

TEDS Master's Academic Handbook

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

2023-2024 Edition

Master's program students are responsible for reviewing *Catalog* program requirements, and the *Academic 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 Office of the Dean
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.

TABLE OF CONTENTS

INTRODUCTION	4
1. GENERAL ACADEMIC POLICIES AND PROCEDURES	5
Academic Calendar	5
Catalog	5
Academic Advisement	5
Petitions for Exception	6
Academic Integrity	7
Active and Inactive Student Status	8
Admission Deficiencies and Prerequisites	8
Advanced Standing	8
Americans with Disabilities Act Services	9
Change of Degree Program or School	9
Computers and Technology in the Classroom	9
Course Substitution	9
Expulsion or Dismissal from TEDS	11
Faculty Availability	11
Family Educational Rights and Privacy Act	12
Field Education (PT 5090/5095)	12
Formation Groups	12
Gender References in Speech and Writing	12
Human Rights of Research Subjects	13
Intellectual Property Rights and Copyright Policy	13
Placement	13

Probation, Warnings, and Academic Dismissal	13
Student Academic Concerns	14
Transcripts	14
Transfer Credit	14
Working on a Second TIU Degree & Degree Combinations	14
2. REGISTRATION AND COURSE COMPLETION	16
Academic Year	16
Academic Load	16
Auditing Courses	16
Closed/Full Courses	16
Course Registration Process	16
Changes In Registration	17
Reading and Guided Research Courses	17
TEDS Online Distance Education	18
Cross-Registration for Acts Courses	18
Course Rotation	18
Courses “Offered On Demand”	18
Syllabi	18
Class Attendance	19
Course Preparation	19
Course Assignments and Workload	19
Final Examinations	20
Final Grade Submission and Grading Scale	20
Grade Changes	21
Course Repeat Policy	21
Course Extensions	21
Candidates For Graduation Course Completion Deadlines	22
3. PROGRAM COMPLETION TIPS	23
Biblical Language Completion	23
Residency – General Requirements	23
General Program Requirements and Sequencing Chart (Catalog 2023-24)	24
Candidacy (MDiv, MA in Mental Health Counseling, MA in Chaplaincy and Ministry Care)	25
Graduation and Commencement Participation	25
Time Limits for Program Completion	26
Program Extension	26
Course Sunset and Readmission	26
Continuation Fees and Continuous Enrollment	26
Leave of Absence or Withdrawal from Trinity	27
Withdrawal for Students Called to Active Military Duty	27
4. EXAMS: PREREQUISITE, BIBLICAL LANGUAGE, AND COMPREHENSIVES	29
Examinations and the English Language	29
Computers and Exams	29
Online Standard Bible Content Test (SBCT)	29

Greek Proficiency Exam	29
Hebrew Proficiency Exam	30
Major Comprehensive Exams	30
Special Administration of Exams	31
5. CAPSTONE EXPERIENCES – INTERNSHIPS AND PRACTICA; MAJOR AND INTEGRATIVE PAPERS AND PROJECTS; AND THESES	32
MDiv Internship	32
Other Program Internships and Practica	32
Academic MA and ThM Major Research Paper (-- 7478 and -- 8980)	32
Academic MA and ThM Theses (-- 7485, -- 8985)	33
Academic MA ICS Integrative Paper (ID 7480)	38
Academic MA EM Capstone/Portfolio (EM 7465)	38
MA (Theological Studies) Capstone (ID 7468)	39
MA in Ministry Capstone Experience (ID 7465)	39
Capstone Writing Experiences	39
Capstone Extension Courses	39
APPENDICES	41
Appendix A: Summary of Thesis Steps Checklist	41

INTRODUCTION

The *Master's Academic 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 policies and procedures of the Master of Arts (Academic Discipline); Master of Arts in Chaplaincy and Ministry Care, Mental Health Counseling, Educational Ministries or Intercultural Studies; Master of Divinity (MDiv); and Master of Theology (ThM) programs at Trinity Evangelical Divinity School at either the Deerfield campus or an extension site. Students at extension sites and the Florida Regional Center 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 *Academic Handbook* requirements are made through petition to the TEDS Master's Academic Exceptions Committee. Further clarification of the *Catalog* or the *Academic 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. whether through personal computers or the campus computer labs. 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.

