high standards of research, scholarship, thinking, and living as a means of preparing students to engage the world and to respond honestly and earnestly to those in a pluralistic society.

TEDS STANDARDS OF CONDUCT

Philosophy Statement

1. Why Standards of Conduct?

As a Christian community, Trinity has characteristics and structures which express its nature, enhance its purpose, and provide for the life and growth of its members. The distinctives of the Trinity community include commitment to the authority of the Word of God, the dignity of persons and the mutual support of fellow believers. These characteristics of community life are based upon:

1. Principles derived from Scripture
2. Insights discerned from various academic disciplines
3. Awareness of contemporary societal trends
4. Appreciation for the evangelical heritage of the divinity school and its constituency

Membership in the Trinity community offers unique privileges and implies unique responsibilities. These privileges include opportunities for academic, personal, and spiritual growth within a sound and balanced setting. These responsibilities involve both general patterns of community lifestyle and particular requirements regarding specific activities. The standards of the Divinity School are very demanding, beyond normal societal standards. In signing an application for admission, students assume the responsibility to maintain the Trinity Standards of Conduct as outlined below and others as announced. These standards, much like the training rules of an athletic team, allow students to affirm the authenticity of their commitment to the community, to learn to trust themselves and to let their word be trusted, that is, to grow in integrity by maintaining congruence between their life and these high standards.

2. What are the Patterns of a Christian Lifestyle?

Scripture sets the overall parameters for Christian community that include love, joy, peace, patience, kindness, generosity, faithfulness, tolerance, and self-control. In relationships with each other, community members are expected to practice compassion, to bear one another's burdens, to forgive one another, and to encourage one another. In relation to the material world, they are expected to exercise good stewardship and appropriate use of resources.

These expectations are in contrast to sins such as jealousy, gossip, conceit, greed, the sowing of discord, and the expressing of prejudice based on race, creed, ethnic origin, sex, and/or socio-economic status. All such sins are an affront to God and are destructive to the community.

Specific Requirements of Standards of Conduct

Scripture does not provide specific teaching regarding all human behavior. Consequently, controversy regarding individual practices has arisen throughout the history of the church. Any set of community standards may contain elements with which some members may disagree. Nevertheless, out of a desire to encourage an environment appropriate to its purposes, respect for its heritage, and concern for the values of its constituency, Trinity has established the following behavioral guidelines for all full and part-time students while being both on and off-campus (unless otherwise stated):

1. Practices, which are specifically forbidden in Scripture, will not be condoned, such as dishonesty, theft, pre-marital sex, abortion, adultery, homosexual behavior, and use of pornography, profanity, gossip, racism, and infringement upon the rights of others.

2. In a Christian academic community, academic dishonesty, including cheating, plagiarism, and misappropriation of library materials, is regarded as a serious violation. Please see the policy on Academic Dishonesty for more information.
3. Trinity International University is a drug-free and alcohol-free campus. Possession or consumption of alcohol and tobacco on-campus is not permitted. Please see the policy on Alcohol, tobacco, and illegal drugs for more information.
4. Abuse of one's body is inappropriate for a Christian. Accordingly, students will be required to refrain from the possession or use of harmful substances such as non-prescribed stimulants and depressants, and hallucinogenic drugs. Please see the policy on Alcohol, tobacco, and illegal drugs for more information.
5. Trinity values a community environment that is free from all forms of discrimination and harassment. Trinity will not tolerate sexual harassment of any kind. Those found to have engaged in sexual harassment will be subject to discipline that could include dismissal from the University. Please see the policy on Sexual Harassment and Sexual Assault for more information.
6. Discrimination and harassment of any type toward any individual (including domestic relationships) will not be tolerated by the institution. This includes any form of verbal, physical, written (including electronic transmissions) abuse, threats or stalking. This also may include a persistent pattern of behavior directed at another individual that distresses, frightens, or is in some manner inappropriate or threatening. Examples of this include, but are not limited to, hate speech, abuse because of one's race, religion, nationality or disability. In the event of threats or the potential of stalking, TEDS reserves the right to contact law enforcement agencies.

A formal complaint procedure has been established to respond to allegations of discrimination and harassment and is available to all students from the Student Life department. Those found in violation will be subject to disciplinary action.

7. Any form of gambling, including but not limited to lotteries, betting, and any casino-related activity where money is at stake is not permitted.
8. Unauthorized presence on or use of any TIU property is prohibited (ie. vacant rooms, suites, or apartments), as is unauthorized visitations in residence halls (i.e., violation of visiting hours) or intentionally trespassing in areas from which individuals have been banned by previous order. Law enforcement authority will be contacted if individuals who have been banned from campus property are seen on campus.
9. Scripture explicitly teaches respect for governmental authority. Students are therefore expected to uphold the laws of the local community, the state, and the nation except on those occasions where obedience to civil authority would require behavior directly in conflict with other Scriptural principles.
10. Sexual misconduct is prohibited and includes but is not limited to sexual activity outside of marriage, adultery, indecent exposure, voyeurism, or same sex behaviors.
11. Destroying, defacing, or damaging of university property, owned or leased, and property belonging to students, faculty, staff, or guests of the university will not be tolerated, including but not limited to misusing computer equipment or programs, vending machines, or personal property.

12. Theft and possession of stolen property is prohibited. Any unauthorized taking or keeping of items of university property, items rented, leased, or placed on the campus, property leased by the university, items belonging to students, faculty, staff, or guests of the university, using another student's or employee's username and password, or possession of suspected stolen property is prohibited. Theft over \$250 in value and any involving credit cards are automatically reported to Bannockburn Police Department, while all others are reported at the request of the victim.
13. Deliberate refusal to comply with a clearly stated, reasonable directive issued by any school personnel, including faculty, Residence Life or Security staff, Dining Services personnel, acting in the performance of their duties, is prohibited. Disrespect by word or manner of conduct to any school employee or any officials at all school events is also prohibited.
14. Any of the following are considered disorderly conduct and are not acceptable: lewd, indecent, offensive, annoying, obscene, or inappropriate conduct or expression thereof on school-owned property or at school-sponsored events; the disruption of any student function or activity; conduct on or off campus that is in conflict with the welfare and integrity of the school and that identifies the student as an unfit associate for other students; any unauthorized demonstrations.
15. No form of hazing will be tolerated. Hazing is defined as the infliction of physical violence on any individual; any activities calculated to be embarrassing, harassing, or imposing physical, emotional, or mental strain on any individual; or any activity that would, in any way, jeopardize the physical, moral, or scholastic well-being of any individual. This also includes harassment by requiring unnecessary work and harassment through banter, ridicule, or criticism.

ACADEMIC POLICIES

1. GENERAL ACADEMIC POLICIES AND PROCEDURES

The General Academic Policies and Procedures section examines general policy and procedural matters not highlighted in other more specific chapters.

Academic Calendar

The comprehensive TEDS Academic Calendar is relevant to all students and includes the following information: dates school is in session; registration dates; field education and internship matters; special events; critical academic events such as registration for and the dates of language proficiency and Major Comprehensive Examinations; and the due dates for writers of master's theses. The current academic calendar can be found in the *Catalog* (<https://catalog.tiu.edu/university/calendar/>).

Catalog

Students admitted to Trinity are subject to the *Catalog* program requirements current at the time of their matriculation. The current version of the *Catalog* can be found at <https://catalog.tiu.edu/>. Previous versions of the catalog are available from the menu at that site. Students may elect to complete program requirements described in any subsequent *Catalog* published during their time of study by filing such a request with the Records Office. Students who withdraw and are readmitted, or enter a second program, are subject to the program requirements of the *Catalog* current at the time of re-enrollment.

Modifications and exceptions to *Catalog* or *Handbook* requirements are made through petition to the TEDS Master's Academic Exceptions Committee. Further clarification of the *Catalog* or the *Handbook* may be obtained through the [Records Office](#) or [TEDS Dean's Office](#). Students can find forms to submit a petition for an Academic Exception or an Administrative Exception at [myTIU > Academic Resources > Academic Forms > Graduate Forms and Documents](#).

Academic Advisement

There are a number of academic advisement resources available to students during their program. Consult [myTIU > Academic Resources](#) and the resources below.

First, the [Catalog](#) describes each program and its requirements. Students should familiarize themselves with these requirements.

Second, this *Handbook* provides procedural and detailed guidance on program completion.

Third, departments (in the case of the MAs) or program offices maintain helpful web pages accessible through the [myTIU > Academic Resources > Academic Departments](#) and provide specific and valuable assistance for their respective programs.

After consulting these sources, students may contact their Program Director or, for MDiv students, the MDiv Program Coordinator (mdivassist@tiu.edu) for advising. Students may also find their faculty Formation Group leaders, faculty instructors, and/or the Records and Dean's Offices helpful. Program Directors are also available by appointment to discuss program completion requirements. At times

faculty signatures are required in particular academic matters, and students should consult their Program Director for these requisite signatures.

A current degree audit is available through [myTIU > Plan and Register > Degree Progress](#), and lists the courses that must still be completed. Questions concerning the degree audit should be directed to your Program Director.

Students with unresolved academic questions may contact the [Dean's Office](#). At the time of admission, each incoming student is assigned to a faculty Formation Group leader. This individual is critical to MDiv students who work with their Formation Group leader in the candidacy process. When a faculty member is on sabbatical, their Formation Group meets with another faculty member.

Petitions for Exception

Academic Petitions

Master's and Certificate program students are responsible for reviewing [Catalog](#) program requirements, and the *Handbook* to facilitate timely program progress. An academic petition for exception is a request for exception to a stated academic policy or procedure, and/or a request for further review of an academic decision made by a faculty member or academic administrator. Generally, Certificate students will not be approved for academic exceptions.

Administrative Petitions

An administrative petition for exception is a request for exception to a standing administrative policy or procedure, such as a date change to an exam or thesis, graduation/commencement issues, or late registration.

Procedure for Making a Petition for Exception

Such exceptions may be requested because of particular program interests, background, future goals, or unanticipated life realities. When responsible preparation and timely requests are received, an appeal for an academic exception may be appropriate. Petitions must be filed *by the student* and follow these procedures.

The **first step** for a petition is to determine whether the issue is academic or administrative in nature. For example:

Academic Petitions:

- Transcript
- Late Course Drop
- Core Course Modification
- Program Extension
- Course Prerequisites Modification
- Course Substitution
- Other

Administrative Exceptions:

- Date Change for Exam or Thesis

- Graduation/Commencement Request
- Late Registration
- Major Comps Modality Change

The **second step** is to discuss the matter with the faculty member, program director, or director of the office (or in the case of other academic policy or procedural questions directly with the Records Office, which serves to implement academic policy) related to the decision in question, seeking clarification, recommendation, and next steps to follow if necessary.

The **third step** is to address the petition to the Office of the Dean, which will review the petition for appropriateness of presentation to the Master's Academic Exceptions Committee, which is composed of relevant academic staff and administration, faculty, and a student representative. Links to the Formstack petition forms to submit a petition for an Academic Exception or an Administrative Exception can be found at [myTIU > Academic Resources > Academic Forms > Graduate Forms and Documents](#).

Petitions for Exception should be:

- Written and limited to one page.
- Complete with ID number, date and both TIU Gmail email and address information.
- Filed so as to allow thirty days consideration for a response.
- Clear, concise, and complete, and specify the policy or procedure for which an exception is being sought.
- Accompanied by supporting documentation including copies of prior correspondence; and generally includes comments from the faculty advisor, relevant faculty, program directors, and/or department chairs, or academic offices. These comments are examined carefully. Faculty or Departments may choose to send their comments directly to the Office of the Dean.
- Accompanied by a current unofficial transcript (available via myTIU > My Courses > View Unofficial Transcript).
- All materials should be submitted via Formstack:
 - o [Academic Petitions for Exception](#)
 - o [Administrative Petitions for Exception](#)

Incomplete petitions will be returned.

Subsequent to review, notification will be sent to the student's TIU Gmail email account, with a copy placed in the student's permanent file in the Records Office. Petitions are generally approved or denied with alternative recommendations often noted.

Further appeal should be addressed to the Exceptions Committee for a second review. Final appeal is addressed in writing to the Dean, whose decision is final.

General Guidelines Used by the Exceptions Committee

- The [Catalog](#) and *Handbook* guide the examination of petitions and serve to preserve fairness and the integrity of TEDS programs.
- Graduate students are responsible for [Catalog](#) and *Handbook* content. As such, frivolous petitions or those due to neglect are denied. Deadlines and due dates are maintained.
- Petitions for refunds due to neglect or failure to complete courses are denied.

- Petitions must be filed in a timely manner; requests after-the-fact for registration adjustments, transcript manipulation, etc. are denied. The integrity of the actual academic experience must be honestly recorded.
- Petitions should include the comment of relevant faculty, departments and the faculty advisor, including notation from participating faculty enabling the request *if* granted.
- Petitions related to Field Education or Internship must include comment by the Office of Supervised Ministries.

Academic Integrity

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

Cheating is a form of deception and takes many forms—copying of a word from another’s quiz or exam; the use of unauthorized notes, previous exams, books or other materials; the submission of another’s work to fulfill a course requirement; the unauthorized use of work completed for one course in another; or the reporting of material as read that was not read.

Plagiarism gives the impression that the words or ideas in one’s writings are one’s own when in reality they are taken from another’s written or oral work. Plagiarism may be either intentional or unintentional and includes: paraphrasing the words or ideas of another without giving credit (unless describing common knowledge); the use of quotations without identification by quotation marks and citation; and the reproduction of another’s written work as if it was your own. The scope of plagiarism includes the utilization of generative AI. Students who utilize generative AI tools without faculty permission and proper citation are engaging in a form of plagiarism by falsely presenting the work of AI as their own. Therefore, the use of an AI tool to generate content without appropriate attribution and permission is considered a violation of the university’s policy on academic integrity. Plagiarism is an affront to community standards, a willful neglect of the scholarship of another, and an expression of poor scholarship.

To prevent and detect cases of plagiarism and cheating, assignments turned in for any and all courses at this institution may be scanned with plagiarism prevention software. Sanctions for plagiarism or cheating can range from failure on an individual assignment or the entire course to expulsion from the institution.

Each student enrolled in a course agrees that, by taking such course, he or she consents to the submission of all required work for textual similarity review by Turnitin or similar software, to detect plagiarism. Each student also agrees that all work submitted to this service may be included as source documents to that service’s database, solely for the purpose of detecting plagiarism of such work. Students who break the standard of academic integrity by cheating or plagiarizing will be confronted by the faculty member involved and will be reported to the Dean of Students. This will result in a “zero” grade for that particular paper or exam, which may result in an “F” for the course (e.g. depending on the normal weight of that particular assignment, as articulated on the syllabus, the student may fail the course). Such an assignment cannot be “made-up” or substituted. It may also lead to expulsion from the institution, or a revocation of a degree already granted by Trinity.

Refer to the posting on [myTIU > Academic Resources > Writing Resources](#) and on the Library website (<http://library.tiu.edu/writing>) for additional discussion of academic integrity and plagiarism, and resources to help writers avoid plagiarism.

Active and Inactive Student Status

Students are expected to register at the beginning of each semester for course work (including short-term and modular courses) or other program requirements (Field Education, Internship, Thesis, Extensions of capstones, etc.) they intend to complete during the semester. The status of such students is considered *active* and campus services such as library, email, faculty, etc. are available to them. Student accounts must also be in good standing for a student to remain active and able to register for the next semester. Students who are regularly taking courses each year (such as summer), but their enrollment is not continuous every semester because of regular vocational responsibilities should notify the Records Office to ensure their active status is maintained.

Students who desire not to register for classes for a period of one to three semesters (twelve months) should request a **Leave of Absence** (LOA) from the Dean of Students. This apprises Trinity of student program plans, and enables appropriate services to be provided. If a student desires to leave TEDS, a **Withdrawal** must be completed through the Dean of Students.

If an LOA or Withdrawal has not been completed by a student, and a student does not register and successfully complete course work each consecutive semester (Fall and Spring; Summer is exempt) their status is rendered *inactive* (e.g. active students must register for at least one course each semester).

Students rendered inactive must reapply to TEDS with no guarantee of readmission. Inactive students who need to reapply should contact Admissions for additional help.

Admission Deficiencies and Prerequisites

Occasionally students are admitted to the University with deficiencies or uncompleted prerequisites as stated on their letter of admission. Such students should complete those deficiencies or prerequisites as early as possible and before program candidacy, thus enabling them to move quickly toward advanced courses in their program.

Advanced Standing

Advanced standing is available only to students enrolled in the regular MDiv program (not available in the AP MDiv). Eligibility is determined for those who have completed undergraduate course work in excess of a standard bachelor's degree (generally 126 semester hours) and have taken course work that would be repeated in their master's program. Advanced standing is available only for core MDiv courses (not electives). A maximum of 15 semester hours may be granted. These hours are credited toward the required number of hours in the MDiv and listed as Advanced Standing on the transcript.

Requests for evaluation of Advanced Standing eligibility must be made to the Records Office subsequent to an accepted student indicating their intention to enroll by submission of the tuition deposit, or during the first year of enrollment.

Advanced Standing hours are credited after a written and/or oral assessment has been made by the department in which Advanced Standing is being considered. The assessment examination evaluates whether a student has the knowledge, competence, and skills provided by the specific course(s) for

which Advanced Standing is being considered. The level of achievement on the examination that constitutes a Pass is determined by the Department and/or Department Chair and is final. A student may be examined only once for each course. A Pass on the examination results in the posting of Advanced Standing hours; a Fail requires that the required course or a Course Substitute be completed. Consult the current [Catalog](#) for the exam fee.

