# TRINITY COLLEGE OF THE BIBLE AND THEOLOGICAL SEMINARY

**STUDENT HANDBOOK**

***Revised***

**2026**


## Trinity College of the Bible and Theological Seminary

**PO Box 1107**

**Evansville, Indiana 47706**

**Telephone: 812-602-3320**

**Fax: 812-602-3390**

**Email: contact@trinitysem.edu  Website: trinitysem.edu**

# TABLE OF CONTENTS


| | |
|---|---|
| PRESIDENT'S WELCOME MESSAGE | 3 |
| STUDENT SERVICES WELCOME | 5 |
| STUDENT PROGRESSION | 6 |
| DIRECTORY | 7 |
| WHO WE ARE | 8 |
| WHAT WE BELIEVE | 8 |
| DEFINES WHAT WE DO | 9 |
| HELP YOU SUCCEED | 10 |
| INSTITUTIONAL INFORMATION | 11 |
| STUDENT CONTACT INFORMATION | 12 |
| STUDENT PRIVACY POLICIES | 12 |
| T.I.P.S. TO SUCCESS | 13 |
| ADMISSION INFORMATION | 14 |
| OFFICIAL TRANSCRIPTS | 15 |
| TRANSFER POLICY | 16 |
| CREDIT HOUR VALUE | 17 |
| NON-DEGREE SEEKING STUDENTS | 19 |
| RE-ENROLLMENT | 19 |
| ENROLLMENT AGREEMENT | 20-21 |
| EXTENSIONS | 21 |
| FINANCIAL INFORMATION | 23 |
| FINANCIAL ASSISTANCE | 25 |
| WITHDRAWAL POLICY | 26 |
| COURSE CANCELLATION POLICY | 27 |
| TUITION & FEE INFORMATION | 28-29 |
| ACADEMIC INFORMATION | 30 |
| DEGREE AWARDING INFORMATION | 32 |
| GENERAL EDUCATION | 33 |
| GENERAL GRADING POLICIES | 34 |
| GRADUATION | 38 |
| LEAVE OF ABSENCE | 38 |
| LESSON SUBMISSIONS | 39-40 |
| ORIENTATION TO TRINITY | 41 |
| COURSE KEYS/MATERIALS & RESEARCH INFORMATION | 43-44 |
| TRINITY VIRTUAL CAMPUS & TOLC INFORMATION | 45-47 |
| ALUMNI INFORMATION | 49 |

# A Welcome Message From the President



## *Braxton Hunter, Ph.D*

God has called you into the gospel ministry to do a special work for Him at a special time in your life. You are a unique combination of experiences and personality traits that the Spirit of God is using to change the world. Simply put, God has a plan and a purpose for you. I do not believe that it is by chance that you are reading this letter. Similar to the incredible move God is making in your life, He is using *Trinity College of the Bible and Theological Seminary* to impact the world in a way that few other schools or ministries can.

Trinity has students in over 120 countries around the world. These individuals represent various backgrounds, cultures, and social status. They come from a variety of theologically conservative denominational and doctrinal heritages. For this reason, if God wants to bring a revival in our time, He can easily do it with Trinity students.

When Rome fell to foreign invaders after centuries of uninterrupted power, the citizenry began to blame the defeat on the adoption of Christianity. Augustine then penned his *City of God* arguing that it wasn't the fault of Christianity that the City had fallen. All man-made empires will ultimately fall. The only city that will never be destroyed is the City of God. It is not as though one may point to a particular city or temple, as if conquering one geographic location, can stop the church. The church is everywhere, on every continent, and in every language. If a Christian work is squashed in one place, believers will spring up ten-fold elsewhere.

This is why the vision I believe God has given me as its fifth president since 1969 is that Trinity would continue as the *academic* City of God. Ministers in every context need theological training. Our students are everywhere. Trinity is in high- rise office buildings and in small town subdivisions; it is in coffee shops from Oregon to Maine. Trinity is in shantytowns and huge metropolises. It is across Africa and the Philippines. Trinity is in the large and magisterial libraries of London and on the white beaches of Mexico.