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. A student 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. If a student withdraws and is readmitted, or enters a second program, they are subject to the program requirements of the *Catalog* current at the time of re-enrollment.

Modifications and exceptions to *Catalog* or *Academic Handbook* requirements are made through petition to the TEDS Master's Academic Exceptions Committee. Further clarification of the *Catalog* or the *Academic 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

While ultimately a student is responsible to ensure they complete their program requirements as described in the *Catalog* current at the time of their matriculation, a number of academic advisement resources are available to consult in this process. Consult [myTIU > Academic Resources](#) and the resources below.

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

Second, this *Academic Handbook* provides procedural and more 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 can contact the Peer Counseling service offered through the Thrive Center or the MDiv Assistant (mdivassist@tiu.edu) for advising. Students also find their peers, faculty Formation Group leaders, faculty instructors, and/or the Records and Dean's Offices helpful. The director of your academic program is also available by appointment to discuss program completion requirements. At times faculty signatures are required in particular academic matters, and the student should consult their director of their academic program 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 in the degree. Questions concerning the degree audit should be directed to the director of your academic program.

If you continue to find yourself with an academic question, do not hesitate to contact the [Dean's Office](#) who will try to assist or direct you to the best person for guidance.

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.

Faculty Formation Group leaders may be changed through submission of a [Change of Advisor](#) form bearing the signature of the current and new Formation Group leader.

Petitions for Exception

Academic Petitions

Master's program students are responsible for reviewing [Catalog](#) program requirements, and the *Academic 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.

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 mailing 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:
 - [Academic Petitions for Exception](#)
 - [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 *Academic Handbook* guide the examination of petitions and serve to preserve fairness and the integrity of TEDS programs.
- Graduate student responsibility includes [Catalog](#) and *Academic 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 proper citation or faculty permission 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 or 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.

A student found to 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 a substitute assignment made. 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

Program students are expected to register at the beginning of each semester for course work (including short-term modulars) 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. If a student is regularly taking courses each year (such as summer), but their enrollment is not continuous every semester because of regular vocational responsibilities, they 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 Graduate Student Affairs Office. 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 Graduate Student Affairs Office.

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. At the time inactive students reapply, they are subject to a reactivation fee. Students who withdraw appropriately and reapply are not subject to a reactivation fee. (See the [Catalog](#) for further information regarding these fees.) 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 in their Trinity studies and before program candidacy, thus enabling them to move quickly toward advanced courses in their program. These may at times be met through course work taken at Trinity College or another undergraduate college, or through TEDS Online Distance Education courses.

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.

Americans with Disabilities Act Services

In an effort to comply with the Americans with Disabilities Act of 1990 (ADA), the policy of the Divinity School 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 subject to review by the 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](#)).

Change of Degree Program or School

Applications for change of degree program or school in the University are received only after completion of one semester in the degree or school 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. 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. Many take notes directly onto their computer. Often faculty use the University's online course management system (linked from myTIU) to post notes, offer tests/quizzes, or post presentations. A password may be required to enter a course page on this system, and if applicable will be given to students on the course syllabus or at the first meeting of the course.

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 4 Exams](#) 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 course work 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 5051, 5052	any advanced CH course
Educational Ministries EM 5100	any advanced EM course
Mission & Evangelism ME 5000 or ME 5001	any advanced ME course
New Testament NT 5251, 5252 NT 5253 NT 6251 NT 6252 NT 6223	Advanced Greek course based on Greek proficiency exam Substitution seldom allowed – see NT Chair
Old Testament OT 5240 & 5241 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	any advanced HM course which includes laboratory experience

HM 7000	Substitution seldom allowed.
PT 5100 PT 7481/7482	Substitution seldom allowed as equivalent courses are rare Consult the Director of Supervised Ministries for internship alternatives
Systematic Theology	
ST 5201, 5202	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 5201/5202 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.
ST 7200	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 or PR 7220 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.

Expulsion or Dismissal from TEDS

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

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

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

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.

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). A student who has completed at least 3 hours of PT 7481 MDiv Internship is 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

At the time of matriculation, each incoming student is assigned to a Formation Group led by a faculty member. Formation Groups meet weekly during the semester, generally Tuesdays or Thursdays 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 Formation Group for as long as they are in residence on the Deerfield campus.