Transfer Credit

Accepted students may be eligible for transfer credit for graduate study completed at a regionally accredited institution when such course work parallels courses in the TEDS [Catalog](#) and has been completed at a "C-" or better grade level. Graduate transfer credit is not granted for undergraduate course work, graduate-level course work applied to an undergraduate degree, or generally for course work taken at non-accredited graduate schools. Transfer credit is limited to a maximum of 50 percent of a degree for Master's programs. Transfer credit is not available for Certificate programs.

Transfer credit is not automatic and is considered upon petition by the student generally at the time of admission. Transfer Credit Request forms are available online from the Records Office who evaluates the request at the direction of the Dean. All Trinity residency requirements must be met.

The transfer request form can be found at [myTIU > Academic Resources > Academic Forms > Graduate Forms and Documents](#).

TEDS students desiring to complete a semester or year abroad should carefully arrange the application of this transfer credit *prior* to their departure. Such course work is generally applied to electives and may not be equivalent to required TEDS program courses.

Change of Degree Program

Applications for change of degree program in the University are received only after completion of one semester in the degree to which a student was originally admitted. The form to apply to change programs can be found at [myTIU > Academic Resources > Academic Forms > Graduate Forms and Documents](#). Please note that some degree programs require students to submit a full application (including recommendations) through the Admissions Office. Certificate students who wish to move into a Master's program are required to go through the admissions process. Applicants must meet the criteria required for the new degree. For details consult the [Catalog](#) and/or the Admissions Office. See also Degree Combinations and Working on a Second TIU Degree.

Computers and Technology in the Classroom

The use of computer technology is critical to contemporary education, and students are encouraged to use their computers to the fullest extent. Most courses use the University's online course management system (linked from myTIU) to post notes, offer tests/quizzes, or post presentations.

Because computer technology plays a vital role in learning, it is expected that all students take special care to back-up all computer files. Loss of data due to computer failure is not an acceptable reason to submit late work or request an extension.

See also [Chapter 2 Registration, Courses and Assessments](#) for a statement regarding computers and exams.

Course Substitution

Advanced Courses

Students who have taken course work as part of their bachelor's degree that would be repeated in their master's program are encouraged to build on their previous studies by requesting permission to substitute advanced courses in the same department. Such substitutions are granted, without examination (except in the case of languages), in consultation with a faculty member, generally their Formation Group leader.

The following guidelines aid in determining appropriate Course Substitutions:

1. The previous course should have covered at least 50% of the required Trinity course, and provide background for advanced study—particularly in cases where the Trinity course is a prerequisite for advanced courses in that department. Substitutions for general comprehensive courses also meet the general comprehensive requirement.
2. Substitution should be made in the same department as the required course and from the same general area if possible, generally with a higher course number.
3. A two hour substitution may be made for a three hour requirement (or a three hour for a four hour). The one additional hour may be taken as an elective in any department when the grade received in the substitute course is "C" or higher. If the grade is below "C," the additional hour must be taken in the same department.
4. The same substitution cannot be used to meet more than one required course.

Note that Course Substitutions are available only when prior coursework has been completed, not on the basis of "life experience" or other proficiencies or competencies. In the case of Hebrew and Greek language courses, students should contact the Dean's Office (exams@teds.edu) for completion of the placement examination.

The procedure for making a Course Substitution follows:

1. Complete a Course Substitution Form (available at [myTIU > Academic Resources > Academic Forms > Graduate Forms and Documents](#)).
2. Consult with the director of your academic program and obtain their signature for approval of the substitution.
3. Submit the signed Course Substitution Form to Academic Records (academicrecords@tiu.edu) so that the approval will be reflected in your degree audit. Course substitutions are counted as electives unless a Course Substitution Form is on file for that course.
4. Register for the substitute course on myTIU at the time of registration. The Course Substitution Form for a specific course should be approved and submitted to Academic Records before the first day that a class meets.

Recommended MDiv Core Course Substitutions List

Required MDiv Course	Recommended Substitution
Church History CH 5061, 5062 5063	any advanced CH course

Educational Ministries EM 5110	any advanced EM course
Mission & Evangelism ME 5000 or ME 5001	any advanced ME course
New Testament NT 5131, 5132, 5133 NT 6261, 6262, 6263, 6262	Advanced Greek course based on Greek proficiency exam Substitution seldom allowed – see NT Chair
Old Testament OT 5131, 5132, 5133 OT 6251 OT 6252 OT 6253	Advanced Hebrew course assignments made by Dept Chair based on Hebrew proficiency exam. Substitution seldom allowed – see OT Chair OT 7430, 7435, 8210, 8911 OT 8230, 8250, 8912
Counseling CM 5000	CO 5210, CO 6130, CM 6572, CO 6610, CO 7140 Note: undergraduate courses in general psychology are not adequate basis for advanced substitutes
Pastoral Theology HM 6200/6201 PT 5100 PT 7481/7482	any advanced HM course which includes laboratory experience Substitution seldom allowed as equivalent courses are rare Consult the Director of Supervised Ministries for internship alternatives.
Systematic Theology ST 5211, 5212, 5213 ST 7200	Note: If previous course work includes a theology sequence of six or more semester hours covering the whole of systematic theology, substitutions may be made for some or all of the ST 5211-5213 sequence; however, students are encouraged to ensure that their studies include the Trinity distinctives as found in the Statement of Faith in the Catalog and those of the broader evangelical community. Generally undergraduate courses do not examine ethical issues from a theological perspective; therefore Trinity discourages students from taking an advanced substitute for ST 7200. If a student has had such a course, any advanced ST course may be substituted.

Program Courses

Occasionally course substitutions are made within a program, particularly in the MA or ThM programs when particular courses are unavailable or the objectives of the student's program are best met with a substitute. These program substitutions are made by the department chair and/or program director.

Faculty Availability

Full-time faculty maintain regular office hours, and appointments may be scheduled generally through the faculty member's Google calendar. Visit [myTIU > Academic Resources > Faculty Office Hours](#) to search for the specific faculty member with whom you wish to meet. Appointments with part-time faculty should be made directly with the faculty member. Campus mailboxes for each faculty member are available in each academic office area.

Full-time faculty are generally on sabbatical one semester after every three years of teaching. During sabbatical availability varies with each faculty member. Students anticipating thesis writing or needing specific faculty consultation during sabbatical should make arrangements early and directly with that faculty member.

During a sabbatical, the faculty member's Formation Group is assigned to another faculty member who is fully empowered to serve in any capacity as the primary faculty Formation Group leader (relative to needed counsel, signatures, etc.).

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act of 1974 (Public Law 93-380) ensures access to educational records for students and parents while protecting privacy of such records and controlling the release of educational information. In accordance with requirements established by the Act, Trinity International University provides notice of intention to comply fully with the Act and also notice to students of their rights under the Act. More information about the Act is available from the Records Office.

Confidentiality of Student Records

Public notices of Trinity International University's response to Public Law 93380 The Family Education Rights and Privacy Act (FERPA) of 1974 (as amended) are available for your inspection at the TEDS Records Office. Trinity International University fully supports the purpose of this law that gives each student access to his/her permanent files. We encourage you to inspect these records if you have reason to suspect any inaccuracy. Please be advised that the following information is considered to be directory information and may be released: A student's name, address, telephone, major field of study, dates of attendance, degrees received, denominational preference, and most previous educational institutions attended.

It is your right to request that all directory information be withheld. Such requests should be written and filed with the TEDS Records Office by the tenth day of classes of the first semester of enrollment of any school year and are valid for the balance of that school year. Requests to withhold any item in the above list may result in having all items withheld. In such a case, no directory information will be available to the general public either in response to inquiries or in Trinity publications prepared for distribution to non-Trinity people. (An exception is denominational preference, which may be withheld without withholding any other item.)

Americans with Disabilities Act Services

All students, whether or not English is their primary language, are expected to complete all examinations (quizzes, midterms, finals, comprehensive exams, etc.) within the time allotted for that particular exam, and without the assistance of a dictionary. In compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA), the policy of TEDS is to provide effective auxiliary aids, services, and academic adjustments to qualified students with disabilities. The Dean of Students acts as the institution's ADA coordinator, assisting students with disabilities, and works in consultation with academic departments and faculty member(s) involved. Academic adjustments are determined on a case-by-case basis and are subject to review by the Academic Dean. Requests for aids, services, or academic adjustments should be submitted in writing with appropriate supporting documentation of the relevant disability to the Dean of Students at the earliest possible time. (For more information, see the Policies section of the [Catalog](#)).

Research and Writing Policy

Course papers are expected to follow the *TIU Style and Format Guide*. The *TIU Style and Format Guide* is available for download from the Library website (<https://library.tiu.edu/citationhelp/tiu-citation>).

Gender References in Speech and Writing

The faculty of Trinity recognize the divine act of creation whereby the imago Dei (image of God) has been equally given to women and men who are of equal worth, value, and meaningfulness. As such, care is to be exercised with regard to gender references in speech and in writing. Students are expected to avoid unwarranted exclusive language and references to men and women as if only one gender were in view, when actually intending to address the whole group.

Human Rights of Research Subjects

Trinity's concern with the moral responsibilities involved in the rights and welfare of human subjects in all research, class projects and related activities—including the protection of rights to privacy, the need for informed consent, protection of confidential data, and protection against physical, psychological, spiritual, social and legal risks—has led to the development of the institution's Human Rights in Research Policy. The policy serves to guide a Trinity researcher in the safe-guarding and confidentiality of records and data collected on individuals and groups, the use of such data by the investigator conducting the original research or by other investigators, and the use of the data at a later time.

All research projects using human subjects, whether a class project, thesis, or other, must be cleared by the Human Rights in Research Committee prior to the research being conducted. Course research projects should be designed in consultation with the faculty member, while thesis proposals are reviewed directly by the Committee. A Research Protocol Application must be approved by the Human Rights in Research Committee *before* data collection begins. Students should take great care in designing research proposals involving human subjects.

Note: It is Trinity's policy that all theses and dissertations be available for public inspection and reflect the actual work and name of the author. Research defined as "high risk" by the student researcher and the committee is generally denied, and under no circumstances will a project be approved that requires Trinity or any other organization to seal the research findings.

Intellectual Property Rights and Copyright Policy

The Copyright Permissions Act of 1976 requires that permission to reproduce copyrighted materials be obtained from the copyright owner except under very limited circumstances. Trinity faculty, staff, and students are expected to comply with the provisions of such state and federal intellectual property laws. Procedures for obtaining copyright permissions for course materials are followed. The complete policy and procedures related to its implementation may be found at [myTIU > Academics > Writing Resources > Copyright Handbook](#).

Students as well are expected to respect intellectual property rights and copyright guidelines in their research as a matter of academic integrity. As such, audio and/or video recording of lectures, class syllabi and handouts, etc. must be used only for the student's personal use, and should not be reproduced in any form, unless specific permission is given in writing by the author/faculty member of that material.

Probation, Warnings, and Academic Dismissal

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

- If a student fails to demonstrate academic improvement after a period of academic probation. Academic dismissal is processed by the Records Office in accordance with [Catalog](#) policy.
- If a student has breached community guidelines of academic integrity as described in the [Catalog](#) and *Handbook*. An expulsion for breach of academic integrity is processed by the Dean of Students in accordance with [Academic Handbook policy](#).
- A student in the Master of Divinity program may be dismissed from the program or expelled from the institution if he or she is denied candidacy. The Student Formation Committee of the TEDS Faculty considers candidacy status for Master of Divinity students and may recommend a denial of candidacy to the faculty as a whole. If the faculty votes to deny candidacy to a student and to dismiss or expel the student, the student will be notified of this decision in writing. A committee recommendation to deny candidacy will be based on unresolved concerns of the student's fitness for vocational ministry, or for violations of community guidelines as set forth in this handbook.

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

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

Academic Probation occurs at the conclusion of any semester in which (1) a student's *cumulative GPA* falls below that which is required for their program of study or (2) a student earns a semester GPA of 1.8 or lower. Academic probation is also assigned at the time of admission for students with a low academic record for admission.

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

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

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

Special Students	2.50
Certificate	2.00
Master of Arts, MA in CMC, MA in MHC	2.50
Master of Divinity	2.00
Master of Theology	3.00

Student Academic Concerns

Students with academic-related concerns should first approach the faculty member or director of the program or department involved for resolution, then their faculty Formation Group leader, then the Dean's Office. The Dean of Students is also available for counsel.

Transcripts

Official transcripts may be obtained through the Records Office by submission of the Transcript Request Form at [myTIU > Campus Services > Academic Records](#). Official transcripts, bearing the institutional seal, are distributed in a sealed envelope mailed directly to the institution(s) or picked up by the student. An unofficial transcript may be found at [myTIU > My Courses > View Unofficial Transcript](#). Transcript information may also be obtained through myTIU where the entire academic record is available.

Please allow seven business days for completion of transcript requests. Transcripts are not issued for students who have outstanding accounts unless payment arrangements have been made, or the request falls under an exemption category outlined by the amended Student Debt Assistance Act ([Illinois Public Act 103-0054, Sec.15](#)). Consult the Catalog or the Records Office for any minimal fees for transcripts.

Working on a Second TIU Degree & Degree Combinations

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

Although it is permissible to have simultaneous enrollment in two degree programs, the specific program requirements for each program must be met. Students pursuing two degrees are advised to be in regular contact with both program directors in planning courses.

A student may overlap TEDS program requirements up to 50 percent of the shorter degree. For example, a student combining the MDiv and MA in Chaplaincy and Ministry Care Ministries (MA in CMC) could overlap up to 21 semester hours (50 percent of the 42 semester hours required for the MA in CMC) with the MDiv. Such course work would need to be carefully planned to ensure that the specific program requirements of each program are met. Generally a minimum of four years are required to complete both an MDiv and MA because of the program requirements, including MDiv internship, thesis, and comprehensive exams. (Note: the 50 percent overlap of degrees does not apply in the case of a third degree.)

Master's students who wish to add a certificate to their MA degree are required to complete the full certificate requirements in addition to the Master's requirements. No overlap is allowed in the case of adding a Certificate to a Master's degree. No overlap is allowed between multiple certificates.

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

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

MDiv and ThM combinations: MDiv and ThM course work may not overlap; however, students may take up to nine hours of 7000 level (and above) courses not applied to their MDiv during their final year and apply those hours to their ThM requirements upon matriculating into the ThM program. Students must apply to the ThM program. Students who take 7000 level courses beyond those required for the MDiv are not guaranteed admission to the ThM program.

Certificates and Master's Degrees

Students who have enrolled in a certificate program and wish to transfer into a Master's program will need to apply for the new program through the Admissions process. Upon acceptance into the new program, applicable course work completed in the certificate will be carried over into the Master's program.

2. REGISTRATION, COURSES AND ASSESSMENTS

The focus of this chapter is the processes related to registration, individual course enrollment and completion, and examinations.

Academic Year

Trinity's academic year consists of three semesters—Fall, Spring, and Summer each divided into two sub-terms or quads. Each quad is 7 weeks of regular instruction plus one week of exams and final papers. Some classes are also scheduled as modular intensives, with dates listed in the course registration information. Dates for quads can be found on the TIU Calendar, and individual class dates are listed on the Draft Schedule and the Course Information.

Academic Load

Full-time master's students (doctoral students, refer to doctoral section of [Catalog](#)) must enroll in at least 10 semester hours of courses each semester to be considered full-time. Students enrolled in 1 to 9 semester hours are considered part-time. Half-time enrollment, for financial aid purposes, is considered 5 to 9 semester hours.

Full-time and part-time status are calculated by a combination of registration for both quads. Since there are two sub-terms within a semester, a student is considered full time if they are registered for 4 credit hours in sub-term 1 and 6 credit hours in sub-term 2, 5 credit hours in sub-term 1 and 5 hours in sub-term 2, or other combinations equaling 10 credits within a semester.

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

Course Registration Process

For returning students, online registration for courses through myTIU begins in November for the subsequent Spring semester and in April for the subsequent Summer and Fall semesters. Students register for both sub terms within a semester at the same time. Financial obligations must be met in order for students to be financially cleared for course enrollment.

Students are expected to carefully review [Catalog](#) program requirements and course prerequisites, the *Handbook*, and consult with relevant department faculty as needed prior to course registration. Course registration does not require approval by a faculty member; however, students should take responsibility to ensure their courses apply to their program or personal interests. Some courses, as indicated in the [Catalog](#) course description, require the approval of the Department Chair or a faculty member (e.g. Reading and Guided Research, course substitutions, Internships, etc).

Students should consult the [Catalog](#) for course prerequisites and details regarding course number and descriptions. Schedule conflicts should be avoided by students. Approval to register in classes that conflict must be secured in advance with the faculty members involved.

Students are encouraged to register early as courses may either fill up or be canceled due to low enrollment. Advisors are available for assistance, however, late registration may limit options for students.

Students with financial registration holds on their accounts will not be able to register for subsequent semesters until their financial obligations are met.

Changes In Registration

Registration changes (dropping and adding courses) are made through [myTIU > Plan and Register](#). The add/drop dates for each semester are available on the University Calendar, and follow these timelines:

Course Length	Add/Drop Deadline
Semester	2 weeks after start of semester
Sub-term	1 week after start of sub-term
Modular	First day of class

After the add/drop deadline, courses may not be dropped. If a student withdraws, there will be no refund of tuition. Please see policies on withdrawing from courses within this Handbook.

Closed/Full Courses

Some courses, such as introductory language courses and preaching labs, require a cap set on the number of students in each section of the course. When this is necessary, the Dean's office seeks to make available as many sections of the class as possible. However, many of these sections do fill up quickly, closing the section. Students who find themselves unable to register for a course because it has reached capacity, should request admission to the course through the [Full Course Request Form](#) found at [myTIU > Academic Resources > Academic Forms > Graduate Forms and Documents](#). The Dean's office does not guarantee admittance to any class, and if action is taken by the Dean's office, students will be informed by TIU Gmail.