If God wants to bring a revival in our time, He can easily do it through Trinity students. He can do it through you.

Training is vital! While no seminary can make you a man or woman of God, you can certainly be trained as such. The man or woman who chooses a less than arduous road in the pursuit of ministry will ultimately find that others will attain loftier goals and have a greater sphere of influence because they spent the time and money necessary to make adequate preparation. Moreover, the modern minister is challenged by an antagonistic culture that prides itself in an ever-increasing emphasis on educational achievement. For the aspiring minister to hold himself to a lesser standard places him in a significantly less than ideal position in his efforts to communicate the gospel to a secular society. You need a sound academic foundation.

Gratefully,
Braxton Hunter, Ph.D.
President

# STUDENT SERVICES

Dear Trinity Student,

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

College and seminary students must motivate and discipline themselves to get started and keep going; but the reward at the end of the pilgrimage makes it worthwhile. And not only the reward at the end, but the rewards of the process make it worthwhile.

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

As you get started, let us encourage you to keep a couple things in mind. Do your best and then submit that first assignment. Take courage, if you are not quite ready, you will have many opportunities to improve. Secondly, contact us. If you have a question or you are not sure about something related to how things work, our advisors will help you get started. Even if you need a bit of encouragement, give us a call at 812-602-3320, or email us at studentservices@trinitysem.edu.

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

In Christ,

Student Services

# STUDENT PROGRESSION

Dear Trinity Student:

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

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

Since immediate answers to the majority of student questions are found within the following pages, take your time and carefully read through this entire Handbook. As the need arises, re-orient yourself to the major topic areas (for example, admissions, lesson submissions, grade calculations, graduation, etc.), and find the answer to your question. You may find this Handbook online at the Trinity Website at www.trinitysem.edu in the student resources section, as well as additional information in the Trinity Catalog.

Although Trinity is entirely a distance education institution, no student studies alone. Use the information within this Handbook to connect with other students online, as well as Trinity faculty and staff. Please do not hesitate to contact Trinity if you have any questions or concerns by calling us at 812-602-3320, or email us at contact@trinitysem.edu. May God richly bless you as you complete your degree program.

God Bless You!

# DIRECTORY

## HOW TO FIND ANSWERS TO YOUR QUESTIONS

**If you have any questions, please review the following:**

**Most questions can be answered by using this Student Handbook. Additional information can be found in Trinity's Catalog, the Trinity Orientation course, and the TOLC – all accessible through our Website at trinitysem.edu.**

## HOW TO CONTACT TRINITY

You may call our Financial Services at **812-629-7873** or email them at finance@trinitysem.edu. For Enrollment Services or Academic Advisors, call **812-602-3320**, or email us at **contact@trinitysem.edu** Trinity's fax number is **812-602-3390**

Please provide your **Student ID Number**whenever you correspond with Trinity.

If you have any technical problems, the first thing you need to do is contact our tech department **by email**at **janthony@trinitysem.edu**

If you need to send us something by postal mail, our mailing address is:

**Trinity College of the Bible and Theological Seminary**
**PO Box 1107**
**Evansville, Indiana 47706**

# WHO WE ARE

Trinity began offering biblically-based education in April, 1969, in Toledo, Ohio. Today, our campus is located in beautiful downtown Evansville, Indiana, overlooking the Ohio river.

Trinity enrolls students who desire to complete degree programs through various innovative distance education learning formats and delivery systems.

Trinity is committed to maintaining a community of faculty, staff and students which recognizes the inherent dignity and worth of each individual as being in the image of God. The Trinity community is racially, socially and denominationally diverse. Trinity accepts the responsibility of being a positive example as we prepare men and women who will make beneficial changes to society, the church, and the world.

Trinity admits students of either gender, all races and any national or ethnic origin, to all rights, privileges, programs, and activities generally accorded to students. In the administration of its educational policies, admission policies, financial assistance, and academic programs, Trinity does not discriminate against any applicant/student on grounds of age, religious preference, gender, race, color, ethnic/national origin, or physical disability.