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.

Placement

The Placement Office assists students and graduates in the MDiv and other master's programs seeking placement in a church ministry context. All such students are eligible for this free service and are encouraged to contact the Placement Office.

District superintendents from the [Evangelical Free Church of America](#), Trinity's sponsoring denomination, and other EFCA officials regularly make on-campus visits for recruitment purposes. Trinity endeavors to serve a broad spectrum of denominations, including nondenominational churches, which regularly contact the Placement Office for ministerial candidates.

Probation, Warnings, and Academic Dismissal

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

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

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

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

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

Special Students	2.50
Certificate	2.00
Master of Arts, MA in 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' Office and the Counseling Center are 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 ten business days for processing. Transcripts are generally not issued for students who have outstanding accounts. Consult the current [Catalog](#) for transcript fees.

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.

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.

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.

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. Some of TEDS's present technology systems do not always well recognize enrollments in two programs, so additional consultation may be necessary.

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.)

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 coursework 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.

2. REGISTRATION AND COURSE COMPLETION

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

Academic Year

Trinity's academic year is comprised of three semesters—Fall, Spring, and Summer. Fall and Spring semester are both fourteen weeks in length followed by an Exam Week; while Summer semester is comprised of two six-week periods—Early Summer Session (May/June) and Late Summer Session (July/August)—which for many classes is further divided into two three-week periods each. Many summer classes are scheduled as short-term modulars with a one-week break in early July. In addition, a one week January term follows New Year's and before Spring semester begins; and a one week May term follows Spring semester before Summer begins.

One semester hour equals 50 minutes of class meeting time per week for one semester, plus an exam period. The conversion from semester to quarter hours is the following: one semester hour equals 1.5 quarter hours.

Academic Load

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

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

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.

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

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. If a student finds that they are unable to register for a course because it has reached capacity, they may 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, the student will be informed by TIU Gmail.

Course Registration Process

Online registration for courses through myTIU begins for returning students in November for the subsequent Spring semester and in April for the subsequent Summer and Fall semesters. Financial obligations must be met in order for students to be financially cleared for course enrollment. A late registration fee (see current [Catalog](#) for fee amount) is charged to returning students who fail to register before the semester begins.

Students are expected to carefully review [Catalog](#) program requirements and course prerequisites, the *Academic 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.

Changes In Registration

Registration changes (dropping and adding courses) are made through [myTIU > Plan and Register](#). Changes during the first week of the semester (except summer) are free, after which a small fee is charged. Courses may not be added or dropped after the second week of the semester, except in the case of short-term modulars that have not yet begun meeting, without fee (see [Catalog](#) Refund Policy) and Grading penalties (see [Catalog](#) Grading).

After the second week of the semester, 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.

Reading and Guided Research Courses

A Reading Course is a [Catalog](#) course that a student completes 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 a student 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.

A student is 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).

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, 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.

TEDS Online Distance Education

TEDS Online Distance Education (DE) courses provide graduate studies through a variety of online interactive course formats. Students register for TEDS Online courses through the regular registration process on myTIU. All TEDS Online courses follow the same academic calendar as Deerfield courses.

Full-time Deerfield students are expected to enroll in classroom courses; however, some Distance Education courses may be applied to some programs. Review the specific program curricula in the [Catalog](#) for course requirements. Distance Education course work may not be used to fulfill program requirements in the Master of Theology (ThM), Doctor of Ministry (DMin), or Doctor of Philosophy (PhD) programs.

For details, review the TEDS Online Distance Education section in the [Catalog](#), and contact the Office of Extension and Affiliated Education at TEDSOnline@tiu.edu.

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 \(ACTS\)](#), comprised 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.

Course Rotation

MDiv core courses are rotated through a three-year evening / online school cycle, a regular summer school cycle, and are offered either fall or spring semester during the day. 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.

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 Dean's Office a minimum of nine months in advance to enable scheduling.

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 is expected in graduate education at Trinity. Participation in class discussions and completion of course requirements are also expected. Absences for illness or other emergencies should be discussed directly with the instructor. Any student missing more than a minimal number of class hours can expect to have their final grade penalized or fail a course when absences are excessive. Students participating in intensive short-term courses such as modulators or weekend classes are expected to attend all sessions for course credit, or should not enroll in the course.