Reading and Guided Research Courses

A Reading Course is a [Catalog](#) course that students complete on an independent study basis during a semester in which the course is not available. A Guided Research course is an individualized course developed by students with a faculty member. Such courses are arranged only with full-time Trinity faculty, unless special advanced permission has been granted by the Dean's Office to work with adjunct faculty. Faculty availability for Reading and Guided Research Courses varies according to the course and faculty member.

Students are limited to two courses or a total of six hours of Reading or Guided Research credit per semester. Course work in either mode is commensurate with the number of hours invested both in and out of the classroom during a regular semester course, and is to be completed during the semester of enrollment. Students may register for a Reading or Guided Research course to be completed in either a full semester or as a quad A or B class; however, students seeking to register

for a 3 or 4 credit hour Reading or Guided Research course must register at the beginning of the semester and complete the course in a full semester format. Students registering for a 1 or 2 credit hour course may register for it as a quad course, but must register no later than the beginning of quad B. During summer semester, students must register for Reading or Guided Research courses no later than the beginning of the late summer session (in early July). All work for a Reading or Guided Research course must be submitted within the semester deadlines. Students seeking extensions must follow the regular Course Extension process.

A Reading Course must have written syllabus arrangements, including meeting arrangements, and should be developed with the faculty at the time the student secures a faculty member for supervision of the course. A Reading Course is always taken for a letter grade and registered for the same number of hours as listed in the [Catalog](#) course description.

Guided Research courses may be taken for 1-4 hours credit and for a letter grade, or on a Credit/No Credit basis.

Registration for either Reading or Guided Research courses must be accompanied by the online Reading or Guided Research Registration form at [myTIU > Academic Resources > Academic Forms > Graduate Forms and Documents](#). This form should be submitted online only *after* permission has been granted by the supervising professor, and a copy of the form should be sent by email to the supervising faculty member. Students failing to make arrangements in writing with a supervising faculty member *before* registering for a Reading or Guided Research course will receive an F in the course with no tuition refund.

Students registering for a Reading Course or, Guided Research Course, or Distance Education Course independent study modes should be aware of the program limitations specific to their program described in the [Catalog](#) under their respective program's Graduation Requirements. Variations from the program's Graduation Requirements must have the prior approval of the Department Chair or Program Director and the Master's Academic Exceptions Committee.

Course Rotation

MDiv core courses are rotated on a regular basis so that students can complete their degree in 3 to 4 years. Other department specific master's-level courses are offered as determined by the department. Specific projected schedules for the next academic year are available on [myTIU > Academics > Course Schedules](#) as they are developed. Students should consult their academic advisor or Program Director for assistance in course scheduling.

Courses "Offered On Demand"

[Catalog](#) course descriptions indicating "Offered on demand" are generally scheduled when a minimum of 15 students express a desire to register for the course with the Department Chair and TEDS Dean. Due to course scheduling and instructor needs, such petitions should be received by the Academic Dean's Office a minimum of nine months in advance to enable scheduling.

Auditing Courses

Auditors are persons who wish to attend classes but do not wish to complete work for credit. Auditors must complete the visiting student application, though they need not have completed a bachelor's degree.

Auditors may enroll in classes during any open registration period through the first class session; however, their registration is contingent upon available seating after the first class meeting. This ensures that credit students are first seated, with remaining seats available to auditors. Some classes are closed to auditors, and Trinity reserves the right to limit auditors in all courses. Auditors are not permitted in online asynchronous classes.

Full time masters program students (10+ billable hours) may audit one course at no charge.

Cross-Registration for ACTS Courses

Trinity Evangelical Divinity School is a member of both the Northside Chicago Theological Institute (NCTI) with four other seminaries, and the [Association of Chicago Theological Schools \(ACTS\)](#), composed of eleven Chicago-area seminaries. Students enrolled in a TEDS degree program and in good academic standing may register for courses in any of the member schools and pay only Trinity's tuition charge (excluding summer). ACTS course schedules may be viewed on the ACTS web site or by following the link at [myTIU > Academic Resources > Course Schedules](#).

Registration for ACTS courses is completed in the Records Office through the ACTS Cross-Registration form. Subsequent to course completion, the grade report is sent to Trinity which enters the grade on the standard Trinity grade report.

Syllabi

A written course syllabus is distributed for every course containing course information such as: the [Catalog](#) description, the course student learning objectives, required course readings including author, title, and ISBN, a statement of how class sessions will be conducted, any learning assignments that are required including exercises and term papers, assessment mechanisms that will be used, the method of determining the final course grade including the percent assigned to each learning assignment/assessment mechanism, and an outline of the course. Students should carefully reference the course syllabus, and query the faculty member when questions arise.

All course syllabi are made available online through [myTIU > Academic Resources > Syllabi](#) as they become available from the instructor.

Class Attendance

Class attendance and participation is expected in graduate education at Trinity. Absences for illness or other emergencies should be discussed directly with the instructor. Students who miss more than a minimal number of class hours can expect to have their final grade penalized or a failing grade when absences are excessive. Students participating in intensive short-term courses such as modular, sub-term or weekend classes are expected to attend all sessions for course credit, or should not enroll in the course.

Attendance in online courses is understood to be student's participation in course assignments, including but not limited to discussion boards, zoom meetings, and timely submission of required course work.

Course Preparation

Students are expected to prepare adequately for class sessions. Short-term or modular classes require preparation in advance of the first class meeting, or students may be asked to drop the course. Please consult the course syllabus for short-term or modular course preparation expectations.

Course Assignments and Workload

All course assignments are to be submitted on time—including Field Education and Internship requirements, Reading and Guided Research Courses, and individual course assignments.

See also [Course Extensions](#).

Papers – Papers are due at the announced date, and are considered late thereafter and may receive a grade reduction.

A single paper may not be submitted to fulfill two separate course requirements. A student seeking to use a previously written paper to fulfill a class requirement must secure permission *in advance* from the faculty involved. This policy excludes work done for ID 7900, as it is understood that advanced papers will serve as background for thesis writing.

All papers should be submitted via Canvas unless otherwise requested by the faculty.

Midterm Assessments – Faculty are expected to provide early opportunities in a course for assessment of course progress. Assessment may be made in the form of a midterm exam, a written paper, or other.

International Students – At the discretion of an individual faculty member, international students whose primary language is not English may be permitted to have slightly postponed assignment due dates within the posted course dates; however, due dates beyond the last day of the course are considered course extensions and must be arranged through the Dean of Students according to the regular emergency guidelines.

Workload – The following computations guide faculty in the construction of course syllabi. The time investments outlined below are apt to lead to average grades for average students. Student academic assessment in a course is a separate matter linked to such things as background preparation, completion of course objectives, mastery of language, exercise of critical thinking skills, understanding and analysis of content, etc.

1. Work outside of class is based on two clock hours for every (50 min) hour spent in class, except beginning and refresher language courses where the ratio is three clock hours preparation for every one (50 min) hour spent in class
2. Reading is computed at 20 pages per hour considering the difficulty of the material.
3. Writing may vary depending on the nature of the paper (reflection/research).
4. Time considerations for exam preparation and review should be included.

Final Examinations and Assignments

Final Exams or Assignments vary in manner according to the course and faculty member. Rather than a specific time, some final exams may be available for a specified time frame. If a student has three or more scheduled exams on one day, they may request a rescheduling of the third and/or fourth exam for another day that week through the Dean of Students.

All final examinations must be taken when scheduled except in the case of an unforeseen emergency such as severe illness/hospitalization or death of an immediate family member. Such emergencies are to be reported immediately by 4:00 pm on the day the exam is scheduled to the Dean of Students Office, and entails rescheduling the exam prior to the end of the quad. Requests to write the exam after this time will be considered and will follow the Course Extension Policy. Requests based on vacation, travel plans, or ministry responsibilities are not considered an emergency and will be denied. If a request is granted, faculty are notified directly by the Dean of Students. Requests to take exams before they are scheduled need approval from the Professor.

Final Grade Submission and Grading Scale

Final course grades are submitted to the Records Office by faculty ten working days following the close of the semester. Grade reports are available online through MyTIU > My Courses shortly after that date. The following grades and grade points are used. Individual professors assign varying percentages to each of the grades.

A	= 4.0	designates outstanding work with superior achievement of course objectives
A-	= 3.7	
B+	= 3.3	
B	= 3.0	designates good work with commendable achievement of course objectives
B-	= 2.7	
C+	= 2.3	
C	= 2.0	designates acceptable work with satisfactory achievement of course objectives
C-	= 1.7	
D+	= 1.3	
D	= 1.0	designates minimal work with marginal achievement of course objectives
D-	= 0.7	
F	= 0.0	designates failure with unacceptable work; also assigned for Withdrawals as indicated below

The following other notations are used in the Trinity grading system:

AU (Audit): Assigned when students register to audit a class and are not enrolled for credit. No hours or grade points accumulate. Auditors are expected to attend class.

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

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

W (Withdraw): Indicates that a student withdrew from a course after the initial add/drop period and during the first 50 percent of class meetings (e.g., during the first seven weeks of a semester-length course; during the first five days of a ten-day course). Withdrawals are not calculated in grade point average.

Withdrawals after the first 50 percent of class meetings result in the administrative assignment of an “F” grade.

NOTE: Students may add or drop semester, Quad, or Field Education classes or withdraw with a refund within the first two weeks of the semester for semester-length classes, or the first week of the quad for quad format classes. Short-term modular courses may be added/dropped through the first day of class. Tuition and fee assessment deadlines and financial aid deadlines may be independent from academic deadlines.

IP (In Process): Is posted when a grade has not yet been submitted for a course. “IP” may appear for one of three reasons: a) the instructor has not yet submitted a grade; b) a course extension has been granted by the Dean of Students; or c) the course meets as a modular near the end of the semester and all students have been granted an extension for submitting final work at a date announced by the instructor within ninety days of the last class session.

“IP” changes to a letter grade upon submission of the final grade; or to an F when course work is not completed by the assigned deadline; or if a grade has not been posted by the faculty member at the end of the first semester following the course (second semester in the case of DMin students).

Grade Changes

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

Course Repeat Policy

Courses in which a letter grade of “B-” or lower is earned may be repeated in a regularly scheduled class mode with a different professor (until a grade of “B-” or better is obtained in the repeated course). The higher of the two grades earned will be calculated in the GPA and the lower grade will be recorded as originally completed with the notation “This course was repeated” and not calculated in the GPA. No additional credits will be earned, nor any tuition discount given for the repeated course. This policy has been created to assist students dealing with unexpected “real-life issues” which threaten one’s academic record and call for a decision, while at the same time enabling students to make up the course without negative academic reflection.

Course Extensions

During any given semester faculty may change due dates for an entire class for a given assignment or exceptionally grant individual emergencies within the posted dates for the course. All coursework is due no later than the scheduled time of the final examination for each course (including Reading, Guided Research, Field Education, and Internship). All extensions beyond the date of the final exam are granted only by the Dean of Students, *not* individual faculty members.

Course extensions are granted only in the case of an unforeseen emergency such as severe illness/hospitalization of the student or death of an immediate family member. Such emergencies are to be reported immediately, or within 72 hours of the occurrence. Requests based on being overcommitted, vacation or travel plans, work or ministry responsibilities, family visits, etc. will be denied.

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

Grading and the duration of the extension will depend on the severity of the emergency. Course extensions for quad-length courses will not exceed two weeks from the end of the quad. Course extensions for semester-length courses will not exceed four weeks from the end of the semester. All work must be submitted by the assigned deadline, or a Fail (F) will be permanently recorded.

If a student registered for Capstone courses 7465, 7468, 7480, 7483, or –7485 or – 8985 (project and thesis courses) and will not complete the Thesis or Capstone Project in the semester of initial registration, an extension may be granted, upon consultation with the student's faculty advisor. The student should then register for ID 7466, 7469, 7481, 7484, or – 7486 or – 8986 (project and thesis extension courses), and the faculty advisor should not report any grade to the Records Office which then will be reflected as an IP on the grade report. The IP will be changed to the appropriate grade upon completion of the project or thesis.

Candidates For Graduation Course Completion Deadlines

Candidates for graduation must complete all course work by the last day of the semester in which they intend to graduate. Course extensions are not given to those anticipating graduation.

General Exam Information

Computers and Exams

The use of a computer during class exams in the classroom is at the discretion of the instructor; or department chair in the case of Major Comprehensive exams. Students should be cognizant of the noise generated in the keying process, and sensitive to the concerns of their colleagues. Principles of academic integrity apply. When computers are used, only blank word processing pages are permitted—cutting and pasting of previous documents, and/or other computer assistance programs are not permitted. As a courtesy, please ask your instructor and receive affirmation for using your computer during exams before assuming it is appropriate.

Quizzes and exams may also be hosted on the Canvas page for the course. Students should carefully read the syllabus and the instructions to be aware of time limits, deadlines and other applicable policies for the exam. Students are strongly advised to ensure they will have steady internet access for the duration of the exam. Exams should be taken in a private, quiet location where the student will be free from any distractions or interruptions.

Prerequisite Examinations

Online Standard Bible Content Tests (SBCTs)

All incoming MDiv students (except AP MDiv students) must complete the SBCTs before planning to enroll in the OT and NT canon courses. MDiv students who do not pass the SBCTs will be required to take OT 5001-5002 and NT 5001-5002 before they can enroll in canon courses. The SBCTs are available online through Canvas and may be taken at the student's convenience. Instructions for taking the SBCTs may be found on the Canvas page and at [myTIU > Academic Resources > Exam Information > TEDS Exams](#). The MDiv Program Office discourages MDiv students from taking the introductory courses since they will study the Bible in depth through the OT and NT canon courses.

Both SBCTs must be passed with a score of 70% or above, or at least a "C-" in the parallel OT and/or NT courses. English Bible competency is necessary to enroll in that department's canon courses (OT 6216, 6217; NT 6621, 6622).

If one or both of the SBCTs is failed, students may retake the test only one additional time, failure to pass the second time necessitates enrollment in OT 5001-5002 and/or NT 5001-5002.

Note: There is no study guide for these tests. The tests are objective multiple choice exams: the OT test, and the NT test. Each test has approximately 70 - 80 questions and must be completed in 30 minutes. Each test may be taken separately or in succession.

Students should note that passing the SBCT does not give credit for the OT 5001-5002 or NT 5001-5002 courses if the student changes to a degree program that requires these courses.

Greek Proficiency Exam

All incoming MDiv, MA/NT, and MA/BL students must demonstrate Greek language proficiency in one of two ways before being eligible to enroll in the New Testament Greek exegesis courses (NT 5251, NT 5252).

1. Complete and pass TEDS Beginning Greek sequence (NT 5131, NT 5132, and NT 5133). The Beginning Greek course work sequence is designed for those with little or no background in Greek.
2. Students with previous study in Greek may choose to take the Greek Proficiency Exam. Failure on this exam necessitates enrollment in Beginning Greek course work sequence or review as determined by the New Testament Department.

The Greek Proficiency Exam is offered mid-August and early January, as announced, and the online registration form can be found at Registration for the Exam must take place a minimum of two weeks prior to the Exam via the online registration form found at [myTIU > Academic Resources > Exam Information > TEDS Exams](#).

The Greek proficiency exam is a three-hour long exam and assesses knowledge of forms, grasp of grammar and syntax, and translation abilities. Students may use an unmarked non-analytical lexicon (preferably Bauer-Danker-Arndt-Gingrich) as aid for the exam, but analytical lexicons are NOT allowed. Exam scores determine placement in Greek Exegesis courses (01, 02, 03, etc.) according to ability. Exam results are emailed to the student's TIU email within one week of completion.

Preparation for the exam may be made by a review of basic texts such as Machen, Wenham, Voelz, Hewitt or Jay. Though not essential, an advanced knowledge of intermediate grammar and syntax, such as found in *Syntax of New Testament Greek* by Brooks and Winberry, or *A Manual Grammar of the Greek New Testament* by Dana and Matney, will be helpful.

Hebrew Proficiency Exam

New MDiv, MA/OT and MA/BL students who have previously completed a minimum of 6 semester hours of Elementary Hebrew (graduate or undergraduate level) as verifiable by transcript, may demonstrate language proficiency by writing the Hebrew Language Proficiency Exam. Masters students who receive a passing grade of “C” (i.e., no less than 75%) on the exam will be deemed proficient and are authorized to register for OT 5251 Hebrew Exegesis I. Students who receive a grade of “C-” or below (i.e., less than 75%) on the exam will be required to register for Hebrew classes. The student will be required to register for OT 5131 Elementary Hebrew 1, OT 5132 Elementary Hebrew 2, and/or OT 5133 Elementary Hebrew 3, according to the decision of the department.

Students who qualify for the Hebrew Language Proficiency Exam and who receive a passing grade of “C” (i.e., no less than 75%) or better on the exam, will receive “advanced standing without credit” for OT 5131 Elementary Hebrew 1 (2 hrs.), OT 5132 Elementary Hebrew 2 (2 hrs.), and OT 5133 Elementary Hebrew 3 (2hrs.), and therefore meet the prerequisites for OT 5251 Hebrew Exegesis 1. Since the advanced standing is without credit, students must fulfill these hours through additional OT electives in order to achieve the required total credit hours for graduation as determined by their program director.

Registration for the Exam must take place a minimum of two weeks prior to the exam and via the online registration form found at [myTIU > Academic Resources > Exam Information > TEDS Exams](#).

Major Comprehensive Exams

Most MA programs and ThM students write Major Comprehensive Exams in their concentration during or following the completion of their final semester of course work. Major Comps must be passed before the thesis proposal in some departments, and always before the thesis defense. These exams are three, four, or six hours in length as determined by the departments and are scheduled only on the announced dates. Registration for the Major Comps should first be cleared by the student with their Department Chair. Registration must take place a minimum of four weeks prior to the exam via the online registration form found at [myTIU > Academics > Exam Information > TEDS Exams](#).

Grading

Major Comprehensive Examinations are graded as follows:

Pass – Student learning objectives related to the major comprehensive examination have been met or exceeded. No further work is required.

Pass with Recommendations – Student learning objectives related to the major comprehensive examination have been met; though potential areas for improvement exist. Recommendations given are optional, but in the best interest of the student should be completed. No further work is required.

Conditional Pass – Student learning objectives related to the major comprehensive examination have not been met and remedial work is required. While no section has been failed, remedial work, which

may include additional reading and/or writing, must be submitted before the major comprehensive exam is rendered completed. Upon successful completion of examination conditions, the department chair forwards a memo to the Dean's Office indicating conditions have been met.

Fail – Student learning objectives related to the major comprehensive examination have not been met; and one or more sections of the exam must be rewritten following department guidelines. The retake must be completed at the next regular scheduled time with exceptions granted only by the Master's Academic Exceptions Committee. Note: a Fail on even one section renders a Fail on the entire exam until relevant sections can be rewritten.

Preparation and Structure

Each academic department is given discretion in the structure of their Major Comprehensive Examinations. Department-specific study guides for Major Comprehensive Exams may be found on the comprehensive exam page department website through myTIU > Academic Resources > Exam Information > TEDS Exams [myTIU > Academic Resources > Academic Departments](#), or from the Department Chair or Faculty Advisor.

Special Administration of Exams

All Major Comprehensive Exams should be completed while a student is in residence. Requests for special administration on dates other than those set in the calendar, whether on- or off-campus, should be exceptional and are granted only by the TEDS Master's Academic Exceptions Committee.

Petitions for exception must include the reasons special consideration is necessary, the name and address of the proctor (acceptable proctors are generally associated with an educational institution such as a registrar or librarian, and not a personal friend), and in the case of Major Comps, the written approval of the Department Chair.

3. PROGRAM COMPLETION TIPS

Program sequencing tips and items particular to completing Trinity programs are included in this chapter. Students should note specific residency, candidacy, and graduation requirements in the [Catalog](#) under which they entered.

Complete degree audit resources for each program are available by contacting the Records Office. Note in particular the schemas for completion of biblical languages, required for MDiv, MA/OT and NT students, along with the proficiency exam information described in Chapter 4.

Biblical Language Completion

Hebrew

The Hebrew language sequence consists of OT 5131, OT 5132, OT 5133, OT 5251, OT 5252. Students are encouraged, but not required, to take the four OT canon courses as a sequence: OT 6261, OT 6262, OT 6263 and OT 6264. Students intending to complete the MDiv degree in three or four years must begin their Hebrew language sequence in the Fall Semester of the first year of their enrollment. Thus:

Year 1: (Fall) Sub Term A - OT 5131; Sub Term B - OT 5132
(Spring) Sub Term A - OT 5133; Sub Term B - OT 5251

Year 2: (Fall) Sub Term A - OT 5252; Sub Term B - OT 6261
(Spring) Sub Term A - OT 6262; Sub Term B - OT 6263

Year 3: (Fall) Sub Term A - OT 6264

Hebrew language courses are NOT offered every semester; thus this sequence is critical.

Greek

Students entering a program for which proficiency in New Testament Greek is a prerequisite (e.g., MA/NT and ThM/NT) must pass the Greek Proficiency Exam. Subsequently, students are placed in the New Testament Greek Exegesis course work sequence. Otherwise students should enroll in the Beginning Greek course work sequence.

The Greek language sequence consists of NT 5131, NT 5132, NT 5133, NT 5151, and NT 5152 which are all prerequisites for the four NT canon courses. NT 5152 must be completed as a prerequisite to the four NT interpreting courses - NT 6261, NT 6262, NT 6263, and NT 6264. Students intending to complete the MDiv degree in three or four years should begin their Greek sequence as early as possible. Thus:

Year 1: (Spring) Sub Term A - NT 5131; Sub Term B - NT 5132

Year 2: (Fall) Sub Term A - NT 5133; Sub Term B - NT 5251;
(Spring): Sub Term A - NT 5252; Sub Term B - NT 6261

Year 3: (Fall) Sub Term A - NT 6262; Sub term B - NT 6263;
(Summer) Sub Term A - NT 6264 **OR** Year 4: (Fall) Sub Term B - NT 6264

Residency – General Requirements

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

1. Course work at Trinity
2. Course work on the Deerfield campus or at an extension site approved for that degree
3. Course work at/near the end of the degree program

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

General Program Requirements and Sequencing

General Program Requirements and Sequencing Chart (Catalog 2024-25)						
	MA (CH, NT, OT, ST)	MA EM	MA ICS	MA BE	MA in CMC	MA BL
Semester Hours Required	36	36	36	36	48	42
Proficiency Exams	N/A	N/A	N/A	N/A	N/A	N/A
Early Courses						
Common Core Courses	ID 5000 ST 5211 ST 5212 ST 5213	ID 5000 ST 5211 ST 5212 ST 5213	ID 5000 ST 5211 ST 5212 ST 5213	ID 5000	ID 5000 ST 5211 ST 5212 ST 5213	ID 5000 ST 5211 ST 5212 ST 5213
Field Education (FE) and Formation Group (FG)	2 Semesters of FE or 1 Sem of FE and 2 Sem of FG (ST/CH: 1 Sem FE or 2 Sem FG)	N/A	2 Semesters of FE or 1 Sem of FE and 2 Sem of FG	N/A	2 Semesters of FG	2 Semesters of FE or 1 Sem of FE and 2 Sem of FG
Major Comp. Exams (usually completed at the end of coursework)	Required (--7975 MA Major Comprehensive Exam Prep if needed)		Required (--7975 MA Major Comprehensive Exam Prep if needed)		Required (--7975 MA Major Comprehensive Exam Prep if needed)	
Capstone and Internship Requirements	-- 7485 MA Thesis or -- 7980 MA Research Paper (x2) (OT requires: OT 7485 Thesis)	EM 7465 EM Capstone/Portfolio	ID 7480 Integrative Paper or ME 7465 Intercultural Internship or ME 7485 MA Thesis	BE 7478 Bioethics Capstone Project or BE 7480 Capstone Integrative Paper	CM 7950 Practicum or CO 7501 Project	NT 7980 & OT 7980 Major Research Paper OR ID 7478 Capstone Project
Capstone Extension course (if needed)	-- 7486 if available		ME 7486		N/A	
*For more details on specific course sequencing students should visit the MDiv Program Office myTIU page.						

General Program Requirements and Sequencing Chart (Catalog 2024-25)				
	MA TS	MA in MHC	MDiv*	ThM
Semester Hours Required	42	64	87	22
Proficiency Exams (Language Proficiency placement exams should be completed upon entering the program)	N/A	N/A	Standard Bible Content Test, Greek & Hebrew Proficiency Exams	N/A
Early Courses	PT 5100		PT 5100	
Common Core Courses	ID 5000 ST 521101 ST 5212 ST 521302	ID 5000 ST 5211 ST 5212 ST 5213	ID 5000 ST 521101 ST 5212 ST 521302	N/A
Field Education (FE) and Formation Group (FG)	2 Semesters of FE or 1 Sem FE and 2 Sem of FG	2 Semesters of FG	2 Semesters of FG	N/A
Major Comp. Exams	N/A	Required (--7975 MA Major Comprehensive Exam Prep if needed)	N/A	Varies (--7975 MA Major Comprehensive Exam Prep if needed)
Capstone and Internship Requirements	ID 7468 MA (TS) Capstone	CO 7961 Internship and CO 7962 Internship	PT 7465 Internship	-- 8980 Major Paper (2) or -- 8985 Thesis
Capstone Extension course (if needed)	ID 7469	CO 7486	N/A	-- 8986
*For more details on specific course sequencing students should visit the MDiv Program Office myTIU page.				

Candidacy (MDiv, MA in Mental Health Counseling, MA in Chaplaincy and Ministry Care)

The MDiv, MA in Mental Health Counseling, and MA in Chaplaincy and Ministry Care programs each have a candidacy requirements that are outlined in the [Catalog](#). In conjunction with the MDiv office, students begin the MDiv candidacy process in their first semester. A full description of MDiv candidacy can be found on the MDiv Program Office website. MDiv students should pay special attention to meeting these requirements in a timely manner.

Candidacy for the MA in Mental Health Counseling and the MA in Chaplaincy and Ministry Care programs is completed in conjunction with the Counseling Department. Students in these programs should consult the [catalog](#) requirements and direct any questions to the chair of the Counseling Department.

Field Education (PT 5090/5095)

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

Field Education is required in most programs (including Extension site programs). The Field Education orientation serves as the prerequisite for Field Education and is available online. Students should email fielded@tiu.edu for access to the orientation page.

Students with extensive prior ministry experiences are encouraged to obtain information for a waiver of the Field Education requirements. Petition to waive Field Education requirements must be made by the following deadlines. For MA students, the application deadline is January 1 (for fall admission) and August 1 (for spring admission). Students who have completed at least 3 hours of PT 7481 MDiv Internship are not required to complete Field Education units to complete an MA degree when the student has changed programs or is completing multiple masters degrees.

Further information and details may be found at the Office of Supervised Ministries page on myTIU. Additional questions may be directed to the Field Education Office at fielded@tiu.edu.

Formation Groups

Formation Groups meet weekly during the semester, generally Wednesdays from 12:00-1:20 pm. These weekly meetings are intended to support a student's personal, spiritual, and ministry development.

Formation Groups are designed for students to intentionally grow together in spiritual and ministry formation. Formation Groups are a place where students and faculty grow together in biblical wisdom by bringing Scripture, theology and history to bear on relevant personal, ministry, cultural and socio-political issues; grow together in the grace of God by engaging in and understanding primary means of grace (Word, Prayer, Worship) as well as other Christian disciplines; and grow together in relationships and relational skills by engaging in building of relationships, mutual ministry and services to others, providing encouragement and accountability with those who share the unique challenges of ministry and theological education.

MDiv students are required to register for and participate in two consecutive semesters of ID 5080 Formation Group. Students in most MA programs may substitute two semesters of Formation Group

for one semester of Field Education. All students are encouraged to participate in a Formation Group for as long as they are in residence on the Deerfield campus. Some formation groups are also available in a zoom or modular format.

Graduation and Commencement Participation

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

1. Candidates for graduation (August, December, or May) must submit the online Application for Graduation (found on the Records web page) to the Records Office **by July 15 of the year of intended graduation for December graduation or by December 15 preceding the intended graduation semester for May or August graduation.** If candidates later change their intended date of completion, they must immediately update and resubmit their Application for Graduation. Note: Applications are not “carried” from graduation date to graduation date but must be updated by candidates.
2. Subsequent to completion of the online Application for Graduation, candidates should separately complete the online Commencement Participation Form indicating their plans to participate in an upcoming ceremony. Candidates must indicate their participation through completion of the Commencement Participation Form by April 1 for the May ceremony. (Submissions after this date are moved to the following commencement ceremony.) These candidates are then kept informed by the Commencement Coordinator of the details related to the upcoming May commencement ceremony. Additional ceremony information is available on the TIU website.
3. Candidates who have not yet completed all program requirements are eligible to participate in the commencement ceremony and have their name listed in the program when the following criteria have been met. Program requirements may be tracked online via the [MyTIU > Plan and Register > Degree Progress](#) degree audit system. (Note: These criteria are established by faculty policy and are nonnegotiable.)
 - On-time submission of Application for Graduation, and Commencement Participation forms as outlined above.
 - Six or fewer program hours remain, and the student is registering for these hours in the ensuing Summer or Fall semester. (This may include Internship in the case of MDiv or MA [ICS] students.)
 - Certificate students must have completed all of the program hours for their degree.
 - Program candidacy has been granted.
 - The student is in good academic standing according to their degree requirements.
 - Major comprehensive exams have been passed.
 - Capstone papers or projects have been submitted (including Integrative/Major Papers, Projects, theses, etc.)
 - The master's thesis, DMin project, or PhD dissertation defense is passed by May 1.
 - No other program requirements remain outstanding (e.g. program prerequisites, field education, and so on have all been completed)

The above criteria are set by faculty policy and consistently applied. Waivers are seldom granted.

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

one fails to respond to complete the Commencement Participation Form, such candidates will be considered *in absentia*.

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

Time Limits for Program Completion

The statute of limitation (time limit) for program completion, from the time a student matriculates into the program, varies according to the program as follows:

MA, MA in MHC, MA in CMC, and ThM – five years
MA/TS and MDiv – eight years

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

Program Extension

A program extension request is considered by petition to the Master's Academic Exceptions Committee, and generally does not add more than two years to a program's statute of limitation. The petition should be filed at least one semester before a statute of limitation ends and show evidence of consistent program progress and a definitive plan for program completion. When a program extension is granted, a student is in continuation status and a continuation fee is charged each successive semester (fall and spring) until the student graduates, whether or not the student is enrolled in class work and in addition to any tuition fees (see the [Catalog](#) under Continuation Fees).

TEDS recognizes students may be permanent part-time students and continue to make consistent and definite program progress by completing program course work every semester.) In such cases, petitions filed for program extensions are welcomed.

Course Sunset and Readmission

Students who [Withdraw](#) from Trinity (or are administratively rendered [inactive](#)) without completing their program and desire to reapply may apply for readmission under the current [Catalog](#). Readmission is not guaranteed.

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

A written statement outlining plans for program completion must be included in application materials. Readmission is solely for the program to which the applicant is applying. Conditions for admission and

program requirements will be outlined in the letter of readmission and are determined by the department or program director as applicable.

Continuation Fees and Continuous Enrollment

A student is in *continuation status* and continuation fees are charged each semester when a student's program statute of limitation has expired and a program extension has been granted. A student is in continuation status and a continuation fee is charged each successive semester (fall and spring) until the student graduates, whether or not the student is enrolled in class work and in addition to any tuition fees.

A student who intends to [Withdraw](#) from Trinity without completing their program, or who needs a [Leave of Absence](#), should refer to those sections of the *Handbook* for further details. Failure to Withdraw or obtain a Leave of Absence does not exempt one from payment of continuation fees, but results in added deferment fees.

As a student nears the end of their program, and the [Capstone](#) experience is begun (registration in ID 7465, 7468, 7480, – 7485, – 8985) continuous program registration each semester is necessary in the respective [Capstone extension course](#) (ID 7466, 7469, 7481, – 7486, – 8986) or continuation fees will be assessed.

Essentially, continuation status is based on the program statute of limitation and whether the student is registered for program course work and making progress or not in their program.

Thus, continuation fees are *not* charged to master's students when:

- The student is a permanent part-time student taking program courses every semester, and has received a program extension in which the letter specifies a new statute of limitations and a waiver of continuation fees.
- Certificate students are not program students, and are not charged continuation fees.
- The student is on a leave of absence (LOA) or military LOA.

Leave of Absence or Withdrawal from Trinity

Leave of Absence

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

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

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

Withdrawal from the University

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

Withdrawal for Students Called to Active Military Duty

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

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

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

4. CAPSTONE EXPERIENCES

The cumulative capstone experience varies from program to program and may include internships and practica; writing experiences such as major papers, integrative papers, and projects; or theses. Information about each follows.

MDiv Internship

MDiv students in MDiv Catalog Year prior to 2024 are required to complete internship hours as determined by their chosen track.

Church and Parachurch Ministry Track students need to complete a total of 6 credit hours of internship. Academic Ministry Track students need to complete a total of 3 credit hours of internship and take ID 8100 Scholarship and the Christian Mind. All MDiv students in MDiv 2024 catalog are required to complete a total of 4 credit hours of internship.

Students should consult the Office of Supervised Ministries web page for Internship details.

If an MDiv student changes programs to an MA program, Internship credits do not apply as elective credit but may be a substitute for any field education requirements.

Placement

The Department of Supervised Ministries is available to help students with placement opportunities. Additionally, TEDS maintains a job board where open positions can be posted by churches or other ministries. See [Ministry Jobs](#).

Other Program Internships and Practica

Practicum requirement details for other programs, such as the MA in MHC, CMC or Bioethics, may be found on the respective Department or Program websites. Registration is according to the procedures outlined by the respective Program Office.

Academic MA and ThM Major Research Paper (-- 7478 and -- 8980)

Some MA and ThM programs provide a two major paper option for the capstone. At the time of course Registration, and after consulting with the professor, the MA student should register for -- 7980 (prefix dependent upon their department of concentration). A ThM student should register for -- 8980. Such course registration should occur on two occasions, in two separate courses to meet the requirement. Course selection for writing a major research paper should be an advanced elective course in the field of specialization (generally 7000 level or higher) or may be a Guided Research or Reading course with faculty consent. The papers must evidence the student's ability to engage in academic research and writing, resulting in a superior paper that could be presented as part of an application for post-graduate education.

Consultation with the professor in regard to the major paper should be followed by Capstone Proposal Application at [MyTIU > Academic Resources > Academic Forms > Graduate Forms and Documents](#), which is completed online and emailed to the Dean's Office and the professor. The proposal outlines the content and objectives of the research paper, and its submission indicates intent to complete the requirement. Upon approval of the professor and submission of the Capstone Proposal Application,

the student may then submit the TEDS Capstone Registration Form at [myTIU > Academic Resources > Academic Forms > Graduate Forms and Documents](#), selecting the approved program Capstone experience, to register for their program capstone.