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 a student 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 – 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>). 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 in hard copy unless otherwise requested by the faculty. If a faculty member requests submission of papers electronically, the paper will be returned to the student in an electronic format. Professors will not print papers, projects, theses, or dissertations which are not submitted in hard copy.

Midterm Assessments – Faculty are expected to provide early opportunity 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 semester; however, due dates beyond the last day of the semester are considered course extensions and must be arranged through the Dean of Students according to the regular emergency guidelines.

All students, whether or not English is their primary language, are expected to complete all examinations—quizzes, midterms, finals, comprehensive exams, and otherwise—within the time allotted for that particular exam, and without the assistance of a dictionary.

ADA Students – Students covered by the Americans with Disabilities Act (ADA) should consult with the Dean of Students if they need adjustments in the location, length, or manner of their assignments or exams based on their disability.

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. Research papers should stipulate total hours to complete considering the nature of the research/reading to final paper (20-40 hrs = 10 pp)
4. Time considerations for exam preparation and review should be included

Final Examinations

The last week of the semester (Mon-Thurs of week 15) is Final Examination Week. The day and time of final exams for each course appear in the course schedule during the dates of Final Exam week. Final Exams vary in manner according to the course and faculty member. 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 at a time prior to 12:00 noon on Friday of Exam Week. 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.

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 one registers to audit a class and is 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 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 (short-term modulars may be added/dropped through first day of class).

Tuition and fee assessment deadlines and financial aid deadlines may be independent from academic deadlines.

NR (Not Reported): Is posted when a grade has not yet been submitted for a course. “NR” 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 Office; 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.

“NR” 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. All semester course work is due no later than the scheduled time of the final examination for each course (including Reading, Guided Research, Field Education, and Internship). 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 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 member of the disposal of the request and may recommend that (a) no grade penalty be given provided the extension deadline is met or (b) a grade reduction of one full letter grade be given for each week the extension is effective.

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

If a student registered for ID 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 NR on the grade report. The NR will be changed to the appropriate grade upon completion of the project or thesis.

Candidates For Graduation Course Completion Deadlines

Candidates for graduation, including those at extension sites, 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.

A candidate for graduation may be exempt from a final exam in a course if agreed by the instructor for that course. This exemption is applicable only to those completing a program and graduating, not to those with enrollment in a second degree program. Final exam exemption is NOT given to candidates for graduation enrolled in General Comprehensive courses who are meeting their General Comprehensive Objectives in their final semester.

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 at 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 includes OT 5240, OT 5241, OT 5242, and must be completed as prerequisites to the three OT interpreting courses: OT 6251, OT 6252 and OT 6253.

Students intending to complete the MDiv degree in three years must begin their Hebrew sequence the first semester of their enrollment. Thus:

- Semester 1 (Fall) – OT 5240
- Semester 2 (Spring) – OT 5241
- Semester 3 (Fall) – OT 5242
- Semester 4 (Spring) – OT 6251
- Semester 5 (Fall) – OT 6252
- Semester 6 (Spring) – OT 6253

All OT courses are NOT offered every semester; thus this sequence is critical.

Bottom line—DO NOT delay the Hebrew sequence beyond your first academic year or the summer following, or you may not be able to complete the MDiv in three years.

Greek

Students entering a program for which Greek is a prerequisite (including MDiv and MA/NT or OT) must pass the Greek Proficiency Exam, which places a student in the Exegesis course sequence. Those who have had little or no background in Greek may make up the deficiency by enrolling in Beginning Greek (NT 4030, 4031) (or its equivalent at another institution). This is not for graduate credit. The series is offered during Summer School (Late Summer Session) and during the regular academic year.

The Greek language sequence includes NT 5251, NT 5252, and NT 5253. NT 5253 must be completed as a prerequisite to the three NT interpreting courses - NT 6251, 6252 and 6253. Students intending to complete the MDiv degree in three years should begin their Greek sequence as early as possible.

Bottom line—DO NOT delay the Greek sequence beyond your first academic year or the summer following or you may not be able to complete the MDiv in three years.