Major papers must be between 8,500-12,000 words (25-35 pages) and conform to the *TIU Style and Format Guide*. The major research paper may be an expansion of a paper being written in the course, or an additional paper as arranged with the faculty member. If the Major Paper is an expansion of a paper being written in the course, the length of the major paper should be added to the length of the course paper. There should be a clear understanding between the professor and student regarding the topic of the major paper and its relation to the course subject. In all cases, including Reading and Guided Research courses, the Major Research Paper must exceed the regular requirements of the course. At the conclusion of the course, the instructor will post Credit for successfully completed major papers which are graded separately from the course. Both the final course grade and the paper grade must be C- or better to receive credit for the paper.

ThM students who opt to complete two major research papers must still take the required departmental research course. Upon approval of a thesis topic, a student is not eligible to switch to the two major paper option. Upon completion of one major paper, a student is not eligible to switch to the thesis option.

Academic MA and ThM Theses (-- 7485, -- 8985)

Master's theses demonstrate an ability to do competent research, think critically, and communicate effectively in the area of specialization. The ability to use biblical and modern languages, general and discipline-specific research tools and skills is expected.

The information that follows is critical to the thesis writer and contains information relative to the process and deadlines for thesis submission. Read and study it carefully.

Responsibilities of Student

MA and ThM students should begin making plans for thesis writing early in their program, generally beginning by taking ID 7900 Theological Research Methods (or other required discipline-specific research courses) in the first semester of their program. The student is responsible for the selection of a suitable topic on which they can work willingly, aggressively, and enthusiastically; the determination of a research methodology which will accomplish defensible results; the collection of data; the drawing of conclusions; the writing of the thesis document; and the presentation and defense of the research.

Often the topic is selected by the student after several periods of consultation with their departmental faculty. While faculty in the form of the Thesis Committee stand ready to aid and advise through the process, ultimately the student holds the key to completing this endeavor.

Role of Thesis Committee

Responsibility for the approval of the content and defense of the thesis rests with the Thesis Committee. Matters of research methodology, content, organization, conclusions, bibliography, and defense rest in the assessment of the Committee. Students are well advised, from the beginning of the thesis process, to carefully heed the advice and counsel of their Thesis Committee.

The Thesis Committee is generally composed of two members—the First Reader who is to be a regular Trinity faculty member and is normally a member of the Department in which the student's

program concentration is held; the Second Reader who is generally a regular Trinity faculty member, though exceptionally a student may petition to have an outside second reader when the topic goes beyond the expertise of current faculty, or the otherwise unavailability of needed faculty. If such a petition is made the student should describe the circumstances warranting the outside Second Reader and their qualifications.

On occasion, a Third or External Reader may be invited to read the thesis. The addition of a Third or External Reader should be approved in advance by the Dean. The Third or External Reader reads the thesis and submits written comments to be included in the oral hearing and does not attend the oral hearing. Any expenses, including honoraria, are the responsibility of the student.

The Dean or his appointee is an ex officio member of all Thesis Committees. In cases where there is a deadlock of opinion on the Thesis Committee, the Dean has the right to resolve the issues at his discretion.

Thesis Methodology and Form

A well-written thesis should demonstrate:

- An appreciation and understanding of the historical and theological content of the topic.
- An awareness of the methodology, including the use of biblical and modern languages, and the literature base needed for research in the discipline and on the chosen topic.
- A careful examination of relevant primary and secondary sources.
- Engagement with scholarly opinion on the topic, even if those opinions emanate from philosophical or theological presuppositions differing from those of the researcher.
- Sensitivity and objectivity in handling differing points of view on the topic.
- A careful documentation of sources and their textual references.
- Logic in argument and presentation.
- A thoughtful application of the research to the contemporary context.
- Original thought in the composition of the arguments and their presentation at a level appropriate for master's research. As such the intent is to avoid duplication of a student's work in another academic program or previous publication.

The thesis may take a number of different forms, the two primary forms are outlined below. Variations of these and other forms should be discussed with the Thesis Committee as part of the proposal process.

A literature-based humanities thesis is an essay on a particular theme or subject which sets forth in organized form, a solution to a particular problem worthy of intellectual effort. This type of thesis relies heavily upon the literature of the field, often in the biblical and theological disciplines, and presents the written thesis in the humanities format.

A field-based social science thesis also relies heavily on the literature of the field, often in education, intercultural studies, or psychology, and also has a large component of field-based research. This type of thesis presents the written data in the social science format.

Either form of thesis at Trinity must engage the historical, contemporary, biblical and theological components of the topic under consideration.

Human Rights in Research

If the thesis involves research of human subjects, the level of risk must be assessed by the researcher and the Research Protocol must be approved by the Human Rights in Research Committee before approval of the proposal and before any field research begins. Consult [myTIU > Academic Resources > Institutional Review Board](#) for the complete Human Rights policy and procedure. Failure to adhere to HRR policy will result in failure of the thesis.

Style and Formatting

At the beginning of the thesis process writers are encouraged to begin consideration of proper style and formatting matters. Early consideration will facilitate the completion of the written document in a timely fashion.

The *TIU Style and Format Guide* is the standard guide used in all graduate programs at Trinity in matters related to style, formatting, and documentation. The *Guide* is based on *A Manual for Writers* (9th ed., Chicago: University of Chicago Press, 2018) by Kate Turabian and also provides guidance for students using the *Publication Manual of the American Psychological Association* (7th edition) with which writers should also familiarize themselves and have readily available throughout the writing process. Both humanities and social science methodologies are discussed in the *Guide*.

Thesis writers must follow the *TIU Style and Format Guide* and final documents will not be accepted if the *Guide* is not carefully followed.

Approval of the Thesis Committee, Proposal, and Registration

At the time the student is selecting their thesis topic and assembling the Thesis Committee, they should obtain the Thesis Proposal Application available at [MyTIU > Academic Resources > Academic Forms > Graduate Forms and Documents](#). The Application is the formal request for pursuing a particular topic with a particular committee and must be filed and approved prior to the actual execution of the thesis. Consult your departmental webpage for additional departmental prerequisites to submission of the thesis proposal, such as passing the Major Comprehensive Exams.

The Application includes space for the topic description, the signatures of each proposed member of the Thesis Committee, and the signature of the Department Chair. This form must be completed with all necessary signatures and submitted to the Dean's office. At the same time, submit in electronic form (.pdf or .rtf) to capstone@tiu.edu the complete Proposal approved by the Thesis Committee; and the Human Rights in Research Protocol and approval (if the research involves human subjects).

Upon receipt of the signed and completed Proposal Application, and the electronic Thesis Proposal to the Dean's Office your topic will be considered approved. The submitted Proposal will become your contract with the institution of the research work you will complete. The deadlines for submission of the completed Application and Proposal are:

	May Graduates	August Graduates	December Graduates
Thesis Proposal Due	November 13	November 13	April 9

Subsequent to approval of the Thesis Proposal, and during the next registration period, complete the course registration process for the thesis course (-- 7485 MA Thesis, or -- 8985 ThM Thesis affixing the department prefix of your thesis) via the online TEDS Capstone Registration Form at [myTIU >](#)

[Academic Resources > Academic Forms > Graduate Forms and Documents](#). If additional time beyond the first semester of registration is needed to complete the thesis a student must subsequently register for -- 7486 MA Thesis Extension or -- 8986 ThM Thesis Extension to continue as an active student and avoid continuation fees.

Thesis Proposal Content

The Thesis Proposal written by the student in consultation with the Thesis Committee must contain the following and be formatted according to the *TIU Style and Format Guide*:

Page 1 – student's name, proposed title, department and degree program, Thesis Committee members (First and Second Reader), date

Page 2 - 5 (approximately 1,000 words in length) in outline form

A description of the research topic (the title may change, but the topic should not) which may include

- 1) Subject area (recognized general subject of research question).
- 2) Research question (major question, concept, or hypothesis to be investigated).
- 3) Subsidiary questions (questions to be answered in order to answer the research question).
- 4) Discussion of significance of research question.
- 5) Limitations and delimitations (study constraints).
- 6) Anticipated contribution.

A description of the methodology to be used

- 1) What sources will be consulted?
- 2) Notation of the relationship of the study to other sources. How is this study similar or dissimilar?
- 3) What method will be used to collect the data?
- 4) How will the data be presented?
- 5) What preparation has the researcher already done for the study?
- 6) Are the tools needed available to the researcher indicating that the study is feasible?

Page 6 – Provide a preliminary Table of Contents indicating chapter titles and a brief summary of each chapter. This will demonstrate that sufficient preliminary reflection and research has been done on the proposed topic to ensure it is an original contribution to the field and adequate preparation on the part of the researcher.

Page 7ff – A complete preliminary bibliography should be included.

If the thesis involves research of human subjects, the Research Protocol must be appended to the proposal for review by the Human Rights in Research Committee. Consult [myTIU > Academic Resources > Writing Resources](#) for the complete Human Rights policy and procedure information.

Writing the Thesis

All theses must contain the requisite front, body, and back matters as outlined in the *TIU Style and Format Guide*. These include (but are not limited to):

Title page

Blank page or copyright page

Approval page

Abstract

Table of Contents Chapters 1, 2, 3, etc. Bibliography or Reference List

Generally, chapter one is an introduction clearly stating the thesis topic and the main research question to be investigated, as well as describing the importance of the research and the method of inquiry. The body of the paper, generally three to six chapters in length, should reflect the logical grouping of ideas. The last chapter is the Conclusion, which should be a concise summary of the writer's conclusions as developed in the body of the paper. Appendices may be included.

The body of the paper should not exceed 52,000 words in length (about 150 pages), Front and back matters are in addition to these pages.

Careful attention must be given to the academic writing of the thesis. Writers whose mother tongue is not English must be aware that the final copy of the thesis is expected to be in well-written and correct English grammar and idiom, as well as proper in style and format. Particular attention must be given to issues of academic integrity (described elsewhere) with careful acknowledgment given to documentation of quotes, viewpoints, information, and ideas from sources other than the writer. A breach of academic integrity in the writing of theses can lead to dismissal from the institution. If questions persist regarding integrity in writing, consult your Thesis Committee and the resources found on [myTIU > Academic Resources > Writing Resources](#).

The submission of individual chapters and other thesis matters are arranged directly with the First and Second Reader. The First and Second Reader are obligated to return the first complete draft of the thesis with comments within two weeks of the time the draft is received (excluding vacation periods and summer). Significant changes will be requested by the Thesis Committee on this and subsequent drafts, until the draft is defensible at a Thesis Hearing. For most writers, this results in the writing of several drafts prior to the defense draft. Students are wise to carefully weigh the counsel of their Readers in preparation for their thesis defense.

Thesis Oral Defense Hearing

Upon receiving approval from all thesis committee members that a complete draft of the thesis is acceptable, the student may schedule the oral defense of the thesis, which is to include the two readers and the student. After the student has arranged a date and time with their readers, a conference room may be reserved through the Academic Offices for the defense (email asscdean@tiu.edu). The deadlines for the thesis defense are:

	May Graduates	August Graduates	December Graduates
Last Day to Defend Thesis	April 15	April 15	November 15

No later than 30 days prior to the date of the defense, a complete and identical copy of the thesis, including all front and back matters, must be submitted to each thesis committee member by the student for purposes of the thesis defense. At that time, notice must also be given to the Academic

Offices (email asscdean@tiu.edu) so that the Thesis Proposal Application may be made available for the defense.

On the day of the defense, the student must come to the Dean's Office to pick up a copy of their Thesis Proposal Application to be completed by the Thesis Committee at the defense. This form must be filled out and signed by all Committee members and immediately returned to the Dean's Office by the First Reader to register the results of the defense.

The Thesis Oral Defense Hearing is an oral defense of the thesis in the presence of the Thesis Committee, and may be public or private in accordance with Department policy. The thesis writer should discuss the format of their Thesis Hearing with their First Reader.

Thesis writers should be aware that the Thesis Hearing frequently results in the need for minor revisions, sometimes jeopardizing a student's graduation timeline, thus students are wise to carefully weigh the counsel of their Readers in preparation for the Thesis Hearing. The decisions of the Thesis Committee are final. In case of disagreement, the Academic Dean or his appointee will adjudicate the matter.

Thesis Hearings should take place in person on campus. Zoom or conference phone hearings may occur at the discretion of the first reader. Exception is granted only by petition of the Master's Academic Exceptions Committee. If a phone Hearing is permitted, all costs are borne by the student.

Outcomes of the Thesis Hearing

The Thesis Hearing will result in one of the following outcomes:

- 1) Pass with no further revision necessary
- 2) Pass with no revision required, but with non-binding recommendations
- 3) Conditional Pass: further minor revisions to be completed prior to submission of the final document (such as editorial, clarification of content presented, but in all cases revisions should not involve the generation of more than five to seven additional pages of content). If minor revisions are necessary, the thesis committee may request to see the final document before signing the approval page. Such revisions must be submitted no later than 90 days from the date of the hearing, or the thesis will be failed.
- 4) Fail. If the thesis is failed, the student is required to draw up a fresh proposal and write a new thesis.

The First Reader reports the outcomes of the Thesis Hearing to the Dean's Office on the Thesis Proposal Application provided by the student.

If possible, students are urged to obtain the signature of their Readers on their thesis Approval Page at the conclusion of the Hearing; however, faculty may wish to wait until the Final Draft Copy has been assembled before signing, particularly in cases where revisions are requested as in (3) above.

Final Copy of the Thesis

Final copies of theses are submitted digitally by creating an account with ProQuest. See <https://library.tiu.edu/proquest> for submission instructions.

The Final Copy of the thesis must be completed and uploaded to ProQuest by the following deadlines:

	May Graduates	August Graduates	December Graduates
Final Copy Due	May 1	August 1	December 1

Upon email notification that thesis has been uploaded to ProQuest and review of the Final Copy submitted, ensuring that all formatting requirements have been met – the Academic Dean's Office will notify the Records Office, First Reader, and student, that the Final Copy has been received and officially submitted to ProQuest online.

Thesis Deadlines Summary and Extensions

	May Graduates	August Graduates	December Graduates
Thesis Proposal Due	November 13	November 13	April 9
Defense Draft Due	30 days prior to the day of the defense		
Last Day to Defend Thesis	April 15	April 15	November 15
Final Copy Due	May 1	August 1	December 1

It is the responsibility of the student to meet all thesis deadlines. A student who will not complete the thesis during the initial semester of registration may register for -- 7486 Thesis Extension. See the [Catalog](#) course description for more information.

A thesis writer who finds they are unable to meet any of the stated deadlines due to an emergency or other unforeseen circumstances should work with their thesis committee before the published deadline for approval of extended deadlines which are at the prerogative of the thesis committee; however, any change to the stated deadlines may jeopardize a student's graduation date.

Note: The Deadline for Oral Defense Hearing and the Final Copy deadline cannot be extended. Any student who does not meet these can expect their graduation date to be postponed.

Note: August graduates, not intending to participate in May commencement ceremonies, and when approved by their thesis committee, may submit on a summer schedule. Consult the Dean's Office for details.

A summary of the above Thesis Steps can be found on page 42, Appendix A of this Handbook.

Use of Pseudonyms on a Master's Thesis

Students with reasonable cause may request permission to use a pseudonym on the final submission copy of their master's (MA or ThM) thesis. The most common reason for use of a pseudonym is the student's work or anticipated work is in a security sensitive ministry context. Use of their actual name on a public record associated with their research could seriously jeopardize them, their ministry, or their ministry partners.

Permission for use of a pseudonym may be obtained by submitting an Academic Petition for Exception at [myTIU > Academic Resources > Academic Forms > Graduate Forms and Documents](#). The petition must describe the reason for the request and state the name that will be used as a pseudonym. If approved, the decision will be recorded in the committee minutes and communicated in writing to the student and to the records office indicating both the student's real name and the explicit pseudonym being used. It is the student's responsibility to retain a copy of the approval letter as evidence should the student later need to verify her/his authorship of the work.

Academic MA ICS Integrative Paper (ID 7480)

Integrative papers (currently an option in the MA/ICS program) provide opportunity for the integration of vocational objectives with biblical and theological studies. Often the Integrative Paper is the culmination of an experience or project which reflects critically and analyzes participation in that event. The Integrative Paper may be broad in scope examining the breadth of the student's chosen vocational field with the whole of Christian doctrine; or may be narrow in scope examining a particular aspect of the field of special interest and development of a biblical perspective on the subject.

The Integrative Paper process is initiated through submission of the Capstone Proposal Application at [myTIU > Academic Resources > Academic Forms > Graduate Forms and Documents](#). A student desiring to register for an Integrative Paper should first consult with their Program Director, who may serve as mentor for the paper or may suggest another faculty member, or possibly an exceptionally qualified off-campus person with special interest and expertise in the area of the proposed paper. Upon securing a mentor and agreeing on the objectives and content of the Integrative Paper, the online Capstone Proposal Application should be submitted to the Dean's Office and the mentor; after which the student may register for the appropriate Integrative Paper course using the online TEDS Capstone Registration Form at [myTIU > Academic Resources > Academic Forms > Graduate Forms and Documents](#).

Particular department guidelines may be found on the Department web page where relevant, such as guidelines for Integrative Papers in the MA/ICS.

Integrative Papers may be completed as part of a Guided Research course when acceptable to the mentor. Paper format and style should be according to the *TIU Style and Format Guide*.

Academic MA EM Capstone/Portfolio (EM 7465)

Several programs such as the MA in CM and MA/EM provide for an optional Project to be completed as the capstone experience. Contact the respective Department web page or Department Chair for information on Project requirements.

MA (Theological Studies) Capstone (ID 7468)

The Master of Arts (Theological Studies) program requires completion of a two semester hour capstone project. The Capstone must meet the following objectives:

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

The Capstone may be completed in one of the following modes:

a) An Integrative Paper (described above) that applies the theory of the completed program curriculum (biblical, theological, historical and global studies) to a particular topic. Papers must be formatted according to the *TIU Style and Format Guide* and be approximately 10,000 words (30 pages) in length.

b) A ministry project which applies the theory of the completed program curriculum to a particular ministry situation in the student's ministry context (curriculum development, program scheme, Clinical of Pastoral Education completion, etc.). Upon completion of the project a 3,000 word (8-10 page) project report is to be submitted.

The MATS Capstone process is initiated through submission of the Capstone Proposal Application at [myTIU > Academic Resources > Academic Forms > Graduate Forms and Documents](#). A student desiring to register for the capstone should first consult with their Program Director, who may serve as mentor for the capstone or may suggest another faculty member, or possibly an exceptionally qualified off-campus person with special interest and expertise in the area of the proposed paper. Upon securing a mentor and agreeing on the objectives and content of the capstone, the online Capstone Proposal Application should be submitted to the Dean's Office and the mentor; after which the student may register for ID 7468 using the online TEDS Capstone Registration Form at [myTIU > Academic Resources > Academic Forms > Graduate Forms and Documents](#). The Capstone is to be completed during the semester of registration. One semester of capstone extension (ID 7469) may be granted if decisive progress has been made.

Capstone Writing Experiences

Consult the [Catalog](#) and your Department for capstone alternatives, and any further department-specific details related to the Capstone experiences described below. All such experiences fall within the following general parameters.

Capstone Extension Courses

As a student nears the end of his or her program, and the Capstone experience is begun (registration in ID 7465, 7468, 7480, -- 7485, -- 8985) continuous program registration each semester is necessary in the respective Capstone extension course (ID 7466, 7469, 7481, -- 7485, -- 8986) or continuation fees will be assessed.

5. STUDENT LIFE AND SUPPORT SERVICES

Student Life and Departments

At the heart of each member of the Student Life staff, you will find a deep desire to serve you, our students, and to facilitate your intellectual, spiritual, emotional, social, and physical development. In order to encourage this holistic growth, we intentionally provide a positive, co-curricular environment with numerous community building opportunities. Our aim is to foster an encouraging atmosphere that affirms each individual's unique identity in the body of Christ, while also learning how to live in unity amidst our diversity.

The Student Life Office houses the offices of the Dean of Students, the Director of the International Students and Scholars Office, and the Chapel office. The Student Life Office is located in the Lee International Building.

Student Life works with Residence Life and the Student Leadership Council in the planning of campus events and addressing student concerns. The office is also responsible for new student orientation, oversight of Open Hands and the Food Drop, and the support of students through various campus ministries.

Student Life University Policy and Procedures

The following policies and procedures are selected policies that relate directly to student and community life on campus.

Formal Student Complaint Policy and Procedures

Trinity International University, in accordance with the Federal Compliance Policy, keeps a record of formal student complaints. Students who have a complaint should follow the procedures listed in their respective student handbook. In the event that the complaint is not resolved, the student may choose to submit a formal written complaint to the office of the Academic Dean or Dean of Students. The complaint must be *dated* and *signed*.

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

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

Student Complaint Procedure

Any student who feels that a policy or procedure has been incorrectly applied in his/her particular situation may request an appeal of his/her situation.

Complaint related to disciplinary procedures

If the complaint is related to a disciplinary matter, then the appeals procedure for disciplinary appeals should be followed. The procedure is as follows:

Any disciplinary action may be appealed in writing within five business days of receiving official notification. The following is a guideline to assist in determining the proper procedure for appeal. If the decision was made by the

- Residence Life staff—appeal to the Student Hearing Committee
- Student Hearing Committee—appeal to the Dean of Students

Complaint related to academic procedures

If the complaint is related to an academic procedure, then the appeals procedure for academic appeals as found in the academic handbook for the student's program should be followed.

All other complaints

For all other complaints, students are encouraged to resolve the issue by directly addressing the problem with the individual involved. If the issue is not resolved, contact the individual's supervisor, or department chair/ Associate Dean (if the complaint is against a faculty member).

In the event that the complaint is not resolved, the student may choose to submit a formal written complaint to one of the following offices: Office of the Dean, or the Dean of Students. The complaint must be dated and signed.

Student Involuntary Withdrawal Policy

The Student Involuntary Withdrawal Policy exists to maintain a campus (in-person and online) environment conducive to learning and accomplishing the University's educational mission, while protecting the rights and safety of all members of the University community.

Students who exhibit harmful, potentially harmful, or disruptive behavior toward themselves or others due to apparent medical or psychological distress, and who do not request a voluntary withdrawal, may be subject to involuntary withdrawal from the University if their behavior renders them unable to effectively function in the Trinity community. Such behavior includes, but is not limited to, that which:

- Poses a significant threat of danger/harm to the emotional and/or physical welfare of the student in question, and/or other members of the Trinity community; and/or
- Interferes with the lawful activities or basic rights of other students, employees or visitors; and/or
- Causes, or threatens to cause significant property damage; and/or
- Demonstrates an inability to satisfy personal needs (e.g., nourishment, shelter) such that there is a reasonable possibility that serious physical harm or death might occur; and/or
- Violates expectations for student behavior as presented in the Student Handbook and lacks the capacity to comprehend and participate in the University's disciplinary process; and/or
- Violates expectations for student behavior and without understanding the nature of wrongfulness of the conduct at the time of the offense and/or
- Engages in inappropriate behavior that the University deems disruptive or destructive to the learning process and/or community life.

The decision for Involuntary Withdrawal is a response of urgency to a student's emergency situation and involves two steps: 1) Temporary Involuntary Withdrawal and 2) Involuntary Withdrawal.

1. A Temporary Involuntary Withdrawal decision may be made by a Student Life Dean (Assistant, Associate or Dean of Students for the student's respective school of enrollment). The Temporary Involuntary Withdrawal decision must be confirmed within 48 hours by the Academic Dean's Office (an Associate Dean or Dean) and in consultation with a licensed mental health professional. At this point the student will be considered: 1) 'Involuntarily Withdrawn' or 2) will not be allowed to return to regular campus activity.
2. An Involuntary Withdrawal decision will be reviewed and confirmed by a Special Advisory Committee within 3 weeks of the initial Temporary Involuntary Withdrawal decision. The Special Advisory Committee will determine outcomes based upon TIU policies, clinician recommendations, and the student's updated situation. Outcomes may include:
 - Dismissal with no re-enrollment possible
 - Dismissal with conditions of re-enrollment outlined
 - Change of status to voluntary Leave-of-Absence to obtain assistance with conditions for re-enrollment
 - Other

In addition, a student may be classified as Involuntarily Withdrawn and/or disciplined under the policy if s/he:

- Fails to attend any required meeting under this policy; and/or
- Fails to timely schedule and/or appear at a psychological assessment as requested; and/or
- Fails to adhere to any conditions placed on him/her in order for him/her to remain enrolled and/or remain in housing.

Appeal Process:

The student may appeal the Special Advisory Committee's decision; re-enrollment is not guaranteed. The appeal of an Involuntary Withdrawal decision is first made in writing within 3 business days to the Dean of Students of Trinity International University.

Policy on Child Protection and Childcare

Childcare is when a child is left under the supervision and care of others so that their parents may participate in a separate meeting or event. This does not include baby-sitters hired by an individual family, families helping to watch each other's children in a residential setting, or events solely designed for children (a child's birthday party, sports camps, etc.)

Please contact the Student Life Office for the full policy

Policy On Drug & Alcohol Abuse

All Trinity students and employees are expected to maintain standards of conduct, which exclude the possession, use, and distribution of alcohol and tobacco on campus and non-prescription drugs on or off campus.

Alcohol and drug consumption cause a number of changes in behavior, ranging from impaired judgment and coordination, to inhibiting a person's ability to learn and use higher mental functions. Repeated use can lead to dependence, and long-term use will cause permanent damage to the brain, liver, and other vital organs.

Assistance with drug and substance abuse is available through local counseling centers. Please contact the Student Life office for referral sources.

Trinity will report all instances of illicit drug use to the proper authorities and work with those authorities in prosecuting to the full extent of local, State, and Federal laws those who unlawfully possess, use or distribute illicit drugs and alcohol on campus. Any student who is using drugs or is in a room/vehicle in which drug use is occurring is subject to immediate dismissal by the institution. The school also reserves the right to require a student to submit to an immediate full drug test and room search if there is reasonable suspicion, as deemed by the Dean of Students, that the student may be involved in some form of chemical abuse. Refusal by the student to submit to the test could result in dismissal from TEDS.

Policy on Internet Posting

Trinity may investigate any information brought to the attention of University officials when individuals have allegedly been involved in violating federal, state or local law(s), Trinity's Community Expectations or that harass, harm and/or discriminate against other individuals. This may include information found on personal websites, Facebook, Instagram, Twitter or other internet-based postings. Students may be asked to remove information from the posting and violations may result in further disciplinary action.

Policy on Mandatory Reporting

All Trinity community members including all students, staff, and faculty are required to immediately contact the Police if they are observer or hearer of the following incidents:

- Assault (including child abuse)
- Battery
- Sexual assault (including but not limited to rape, sodomy and child sexual abuse)
- Murder, or attempted murder.

Immediately after contacting the Police, Campus Safety and Security must also be notified so that they can be aware that the Police have been called, assist them accordingly, and can contact all other necessary university officials.

In addition, all Trinity community members including all students, staff, and faculty are also required to immediately report the following incidents to either Campus Safety and Security or the Dean of Students.

- Illegal activity, including but not limited to theft, illegal drug possession or use, underage drinking, sexual or physical assault.
- Any situation judged to be dangerous or threatening for a student or the community, including but not limited to a suicide threat, bomb threat, or possession of a weapon.

Policy on Room/Vehicle Search Procedure

TEDS reserves the right to enter all campus facilities including residence hall rooms, as required for building supervision, maintenance or other school related business. A search may be made of a resident's personal belongings when this is believed necessary to investigate an alleged violation or hazard.

To initiate such a search, the Dean of Students or Residence Life staff member must first determine that there is a reasonable cause that a violation of school standards has occurred or that personal health or

safety may be in jeopardy. A search will be conducted by two or more persons normally including a Dean or Residence Life staff member and normally in the presence of the resident. Trinity staff may also search vehicles owned or operated by students if there is reasonable cause to believe that the car contains contraband, which is in violation of standards of conduct.

A notice stating the reason for the search and its findings will be provided for the resident. Items believed to be evidence regarding violations or endangering personal health or safety may be impounded, and the resident will be given a receipt for such items removed from the room, vehicle, or area.

Title IX Information

NOTE: This section is currently being revised for compliance with the new 2024 regulations.

What is Title IX?

Title IX states that: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

Trinity International University Title IX policy mission statement

Trinity International University (University) is committed to maintaining a Christ-centered community, free of discrimination, including all forms of sexual intimidation and exploitation. Accordingly, the University will not tolerate any acts of sexual assault or sexual violence by its on its students, faculty, or staff. The University will also attempt to protect the University community from sexual assault or sexual violence by its vendors, consultants, and third parties who interact with members of the University.

Title IX members and roles

- **Investigating Officer** – an employee appointed by the University who is trained to respond to formal and informal complaints of sexual assault.
- **Respondent** – an individual or group of individuals against whom an allegation of sexual assault is made.
- **Responsible Officer** – an administrator to whom a complaint is reported. Responsible Officers ensure the complaint is addressed according to policy and procedures and may or may not act with a grievance offer in resolving the situation. Complaints should be directed to the Responsible Officer(s) as identified below. When more than one Responsible Officer is listed, Complaints may report the complaint to either office.
- **Title IX Coordinator** – the University will designate an individual to serve as the Title IX Coordinator with primary responsibility for oversight and enforcement of this Policy.

Title IX representatives contact information

Mary Guthrie, Dean of Students
Title IX Coordinator
847-317-7114, mcguthrie@tiu.edu

Aron Forch, Campus Safety and Security Manager
Investigating Officer
847-317-7126
agforch@tiu.edu

Dana Clark, Trinity Law School Associate Dean, Responsible Officer
714-796-7167
dcclark@tiu.edu

Frequently asked questions:

What is sexual harassment?

Sexual Assault – any actual, attempted or threatened physical sexual act with another person without that person's consent. It includes, but is not limited to, sexual acts perpetrated by force (expressed or implied), or duress, deception or coercion upon the victim. It includes acts referred to as "date rape" or "acquaintance rape," and specifically includes sexual acts involving a victim who is incapable of giving consent due to age, disability or impairment by alcohol or drugs. Sexual assault generally will constitute a crime punishable under Illinois statutes. In reported instances of sexual assault, law enforcement will be contacted by the Responsible Officer or the head of Campus Safety and Security. Sexual assault includes, but is not limited to rape.

What is rape?

Rape – as required by the Violence Against Women Act of 1994 (VAWA) the University employs the FBI definition for rape: Penetration, no matter how slight, of the vagina or anus with any body or object, or oral penetration by a sex organ of another person, without the consent of the victim:

- Acts on a person who is not conscious or able to give consent;
- Indecent exposure;
- Direct or indirect threats linked to sexual propositions or activity;
- Coerced sexual activity;
- Sexual battery, the unwanted touching of intimate part of another person, such as a sex organ, buttocks, or breasts;
- Use of intoxicants, including alcohol, intended to incapacitate the victim or impair the victim's ability to give consent.

What is sexual violence?

Sexual Violence – includes domestic violence, dating violence and stalking.

- *Domestic Violence* – is defined as a pattern of abusive behavior that is used by an intimate partner to gain or maintain power and control over the other intimate partner. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone.
- *Dating Violence* – is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - The length of the relationship;
 - The type of relationship;
 - The frequency of interaction between the persons involved in the relationship.
- *Stalking* – is defined as a pattern of repeated and unwanted attention, harassment, contact, or any other course of conduct directed at a specific person that would cause a reasonable person to feel fear.

What is the definition of consent?

Consent – explicit, informed, voluntary, and mutually understandable communication to willingly participate in specific sexual activity without pressure, threats, coercion, force, or intimidation. Either person must also be able to withdraw consent and cease any sexual activity at any time. A current relationship, having previous sexual encounters, or silence from the individual may not be taken as an indication of consent. Similarly, a passive response or sexual advances that are not resisted physically or verbally do not constitute consent. Someone who is not of legal age, has a mental disorder, or is physically or mentally incapacitated may not give consent. The use of alcohol or drugs may render an individual incapable of giving consent due to impaired judgment and the inability to make decisions or

communicate intentions. Consent may not be given by someone who is unconscious or unaware, or for any reason is unable to communicate her/his intention.

Who can I report to?

- Bannockburn Police Department
- Campus Safety & Security Services
- Confidential Resource (Pastor, Counselor, Confidential Advisor)
- Non-confidential Resource (Security, Residence Life, Student Life)

Will my report be confidential?

The University will seek to honor any requests by an alleged Complainant to keep his or her name confidential. At the same time, the University, in order to facilitate a safe and non-discriminatory educational environment, may find it necessary to pursue disciplinary action in a manner that requires disclosure of the student's identity to an alleged perpetrator. In the case of such an event, the University will inform the alleged Complainant prior to making this disclosure and take whatever interim measures are necessary to protect the alleged Complainant and ensure the safety of other students.

Does it make a difference if the sexual misconduct occurs on or off campus?

The reported offenses have to have occurred on campus or at an event that is supported and hosted by the University.

Complainant Rights & Options

- An explanation of available options for redress, including changing dorm rooms, changing class sections, etc;
- Freedom from harassment or retaliation by the alleged perpetrator (or supporters);
- An explanation of the complaint procedure and hearing process;
- Notification of no contact with Respondent, and assistance in obtaining an order of protection;
- Use of any available internal and external support services;
- Ability to speak on their own behalf during the investigation (including making a "survivor impact" statement);
- The presence of an advisor and/or a support person during the hearing;
- The opportunity to present witnesses who can speak about the charges (character witnesses excluded);
- Freedom from having irrelevant personal/sexual history discussed during the hearing;
- Information about the outcome of the hearing;
- Opportunity to appeal the outcome of the hearing.

Respondent Rights & Options

- An explanation of the charge(s);
- Freedom from harassment or retaliation by the Complainant;
- An explanation of the complaint procedures and hearing process;
- Notification of no contact with the Complainant, and assistance in obtaining an order of protection;
- Use of any available internal and external support services;
- The presence of advisor and/or a support person during the hearing;
- The opportunity to present witnesses who can speak about the charges (character witnesses excluded);
- Freedom from having irrelevant personal/sexual history discussed during the hearing;
- Information about the outcome of the hearing;
- Opportunity to appeal the outcome of the hearing.

Trinity International University Crime Statistics Data
[TIU Crime Statistics Data](#)

Title IX Policy & Procedures
[Sexual Assault Policy](#)

If you are in an emergency situation, dial 911 for local police or medical personnel. You can also contact the available resources below.