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 Chart (Catalog 2023-24)

	MA (CH, NT, OT, ST)	MA EM	MA ICS	MA TS	MA in CMC	MA in MHC	MDiv*	ThM
Prerequisites completed – See Catalog for details.								
Semester Hours Required	36 37 – MA OT	36	36	42	48	64	87	22
Proficiency Exams	N/A	N/A	N/A	N/A	N/A	N/A	Standard Bible Content Test, Greek & Hebrew Proficiency Exams	N/A
Note: Language Proficiency placement exams should be completed upon entering the program.								
Early Courses				PT 5100			PT 5100	
Common Core Courses	ID 5000 ST 5201 ST 5202	ID 5000 ST 5201 ST 5202	ID 5000 ST 5201 ST 5202	ID 5000 ST 5201 ST 5202	ID 5000 ST 5201 ST 5202	ID 5000 ST 5201 ST 5202	ID 5000 ST 5201 ST 5202	N/A
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	2 Semesters of FE or 1 Sem FE and 2 Sem of FG	2 Semesters of FG	2 Semesters of FG	2 Semesters of FG	N/A
Major Comp. Exams	Required (--7975 MA Major Comprehensive Exam Prep if needed)		Required (--7975 MA Major Comprehensive Exam Prep if needed)	N/A	Required (--7975 MA Major Comprehensive Exam Prep if needed)	Required (--7975 MA Major Comprehensive Exam Prep if needed)	N/A	Required (--7975 MA Major Comprehensive Exam Prep if needed)
Note: Major Comprehensive exams are generally completed at the end of program coursework.								
Capstone and Internship Requirements	-- 7485 MA Thesis or -- 7478 MA Research Paper (x2) (OT requires: OT 7485 Thesis)	EM 7465 EM Capstone/ Portfolio	ID 7480 Integrative Paper or PT 7481 or PT 7482 Internship or ME 7485 MA Thesis	ID 7468 MA (TS) Capstone	CM 7950 Practicum or CO 7501 Project	CO 7961 Internship and CO 7962 Internship	PT 7465 Internship	-- 8980 Major Paper (2) or -- 8985 Thesis
Capstone Extension course (if needed)	-- 7486 if available		ME 7486	ID 7469	N/A	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 requirement that is outlined in the [Catalog](#). MDiv candidacy is initiated by the student in conjunction with the MDiv Office beginning the first semester of their studies and described more fully on the MDiv Program Office web site. 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.

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 by the 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.)
 - Program candidacy has been granted
 - Major comprehensive exams have been passed
 - Capstone papers or projects have been submitted (including Integrative/Major Papers, Projects, 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 does recognize some students who are permanent part-time students and continue to make consistent and definite program progress by completing program course work every semester; or the student who is a missionary under overseas appointment and unable to continue course work every semester (though in light of the availability of distance education curriculum, class schedules, transportation and the changing nature of furloughs continued study is often possible). In such cases, petitions filed for program extensions and/or waiver of continuation fees 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 readmitted more than five years beyond their statute of limitation can expect to complete a significant number of additional program hours, the amount of which is decided on a case-by-case basis. As is the common practice in higher education, TEDS course work older than ten years is not considered current and must be retaken.

A written statement outlining plans for program completion must be included in application materials. Readmission is solely for the program to which the applicant is making application. Conditions for admission and program requirements will be outlined in the letter of readmission and are determined by the department or program director as applicable. Students who did not [Withdraw](#), but were rendered [inactive](#) are also subject to a reactivation fee.

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 *Academic Handbook* for further details. Failure to Withdraw or obtain a Leave 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 a missionary under overseas appointment and unable to continue course work and has petitioned and been granted a waiver of continuation fees. This circumstance is weighed in light of the availability of distance education curriculum, class schedules, transportation and the changing nature of furloughs which make continued studies possible for most missionaries.
- 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 one to three semesters (twelve months) may request a Leave of Absence (LOA) via the Leave of Absence form available from the Graduate Student Affairs Office (gradstudentaffairs@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

If a student desires to withdraw from the University with no intention of returning, the student must complete a Withdrawal from the University form available from the Dean of Students (gradstudentaffairs@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. EXAMS: PREREQUISITE, BIBLICAL LANGUAGE, AND COMPREHENSIVES

Chapter 4 focuses on the above-mentioned examinations. Registration for exams may be completed at [myTIU > Academics > Exam Information > TEDS Exams](#). Further questions about exams, *after reading relevant materials below*, may be directed to exams@teds.edu.