Campus & Community Resources

Police & Security

Bannockburn Police Department
2275 Telegraph Rd
Bannockburn, IL 60015
847-945-8490 (non-emergency)
911 (emergency)

Campus Safety and Security Services
847-317-6400

Medical

Advocate Condell Medical Center Emergency Room
639 S. Stewart Ave
Libertyville, IL 60048
847-990-5300

Highland Park Hospital Emergency Room
777 Park Ave West
Highland Park, IL 60035
847-432-8000

Lake Forest Hospital Emergency Room
660 N. Westmoreland Rd
Lake Forest, IL 60045
847-535-6150

Preserve Evidence

For the purpose of evidence collection, we suggest that you avoid drinking, eating, showering, brushing your teeth, combing your hair, changing your clothes. If you have done any of these things, evidence may still be collected and it remains important for you to seek medical attention. If you have changed your clothes, take the clothes you were wearing at time of the assault to the hospital in a paper bag. If you have not changed your clothes, it may be a good idea to bring a change of clothes to the hospital.

Confidential Resources

The university encourages individuals to report sexual misconduct as soon as possible, but there are no time restrictions.

Off Campus Resources

A Safe Place
20 South County Street
Waukegan, IL 60085

847-360-6471

Zacharias Sexual Abuse Center
4275 Old Grand Avenue
Gurnee, IL 60031

Community Youth Network
18640 E Belvidere Road
Grayslake, IL 60030
Crisis Line 847-587-3100
Website: <https://cyngrayslake.org/>

IL Domestic Violence Hotline: 877-863-6338
Website: <https://www.dhs.state.il.us/page.aspx?item=30275>

National Domestic Violence Hotline: 800-799-7233
Website: <https://www.thehotline.org/>

RAINN, National Sexual Assault Hotline: 800-656-4673
Website: <https://www.rainn.org/about-national-sexual-assault-telephone-hotline>

File a Report

The university is required to report all sexual assault to law enforcement. If you are unsure about filing a police report, consider contacting these resources:

- Campus Safety and Security Services, 847-317-6400
- Mary Guthrie, Title IX Coordinator, 847-317-7114

How to Help

- Listen, and do not judge.
- Assure your friend that they are not to blame.
- Accompany your friend if they seek medical attention or law enforcement assistance.
- Don't question or press your friend for details.
- Take time for yourself mentally and get help if you need it.
- Be there for support.

Protective Measures/Accommodations

Protective measures can be requested at any time. The following are examples of resources available:

- Non-disciplinary
- Non-punitive
- Reasonably available
- Examples include: academic accommodations, leave of absence, modified class schedule, counseling

Title IX Training Materials

[Title IX & Sexual Harassment Response](#)

[Title IX Series](#)

[Thompson Coburn Title IX Training Series Materials](#)

Policy for Technology and Telecommunication Systems Acceptable Use

The University network and systems are to be used primarily for activities related to the educational mission of the University. Personal use of the network is limited to email and browsing web pages, providing such use complies with these Terms and Conditions and does not, at the University's discretion, utilize excessive capacity of resources, or in the case of employees, interfere with the employee's work. For any other personal use, written approval is required from Graduate Student Life.

Computer login and phone PIN (Personal Identification Number) account holders are responsible for any activity originating from their accounts. Your computer and account may be used:

- For authorized network access to university systems and resources that are used for curricular, academic, and administrative activities.
- For email and access to web pages.
- Official notifications made by University offices are increasingly made using email, rather than by paper memos sent through the University mail services. Email used for such notifications will be delivered to the recipient's University email account.
- **Employees and students are expected to read their University email and are strongly encouraged to use their University email accounts for all communication within the University to ensure reliable and secure delivery.**

University personnel can and will access files when necessary for maintaining the University network and computer systems. Every effort will be made to respect the privacy of user files, and the contents of user files will be examined only when it is required by law or by the policies of the University.

You may not use University computers, networks, system resources, and phones:

- For commercial or business purposes.
- For accessing or distributing defamatory, abusive, obscene, sexually oriented/ pornographic, threatening, racially offensive or illegal material. Any access to such materials by way of the University Internet connection will be blocked, logged, and reported.
- For any activity which interferes or inhibits the use of the network or University systems by others.
- To connect non-authorized private networks. University networks may not be modified, extended, or used in any manner that violates a federal, state, or local law or a University policy.

Additionally, you may not use University computers, networks, and system resources:

- For unauthorized browsing or exploring, or making other unauthorized attempts to view data, files, or directories belonging to TIU or to other users.
- To transmit, use, or serve unauthorized software.
- To violate copyrights of documents or media.
- For misuse of message boards or any web-based community.
- For computer tampering or unauthorized alteration of data, identification, or credentials.
- For introducing deviant software (viruses, worms, etc.) into the University network and systems.

Students and employees who do not comply with the "Terms and Conditions for University Technology and Telecommunications Systems—Acceptable Use Policy" are subject to disciplinary action. The University reserves the right to cooperate fully with local, state, and federal officials in investigations relating to information accessed or distributed using University computing systems, the University network, the University phone system, or the University Internet connection.

Please contact Information Technology for the full policy.

Policy on University Violence Prevention

Trinity International University is committed to a safe and secure environment for all employees, students, and visitors. Conduct that threatens the health or safety of any person, or creates a reasonable fear that such a result will occur, including but not limited to: acts of violence, threats of violence, possession of weapon(s) on University controlled property without proper written authorization, threatening behavior, and/or reckless disregard for the health or safety of any person are not acceptable conduct at Trinity International University and will not be tolerated. Violation of this policy and/or the Standards of Conduct will result in disciplinary action up to and including termination of employment and/or dismissal from the University.

The entire university community shares the responsibility for a safe and secure campus. Knowledge of violent acts or threats planned or carried out are to be reported to supervisors or other appropriate campus administrators immediately. In their absence or in the case of emergency, Bannockburn Police (911) or Security Services (847-317-6400) should be contacted.

Violence is the use of physical force or activity that causes harm, damage, or abuse of an individual or property. This includes physical force and/or activity, which cause mental anguish.

Threat or Threatening Behavior: A threat is any statement or action, expressed or implied, that could cause a reasonable person to fear for the safety of him/herself, that of another person, and/or University property. Examples of threats include, but are not limited to words or actions which intimidate; harassment; stalking or following someone with the intent to harass, intimidate, harm, or cause other malicious activity; and the use of communication mediums to threaten such as telephone, fax, electronic or conventional mail.

Weapons are not permitted on University controlled property except for purposes of law enforcement and as specially authorized for purposes of instruction, research, or service and as approved in writing by the University President.

Prohibited weapons include but are not limited to any: (1) firearm, firearm ammunition, BB gun, pellet gun, paintball gun (except with prior written approval from the Chief of Police), tear gas gun, stun gun, taser, or other dangerous or deadly device of similar type; (2) knife with a blade of at least 3 inches in length (except an ordinary eating utensil), dagger, dirk, switchblade knife, stiletto, ax, hatchet, or other deadly or dangerous weapon or instrument of similar type; (3) bludgeon, blackjack, slingshot, sandbag, sandclub, metal knuckles, billy club, throwing star, nunchaku, or other dangerous or deadly weapon of similar type; (4) bomb, bombshell, grenade, firework, bottle or other container containing an explosive, toxic, or noxious substance, unless under academic/classroom supervision, (other than an object containing a non-lethal noxious liquid, gas, or substance designed solely for personal defense possessed by a person 18 years of age or older); (5) souvenir weapon or other weapon that has been rendered permanently inoperative; and any weapons outlined in the Illinois Compiled Statutes on Armed Violence.

Please contact the Student Life Office for the full policy.

Disciplinary Process and Procedures

Discipline is rooted in God's love. It is not punitive in nature but restorative. It is a way to build relationships and reconcile and restore individuals to the Lord and the community. Our approach to discipline focuses on people and relationships, not rules and regulations. Although we strive to maintain

a healthy environment, we are more concerned about the motives, attitude, and persons involved than with the policy violation itself.

When a policy violation occurs, various parties can be affected, including the individual, members of the community, or the community itself. In this light, we approach discipline holistically. We seek to help community members take responsibility for their actions and make right what they have wronged, which sometimes includes restitution and/or consequences. In every situation we seek to take all things into consideration. Attitudes, repentance, and honesty play a large part in the decision-making process. We strive to embrace individuals throughout the discipline process and seek to avoid feelings of alienation in the community. We want Trinity to be an environment in which members feel loved unconditionally. We seek the Lord for wisdom in all decisions and act in a manner that we believe has the highest potential for restoration and growth for all those involved.

Any community member who senses that a violation of the Trinity Standards of Conduct has occurred has the responsibility to confront the alleged violator and report the alleged violation to a Student Life staff member. Students living on campus can report the alleged violation to a Residence Life staff member. If the Residence Life staff member finds reasonable cause to believe that a violation has occurred, he or she may take disciplinary action or refer the matter to the Dean of Students for further review.

Incident Reports and the Judicial Process

When Student Life staff ascertains that a violation of community life expectations has indeed occurred, an incident report will be filed. Incident reports will be issued for incidents relating to an individual(s) violation of stated expectations as well as incidents of blatant inconsideration, damage or destruction. These standards have been prayerfully made and students, in coming to Trinity, have committed themselves to following these standards. TEDS strives to be consistent in taking disciplinary action. All students are reminded that no two situations are identical. Previous offenses, attitudes displayed, and other confidential factors may play an important role in the exact disciplinary action taken. Attitudes displayed by the student(s) will play an important role in the report procedure which is as follows:

- A. Student Life staff will meet with the student to discuss the incident report. If the violation occurs in on campus housing, the appropriate Residence Life staff will meet with the student first. The student will receive a copy of the report.
- B. Incident reports are presented to the Dean of Students. One or more of the following actions may be taken:
 - Warning given to the student(s)
 - Interview with the Dean of Students
 - Disciplinary Probation - the student is placed on probation with specific conditions for a specified period of time
 - Fine/Community Service
 - Restitution - repayment for loss and apology
 - Removal of community privileges
 - Required counseling/ Accountability relationships and mentoring
 - Meeting with the Student Hearing Committee
 - Removal from campus housing for on-campus residents
 - If, in the judgment of the Dean of Students, the seriousness of a student's violations jeopardizes the *immediate* health or safety of the community or its members, a Dean's dismissal may be given.

- C. A student may appeal an incident report within 2 business days of the date noted on the report. Please see “Appeals Procedure” for more information.
- D. If, in the judgment of the Dean of Students, a student’s violations are serious or numerous or jeopardizes the health and safety of the community, the student will be called to appear before a Student Hearing Committee. This committee generally includes but is not limited to a Student Life staff member, Academic Dean (or designate), a faculty member, and a member of the Student Leadership Council. Other relevant faculty members may also be invited. The student is also invited to select a faculty member, staff member, or student of their choice to be present to serve as a character witness. A character witness will not have voting power in the Student Hearing Committee.

Legal representation or any other form of advocacy representation from outside the Trinity community is not permitted. Normally the student will be notified at least twenty-four hours before the hearing is scheduled to convene. As a result of the hearing, the committee makes a decision often from the above listed possible actions.

A student may also request that a Student Hearing Committee be convened in order to appeal the decision of the Dean of Students according to the “Appeals Procedure” below.

- E. Normally, the student will be notified at least 24 hours before the hearing is scheduled to convene. As a result of the hearing, one or more of the following actions will be taken:
- No further discipline required or a reversal of previous decision if committee was convened to appeal previous decisions.
 - Disciplinary Probation (note description above)
 - Dismissal - the violator is dismissed or requested to withdraw from classes immediately and exit the campus within 24 hours and may not re-enroll without approval of the Student Hearing Committee. If a student poses a severe risk to the community the university reserves the right to escort him or her off campus immediately. Dismissed students are not allowed on campus without prior permission from the Dean of Students.

Note: Dismissals and requested withdrawals follow the same refund schedule for withdrawals found in the TEDS catalog.

Disciplinary Records and Confidentiality of Disciplinary Actions

A temporary record regarding disciplinary action is kept by the Dean of Students/Student Life Office. The record is not a part of the student’s official transcript.

Trinity International University staff and faculty are prohibited from offering confidentiality to any students regarding reports of Standards of Conduct violations, including all illegal activity. Trinity’s staff and faculty are expected to always make every effort to handle all reports of Standards of Conduct violations with sensitivity and discretion while maintaining compliance with all federal and state student privacy laws. Please note that all Clery Act Crime statistics are tracked and posted online.

Appeals Procedure

Any disciplinary action may be appealed within 2 business days of receiving official notification. The following guidelines will assist in determining the proper procedure for appeal:

If Disciplinary Action is Taken By:
Residence Life Staff
Student Hearing Committee

Appeal to the Student Hearing Committee
Appeal to the Dean of Students

Student Care Team Definition and Purpose

It is the policy of Trinity International University to foster a campus environment that is conducive to learning, promotes the university's educational purposes, maintains reasonable order, and protects the rights and safety of all members of the community. The policy below outlines the procedures to be taken by the Student Care Team in the case that a student of concern is brought to their attention for any reason. The purpose of this policy is for early support as well as early intervention.

The policy is not a substitute for appropriate disciplinary action taken under the university's disciplinary procedures, nor does it preclude removal or dismissal of students from the university or university-owned facilities at the university's discretion or as a result of the violation of other university policies, procedures, regulations. When necessary, the Student Care Team may recommend the involvement of the Threat Assessment Team, Sexual Assault & Harassment Team, or Student Hearing Committee. The Involuntary Withdrawal Committee is a sub-committee of the SCT where there has been no clear violation of the Student Handbook or Community Life Agreement.

Reports of concern for a student may come from fellow students, faculty or staff members.

Students are deemed in need of the attention of the Student Care Team if they are demonstrating concerning behavior including but not limited to:

- Threats or indications of behavior demonstrating self-injury including lack of self care (such as low body weight, etc)
- Behavior or interactions with others that are deemed highly unusual, out of character or concerning including relational problems or outbursts of anger
- Threats of damage or damage to property of the University or other persons
- Interference with the normal activities of the University or its community
- Erratic behavior that is disruptive of the campus community or demonstrates that the student is not aware of reality or the consequences of their actions
- Hospitalization for mental health concerns, or significant health issues

Emergency School Closing

Trinity International University uses our TIU Alert notification system (via text and email) to inform students of any emergency or weather related events on campus. In order for the notification system to function to its best capacity, please update your contact information either through MyTIU (login to MyTIU and click on Emergency Info in the menu at the top left) or go to the following link (<http://tiu.edu/notifyme>).

Student Events

All student-led events must be sponsored by an official TIU group and approved by Student Life to hold events on campus. To go through the process to become an official Trinity student group, please contact the Student Life office. The event itself must go through the protocol (below) and be approved by Student Life and Event Services to take place.

To have an event on campus, student groups must fill out the [Student Event Request Form](#), which is sent to Event Services for review. If all the logistics are in order, the event will be approved and

reserved. All promotions of the event will then be approved and able to be uploaded to the University Calendar, digital signage, as well as printed for posting (see above notes on Distribution or Posting of Publications)

Contact person: Jenny Cervantes, Event Services and Catering Manager
eventservices@tiu.edu
847-317-7131

All catering requests will need to go directly through Jenny Cervantes. She will provide you with the Catering Guide and walk you through set up, service and any special allergy requests you might have. The Catering Guide is just a sampling of our options, so please contact Vanessa and together you can customize your events. She is excited to work closely with you to make sure you have excellent food that is served safely.

Just as a reminder, all food served to groups larger than 5 on campus must come through Trinity Dining Services. This requirement is especially important to keep people healthy and safe.

If your event requires IT and or AV services, you can request those through the event services request process. The techs will have an hourly fee, but it is also possible for you to take care of your own IT as long as you are familiar with the equipment.

Definition of On-Campus Groups

Official on-campus groups are those sponsored by a department of TEDS and/or have a representative from the faculty or administration who has been officially designated by the Office of the Academic Dean of TEDS and who serves in an advisory role to that group.

All other groups sponsoring activities must schedule them through Event Services at 847-317-7132 or eventservices@tiu.edu.

Master Calendar – Room Reservations

Any on-campus group wishing to reserve a room for a non-academic activity that involves the use of Trinity facilities (classrooms after 6pm and on weekends) must submit their request through Event Services. If the space is available on the date requested, the reservation will be placed on the Master Calendar. At the time the reservation is made you will receive or be sent a reservation form confirming your reservation.

Any unofficial on-campus group or off-campus group wishing to use Trinity facilities must contact Event Services at 847-317-7132 or eventservices@tiu.edu.

Distribution or Posting of Publications

All advertising, posters, notices, and announcements must be stamped, approved, and dated by the Student Life Office. All Student Events must go through the proper protocol (see below - Student Events) and be approved by Student Life and Event Services before they are publicized. No posters should be placed on doors, glass, or walls. All General advertising (for sale, jobs, rent, car pools, lost & found, etc.) should be printed on **standard-sized paper and must contain contact information (email or phone number)**.

Flyers may be placed in the following areas only:

- Chapel bulletin boards - lobby and basement
- Roling Library bulletin board
- Upper Waybright bulletin board (each board is designated for the specific types of advertisements, so please note that when posting items).

Students may also submit digital signage as part of their Student Event Process.

Any flyers in foreign languages must include a complete translation of all of the contents of the flyer in English. All posters or notices will be removed if the above guidelines are not followed.

Counseling and Health Services Referrals

Counseling Referrals

Trinity desires the health and wholeness of all members of the community. Should you have concerns about your emotional health or mental wellbeing, or need counseling support, please contact the Student Life office for a list of referrals to local counseling centers. This list is also available on the [Mental Healthcare Information page](#) of the TEDS website.

Health Services Referrals

While Trinity does not have a Health Services office on campus, there are many quality health-related services near the campus, including urgent care centers, pharmacies, doctor's offices and hospitals.

Outpatient Care: Trinity does not allow, nor accept responsibility for, certain outpatient care such as allergy injections or intravenous fluids in campus residences. This does not apply to diabetic maintenance.