Examinations and the English Language

All students, whether or not English is their primary language, are expected to complete all examinations—quizzes, midterms, finals, comprehensive exams, and otherwise—within the time allotted for that particular exam and without the assistance of a dictionary. Those students covered by the Americans with Disabilities Act (ADA) should consult with the Dean of Students if they need adjustments in the location, length or manner of their exams based on their disability.

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.

Online Standard Bible Content Test (SBCT)

All incoming MDiv students (except AP MDiv students) must complete the SBCT at the time of their matriculation in order to demonstrate English Bible competency; or complete the OT 5000 and NT 5000 courses (which count as electives in the MDiv program) before they can enroll in canon courses. The SBCT is available online through Moodle and may be taken at the student's convenience. Instructions for taking the SBCT may be found at [myTIU > Academic Resources > Exam Information > TEDS Exams](#).

Both the OT and NT sections of the SBCT (each section graded separately) must be passed (at 70% or above), or the parallel OT 5000 and/or NT 5000 course taken successfully for credit (and passed with at least a "C-") to meet this requirement. This must be completed before a student may enroll in that department's canon courses (OT 6216, 6217; NT 6621, 6622).

If a section is failed, it may be retaken only one additional time. Failure to pass the section a second time necessitates enrollment in OT and/or NT 5000 (as needed) for credit.

Note: There is no study guide for this test. The test is an objective multiple choice exam in two parts: the OT portion, and the NT portion. Each part has approximately 75 questions and must be completed in 30 minutes. Each part may be taken separately and independently from the other.

Students should note the SBCT is not equivalent to taking and passing the OT or NT General Comprehensive exams. Students who switch from the MDiv to another program that requires these objectives must take either the OT and NT General Comprehensive exams or the appropriate course to satisfy this requirement.

Greek Proficiency Exam

All incoming MDiv, MA/OT, MA/NT students must demonstrate Greek proficiency equivalent to two years of undergraduate Greek study in one of two ways before enrolling in the New Testament exegesis courses (NT 5251, 5252, 5253).

1. Complete and Pass Trinity's Beginning Greek sequence (NT 4030 & 4031), or the Greek Review course (NT 4038). Beginning Greek, designed for those with little or no background in Greek, may be taken over the fall and spring semester, or during the Late Summer Session (six weeks) of summer school. Greek Review, designed for those who have studied at least one year of Greek but need a refresher course, may be taken during the fall

semester, or during the last three weeks of summer school. These courses are not available to auditors or for graduate credit, nor are they credited toward any graduate degree program. The Greek Proficiency Exam is taken subsequent to the course for placement in the Exegesis sequence.

2. If a student does not take the Trinity Greek course sequence, they must pass the Greek Proficiency Exam. Failure on this exam necessitates enrollment in Beginning Greek or Review.

The Greek Proficiency Exam is offered as announced. 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](#).

Students may bring an unmarked non-analytical lexicon (preferably Bauer-Danker-Arndt-Gingrich) to the exam. Analytical lexicons are NOT allowed. The two-hour exam assesses knowledge of forms, grasp of grammar and syntax, and translation abilities. Exam scores determine placement in the Greek Exegesis course sections (01, 02, 03, etc.) according to ability. Exam results are emailed to the student's TIU Gmail 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

Matriculating MDiv, MA/OT and MA/ARC students who have previously completed a minimum of 6 sem. hrs. of Elementary Hebrew (graduate or undergraduate level), verifiable by transcript, may demonstrate language proficiency by writing the Hebrew Language Proficiency Exam offered by the Department of Old Testament and Semitic Languages. 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 5242 Hebrew Exegesis. Students who receive a grade of C- or below (i.e., less than 75%) on the exam will be required to remediate their language deficiency. Upon recommendation of the department, the student will register for either OT 5240 Elementary Hebrew I and/or OT 5241 Elementary Hebrew II, depending on the nature of the deficiency.

For Masters students who qualify to write the Hebrew Language Proficiency Exam and who receive a passing grade of C (i.e., no less than 75%) or better on the exam, they will receive "advanced standing without credit" for OT 5240 Elementary Hebrew I (3 hrs.) and OT 5241 Elementary Hebrew II (3 hrs.), thus meeting the prerequisite for OT 5242 Hebrew Exegesis. Since the advanced standing is without credit, for MA students these hours must be fulfilled through additional OT electives in order to achieve the required hours for graduation. MDiv students will be expected to achieve 3 hours in OT electives and 3 hours of electives in any department.

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](#).

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 Comp 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 department website through [myTIU > Academic Resources > Academic Departments](#), or from the Department Chair.

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. All such exceptions are subject to a \$25 processing/mailling fee per exam, which should be paid at the time the student registers for the exam. Note that the processing fee is aside from any individual proctor services the student must secure, which are voluntary and/or between the student and proctor in terms of payment.

5. CAPSTONE EXPERIENCES – INTERNSHIPS and PRACTICA; MAJOR and INTEGRATIVE PAPERS and PROJECTS; and THESES

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 the Church and Parachurch Ministry track are required to complete a total of 6 credit hours of internship: Internship I PT 7481 (3 credit hours) and Internship II PT 7482/83 (3 credit hours). MDiv students in the Academic Ministry track are required to complete a total of 3 credit hours of internship and ID8100 Scholarship and the Christian Mind (3 credit hours).

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.

Other Program Internships and Practica

Practicum requirement details for other programs, such as the MA in CM and the MA in Ministry, 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)

MA programs and ThM programs that provide a two major research paper option as the capstone must demonstrate an ability to do competent research as their capstone experience. 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 include the Capstone Proposal Application at [MyTIU > Academic Resources > Academic Forms > Graduate Forms and Documents](#), which is subsequently 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.

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 early in their program should begin making plans for thesis writing, 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 > Writing Resources](#) 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. The Research Document Assistant at document@tiu.edu is available to provide counsel to thesis writers in matters of style and format (not in editing or computer software formatting).

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 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), equivalent to three semester hours credit. 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 weigh carefully 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 Kantzer 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 Kantzer Academic Offices (email asscdean@tiu.edu) so that the Thesis Proposal Application may be made available for the defense.

(Optional recommended step: At the time the defense copy is submitted, a complete hard copy may also be submitted to the Document Assistant [document@tiu.edu] 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 will not be accepted if it does not carefully follow the guidelines outlined in the *TIU Style and Format Guide*.)

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 time line, thus students are wise to weigh carefully 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) The thesis may be passed with no further revision necessary
- 2) The thesis may be passed with no revision required, but with non-binding recommendations
- 3) The thesis may be passed on condition that further minor revisions are 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) The thesis may be failed. 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 <http://rolfing.tiu.libguides.com/ProquestSubmission> 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 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 faculty Formation Group leader, 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 MA/TS 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 faculty Formation Group leader, 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.

MA in Ministry Capstone Experience (ID 7465)

The Capstone Experience in the MA in Ministry is a ministry-based experience which integrates the biblical/theological/historical with the ministry practice and context components of the program; and provides the capacity for further specialized service in the church. This intensive experience may be a practicum or a project for 3-6 semester hours credit as arranged with the program advisor.

A three-semester hour experience will entail a minimum of 168 hours (12 hrs / wk for 14 wks) of experiential learning; and a 7,500-10,000 word (25-30 page) Critical Analysis Paper which demonstrates integration of program components with the Capstone Experience in the area of ministry specialization.

The MA in Ministry Capstone Experience registration is initiated subsequent to consultation with the program director, and completion of the MA in Ministry Capstone Experience Proposal form found on the MA in Ministry Office web page. Registration for the capstone takes place using the online TEDS Capstone Registration Form at [myTIU > Academic Resources > Academic Forms > Graduate Forms and Documents](#).

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.

Appendices

Appendix A: Summary of Thesis Steps Checklist

(as taken from the TEDS Academic Handbook, see Handbook pp. 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 Kantzer 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 Kantzer Academic Offices for the defense (email asscdean@tiu.edu). The deadlines for the thesis defense are:

	May Graduates	August Graduates	December Graduates
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Last Day to Defend Thesis	April 15	April 15	April 1
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- ☐ 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 Kantzer 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.

CAPSTONE EXTENSION COURSES: As a student nears the end of his or her program, and the Capstone experience is begun (registration ID 7465, 7468, and 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.