Immunizations: Illinois State Law requires that all students taking six or more credit hours show proof of immunity to measles, mumps, rubella, and tetanus/diphtheria. This requirement helps to make our community a safer place for everyone. Completed immunization records should be submitted to MedProctor, our external immunization verification service, prior to registration. Verification of having had a TB skin test within 12 months of entrance to Trinity is also required. Immunization records are submitted to [MedProctor](#) using your Trinity issued credentials.

International Students and Scholars Office

The International Student and Scholars Office provides comprehensive non-immigrant regulation advising, hospitality assistance, social support, and advocacy for international students and strives to foster further cross-cultural understanding through interaction between the international students and the broader community. The ISSO is located in the Lee International Building and can be reached at isso@tiu.edu or 847-317-4064.

Student Leadership Council

The Student Leadership Council (SLC) exists to advocate for student needs to the faculty and administration and to serve the student body through various educational and recreational activities. SLC strives to foster intentional Christ-centered communities among various constituents of the university through all of its efforts. Contact the Student Life office for more information.

Student Groups

Different student groups are active at different times in the life of the community. Some examples are:

FIS (Fellowship of International Students)

The Fellowship of International Students exists to advocate for and attend to the needs of the F-1 and J-1 student community and their families. The FIS also strives to be a bridge builder by facilitating enriching, diverse, and international experience and fellowship within the TEDS community. The FIS is composed of groups such as the Trinity African Fellowship, Chinese Students Fellowship, Japanese Students Fellowship, Indian Students Fellowship, and Korean Students Fellowship.

Fireside Theology

Fireside Theology provides a space for interactive, engaging, and participatory theological reflection on issues confronting the church in the world today. Speakers and discussions include an ongoing conversation about the Church and societies.

Preacher's Hub

The Preacher's Hub is for students who currently serve or aspire to serve in any form of pastoral or teaching ministry. The group exists to build up students in the theory and practice of biblical preaching by studying, discussing, exercising, and mutually encouraging one another in the preparation and delivery of sermons within a safe environment of trust among peers.

(SBS) Society of Black Scholars

The purpose of The Society of Black Scholars (SBS) is to develop a network of Black American emerging scholars who are dedicated and sensitive to the needs and concerns of an increasingly diverse academic community. This group is designed for Black American masters and doctoral students at TEDS. SBS provides opportunities for community building, social advocacy, professional development, networking, and mentorship for those who identify as Black American.

TWF (Trinity Women's Fellowship)

TWF is a fellowship and support group available to both student and faculty wives. Through regular meetings and special activities, spouses have the opportunity to develop strong Christian relationships with other women while experiencing spiritual and educational growth.

6. CAMPUS LIFE AND RESOURCES

Campus Post Office

The Campus Post Office (CPO) is located in the Waybright Student Center on the west end of the main floor. Please check the CPO window for posted hours.

- The CPO can receive packages of any size and will alert the student via email when the package arrives and is ready to pick up. *Please wait until you have received your notification email that a package has been received for you before coming to the CPO.*
- You can also drop off packages or envelopes with a prepaid shipping label or stamp affixed to the box or envelope for the USPS mail person to pick up and take to the Deerfield Post Office to ship out.
- If you need assistance ordering stamps from USPS or printing off a prepaid shipping label, stop at the Campus Post Office, and they can assist you.
- The [Inbox and More](#) store in the Bannockburn Green can help you with any other shipping needs you may have.

Student mailboxes are located in the lobby of the CPO and are available to students upon request using [this form](#) (also found on MyTIU under Campus Services > Campus Post Office). Each student retains the same box until leaving school permanently or by requesting to close or change it. Mailboxes should be checked regularly (once a week). *Boxes which go unchecked for more than 30 days become subject to be closed*, upon which the student shall be alerted via email. Mail is generally distributed to the student mailboxes by 2pm, although Monday and post-holiday deliveries may take slightly longer due to the high volume of mail being processed.

When leaving school permanently or if students are not on campus for an extended period of time, students are requested to provide the CPO with a mail forwarding address. Failure to do so could result in mail being returned to the sender or lost in the postal system.

Any questions about the mail, our services, or your mailbox may be directed to 847-317-8170 or postoffice@tiu.edu. NOTE: The nearest U.S. Post Office is located in Deerfield at 707 Osterman Avenue (Phone# 847-945-0257).

How to address campus mail

When it comes to receiving mail, be sure to provide a correct address. Remember to include the student's name and mailbox number when addressing mail. Your mail should look like this:

- **Student's Name:** [Joe Trinity]
- **Trinity's Address:** 2065 Half Day Road
- **Student's Box Number:** [Box 123]*
- **City and Zip:** Deerfield, IL 60015-1241, USA

**Include only the student's mailbox number, never an apartment number.*

Chapel Office

At Trinity we are committed to forming students to transform the world through Christ. Corporate worship, the hearing of God's Word, prayer, and community life are seen as essential means to that

transforming purpose. It is an integral and important part of our educational mission. We encourage all Trinity students to attend chapel as a spiritual discipline through which God can stretch them, transform them, and better equip them for service and witness in the world.

The office is located in the Student Life suite in the Lee International Building.

Chapel Services

Trinity desires to enhance the personal and spiritual growth of our students. To encourage this, Trinity places a high priority on its Chapel program. Chapel services are held on Wednesdays at 11:00 am in the ATO Chapel and seek to focus on solid biblical preaching in the context of praiseful worship to God. The schedule of Chapel speakers can be found on the Chapel page on MyTIU.

Recordings of all chapel messages and lecture series are available on YouTube. Please visit the Chapel website on MyTIU for more information.

Residence Life

The Residence Life team seeks to build community and provide support for our students living in Owens Community Apartments and the Family Apartments. Residence Life staff work to foster a Christian living environment by serving as a resource to other students, designing and implementing spiritual, social and community building programs, acting as mediators in conflict situations, ministering to the needs of residents, and administering and enforcing policies and procedures. The goal of residence life is to provide a residential community that encourages the wellness of the whole person.

Student ID Card

To obtain a Student ID card, please complete [this online form](#) found on my.TIU. Please visit the Business Office to pick up your student ID card Monday-Friday from 9:00 am - 4:00 pm. Please allow 3-4 days for processing (or up to 2 weeks at the beginning of a semester).

Policy on Damage to Personal Belongings of Campus Residents

From your housing contract: The Landlord shall not be liable for any death or injury arising from or out of any occurrence in, at, or relating to the apartment, the building or any property of the Landlord, nor shall the Landlord be responsible for any loss of or damage to any property of Tenant or others from any cause whatsoever, unless such death, injury, loss or damage results solely, without contribution of any other party, from the negligence of the Landlord. The Landlord shall not be liable for any such death, injury, loss or damage caused by other Tenants or persons in the apartment and building, or in, on or around the property of the Landlord. If any provision of this agreement is found to be unenforceable, such finding shall not preclude other provisions of this agreement from being enforceable. *It is the responsibility of the Tenant(s) to secure appropriate insurance to cover personal belongings.*

Dining Services

Trinity Dining Services works to provide lunch options for the Trinity community. Hawkins Dining Hall (located in the Waybright Center) is open for lunch on weekdays offering an affordable, tasty hot lunch and salad bar. The price is \$6 for all students, staff, and faculty when loaded on your Trinity Dining Services card, or \$7 for walk-in (cash or credit card). You can purchase meals on your Trinity Dining Services card at Hawkins during the lunch hour.

Hours: Monday-Friday from 11:30 am - 1:30 pm

Please note, when campus is closed for holidays or emergency closings, Trinity Dining Services will also be closed.

Any questions regarding Trinity Dining Services can be directed to Sergio Avalos, Trinity Dining Services Director, at savalos@tiu.edu.

Safety & Security Services

Trinity International University publishes an Annual Security and Fire Safety Report. The report is available for review on the [Campus Safety page](#) of the TIU website. This report, along with our Daily Crime log, is also available to be viewed in person during normal business hours at Facility Services.

Vehicle Registration and Permits

All vehicles operated on campus must check in with security or have a current [parking permit](#). Permits can be ordered online and picked up at the Business Office. Visitor and temporary passes may be obtained at the Security Office, located at the Campus Post Office in the Waybright Center.

Registration

New students with vehicles on campus are to obtain [TIU Vehicle Permits](#) during New Student Orientation (NSO). Student vehicle permits must be renewed annually. Stickers may be picked up at the Business Office

Registered vehicles must have liability insurance.

Failure to obtain a permit for your vehicle will result in fines of \$25 or greater; if your vehicle information has to be obtained from the Bannockburn Police Department, you will be fined an additional \$100.

Permits

Vehicles parked on TIU property must properly display a valid TIU vehicle permit.

Permit types: A (Apartment), C (Commuter), and V (Visitor). The permit type determines authorized parking locations.

Permits are required for students and visitors who park a vehicle on campus. The permit is to be affixed to the outside of the vehicle's rear window, on the driver's side in the lower corner.

Temporary permits may be obtained free of charge from the Security Gatehouse for short-term (less than 1 month) on-campus parking for visitors, those with registered vehicles temporarily using another vehicle, or those renting or borrowing a vehicle. Temporary permits are to be displayed on the driver's side dashboard or hung from the rearview mirror.

Parking

Parking is restricted by the permit letter.

Prohibited Parking (at all times): Gravel service road (north of ATO Chapel); curbs painted yellow; fire lanes; paved areas with yellow diagonal lines or yellow lines forming an enclosed shape; non-paved areas (grass, dirt, mud, flooded areas etc.), crosswalks, and sidewalks.

Time-Limited Parking: Posted Signs – according to the indicated time limit. **Visitor/Guest Parking** is reserved for vehicles belonging to visitors/guests of TIU and is unauthorized for vehicles registered to

current students, faculty or staff members.

Apartment Parking spaces are for vehicles with A permits that are registered to the lessee(s) of a particular apartment, not guests. Apartment spaces often are assigned to a specific apartment.

Vehicle Storage permits are provided from the Security Gatehouse and required for vehicles to be left behind on-campus for periods longer than four consecutive weekdays. After completion of a Vehicle Storage Agreement, which requires leaving the vehicle's keys with a person in the local area who can operate the vehicle, the vehicle is to be parked in the All Permits Lot south of Owens Hall.

Students may park in Faculty and Staff (T) lots after 5 pm until 2 am on weekdays, all day on weekends, and Holidays. Holidays are defined as school recognized holidays (this does not include summer, fall, winter, or spring breaks).

Winter Parking

From December 1st to April 1st, between 2 a.m. and 6 a.m., parking is not permitted along University Drive, Commuter or Faculty/Staff lots.

Other:

Along University Drive, parking is in the direction of the flow of traffic only.

Commuter vehicles may not be parked on campus between 2 am and 6 am without written authorization from Security.

Mechanical work on vehicles may only be performed in the All Permits Lot; fluids may not be drained onto the ground.

Driving

The campus-wide speed limit is 15 mph.

Stop completely at all stop signs on campus.

Vehicles are not allowed to pass a stopped school bus from any direction (including driving through an intersection) when its warning lights have been activated and/or when its stop sign is extended.

Violations are subject to fines from Security Services and also state penalties issued by the Bannockburn Police.

Citations and Enforcement

Citations

Violation(s) of the TIU Motor Vehicle Regulations are enforced and may result in a citation; citations may be issued directly, left on the vehicle's windshield, or delivered via campus mail. Student fines are charged to a student's account, and the owner of the vehicle is responsible for the citation.

Citations (including WARNING citations) are recorded indefinitely on a database used by TIU Security. Multiple violations may result in increased fines.

The Dean of Students or the Dean's designee will be notified after a student accumulates over seven citations.

Parking privileges may be immediately revoked for reckless driving or operating a vehicle under the influence of alcohol or a controlled substance.

Bannockburn Police have the ability to write citations as they see fit on campus.

Appeals

TIU Citations may be appealed. Any appeals must be submitted within ten working days from the date the citation was issued. Appeals must be submitted to parking@tiu.edu. Required is the violation date, your vehicle information, and the time and location of the violation. No verbal appeals are accepted. The Appeals Committee will review appeals, and notification of their decision will be sent via University email.

Campus Safety & Security Services

Phone: 847-317-6400

Email: security@tiu.edu

Please note that all official Campus Safety & Security Services communications will be sent via your University email account.

Policy on Bicycle Registration

Anyone who has a bicycle on campus must register it and display a free Trinity ID sticker within seven (7) days of bringing the bicycle on campus. ID stickers may be obtained from Facility Services during normal business hours (M-F, 8:30am-4:00pm). Bicycles are only to be stored in bicycle racks located outside buildings (Owens-800 building south side), designated storage units, or inside residence hall rooms or apartments. Bicycles are not to be stored in common suite areas, hallways, stairwells or left lying out on the grass. Any bicycle not registered or left in an inappropriate place is subject to removal. Bicycles may be reclaimed at Facility Services by paying a \$5 fee and completing the registration if not already done. Any bicycle not claimed within 30 days or impounded a 3rd time within the same academic year becomes the property of Trinity International University and is subject to disposal as deemed appropriate.

Laundry

Laundry facilities are located in the following areas: Owens 800 lounge, apartments A,B,C second floor on the north and south side, and the basements of apartments D,E,F. The machines are run by cards or the Clear Token app. Machine usage is limited to members of the Trinity community ONLY. All problems with laundry/vending machines and keys should be reported as a Work Order request to fixit.tiu.edu. We ask that you do not call the vendors yourself, as we want to monitor how the equipment is working and how long it takes for problems to be corrected. Refunds for money lost in vending machines can be obtained at the Student Accounting office.

Appendix

Summary of Thesis Steps Checklist

(as taken from the TEDS Handbook, see Handbook pp. 46 for further details.)

- ☐ 1. Make plans early in your program to complete ID 7900 Theological Research Methods or the other departmental required research course for the program.
- ☐ 2. Seek out potential faculty members (two full-time resident faculty) to serve on the thesis committee. Consult with them about possible thesis topics and ideas.
- ☐ 3. Complete the writing of your thesis proposal in consultation with your committee members.
- ☐ 4. Complete HRR protocol and obtain approval if research involves human subjects.
- ☐ 5. Complete the online Thesis Proposal Application.
 - a. Print a hard copy to use in finalizing your thesis committee.
 - b. Obtain the signatures on the Thesis Proposal Application of your two thesis readers, and the Department Chair.
- ☐ 6. Submit the original hard copy signed and completed Thesis Proposal Application to the Dean's Office in the Academic Offices. At the same time, submit in electronic form to capstone@tiu.edu (.pdf or .rtf) your completed committee approved thesis Proposal.
- ☐ 7. Upon receipt of the signed and completed Proposal Application, and the electronic thesis proposal submitted to the Dean's Office, the proposed topic will be read into the minutes at the next Faculty Meeting, after which your topic will be considered approved. The submitted Proposal will become your contract with the institution of the research work you will complete. The deadlines for submission of the completed Application and Proposal are:

	May Graduates	August Graduates	December Graduates
Thesis Proposal Due	October 1	October 1	April 1

- ☐ 8. Subsequent to approval of the Thesis Proposal, and during the next registration period, complete the course registration process for the thesis course (-- 7485 MA Thesis, or -- 8985 ThM Thesis affixing the department prefix of your thesis) via the online TEDS Capstone Registration Form. If additional time beyond the first semester of registration is needed to complete the thesis a student must register for -- 7486 MA Thesis Extension or -- 8986 ThM Thesis Extension to continue as an active student and avoid continuation fees.
- ☐ 9. Work directly with the faculty readers to create the drafts of the thesis. The student directly submits all chapters, the first draft, and the defense draft of the thesis to the faculty readers.
- ☐ 10. Upon receiving approval from all thesis committee members that a complete draft of the thesis is acceptable, the student may schedule the oral defense of the thesis, which is to include the two readers and the student. After the student has arranged a date and time with their readers, a conference room may be reserved through the Academic Offices for the defense (email asscdean@tiu.edu). The deadlines for the thesis defense are:

	May Graduates	August Graduates	December Graduates
Last Day to Defend Thesis	April 15	April 15	November 15

- ☐ **11.** No later than 30 days prior to the date of the defense a complete and identical copy of the thesis, including all front and back matters, must be submitted each thesis committee member by the student for purposes of the thesis defense. At that time, notice must also be given to the Academic Offices (email asscdean@tiu.edu) so that the Thesis Proposal Application may be made available for the defense.
- ☐ **12.** (Optional recommendation step: At the time the defense copy is submitted, a complete copy may be submitted to the Document Assistant in the Dean's Office to be reviewed for adherence to style and formatting. While this is not required, it is strongly encouraged as the final copy uploaded to ProQuest will not be accepted if it does not carefully follow the guidelines outlined in the *TIU Style and Format Guide*.)
- ☐ **13.** On the day of the defense, the student must come to the Dean's office to pick up a copy of their Thesis Proposal Application to be completed by the Thesis Committee at the defense. This form must be filled out, signed by all Committee members, and immediately returned by the First Reader to the Dean's office to register the results of the defense.
- ☐ **14.** Complete the defense. Take your signature page to the defense to be signed by your readers upon passing your defense. You will then scan this page and add it to your final thesis document which you will upload to ProQuest.
- ☐ **15.** After making any correction and changes required by your thesis committee submit one complete – correctly formatted Final Copy of the thesis to ProQuest. This copy must adhere to the *TIU Style and Format Guide* and bear the original signatures of the Thesis Committee. The due date for the Final Copy is:

	May Graduates	August Graduates	December Graduates
Final Copy Due	May 1	August 1	December 1

- ☐ **16.** Upon receipt and review of the Final Copy, ensuring that requisite signatures are present – the Academic Dean's Office will notify the Records Office and student that the Final Copy has been received and submitted for approval on ProQuest.