# WHAT WE BELIEVE

## Articles of Faith

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

**In Particular We Affirm:**

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

# DEFINES WHAT WE DO

## Mission Statement

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

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

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

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

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

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

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

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

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

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

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

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

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

***and academic excellence . . .***

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

## Motto

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

# TO HELP YOU SUCCEED!

## Mission Goals and Objectives

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

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

Objective: Trinity graduates will be able to articulate a biblically-based Christian worldview of the subject area of study through the informed perspectives they express in their academic activities. A *biblically-based Christian worldview* emphasizes the interpretation of personal and cultural beliefs and practices through the lens of Scripture apart from the theological positions of any one Christian denomination. An *informed perspective* is one that explores and utilizes precedent literature to compare and contrast the attitudes and values in one worldview with those of another.

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

Objective: Trinity graduates will be able to identify best practices that contribute to personal growth and spiritual formation through self-assessment and peer evaluation. *Best practices* are sustainable actions and conditions that a person has experienced as making a long-term and positive impact on their whole person development. Through *self-assessment* a person evaluates their formation and development, which guides them in identifying their best practices. Through *peer evaluation* a person receives external feedback, which helps refine self-assessment.

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

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

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

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

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

# Institutional Information

## Origin

Trinity College of the Bible and Theological Seminary was founded in 1969 by Dr. John D. Brooke as a multi-denominational educational institution, designed to provide men and women the opportunity to study the Word of God, while improving professional skills. Committed to the on-going spiritual development of the maturing Christian, Trinity provides relevant courses and programs designed to enhance the life of the believer, and the ministry being undertaken. Speaking from an evangelical position, Trinity proudly seeks to serve God, and the servants God calls, to learn more about Him through Trinity programs and services. It is not Trinity's purpose to license, ordain, credential, or otherwise act as a denomination or ordaining body. Trinity's goal is to provide high quality educational materials for motivated students desiring to improve and enhance their skills, their intellect, and their devotion to God.

## Legal Status

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

## Litigation

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

## Non-Discrimination Policy

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

## Publication Notice

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

# STUDENT CONTACT INFORMATION

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

## STUDENT PRIVACY POLICIES (FERPA)

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

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

# T.I.P.S. to Successfully Begin Your Trinity Studies

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

Once students have registered for courses, it may be overwhelming with all of the information they receive, and sometimes students are unsure what to do next. Trinity has provided the T.I.P.S. below as a suggestion to help students take that next step in successfully beginning their studies.

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

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

***I*ntegrate your regular study time into your weekly schedule.**

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

***P*ace yourself.**

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

***S*tart by putting your plan into action.**

Pick up a book and begin reading, listen to your lectures (if applicable), and don't be afraid to submit that first lesson. Stay on track and keep in mind that you are not alone. There are many people at Trinity who are willing to help you succeed and progress toward graduation. All you need to do is call or email an Academic Advisor anytime you have questions or concerns!

# ADMISSION INFORMATION

## When To Apply and Enroll

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

## Admission Requirements

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

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

* Our Academic Advisors can assist students in setting up their courses for our certificate programs.

**A.A. and B.A. Degree Prerequisite:** High school diploma or its equivalent, or successful completion of 12 college-level semester credits with a "C" or higher for each course.

**M.A. Degree Prerequisite:** Bachelor's degree. Some students may be allowed to enter into an M.A. degree program without an undergraduate degree if the student has earned 120 or more undergraduate credits.

**M.Div. Degree Prerequisite:** Bachelor's degree.

**Doctor of Religious Studies Prerequisite:** Master's degree.

**D.Min. Degree Prerequisite:** M.Div. degree or equivalent to 76 credits.

**Ph.D. with Focus Core Prerequisite:** Master's degree with a minimum of 48 Masters level credits. Ph.D. programs in the School of Biblical and Theological Studies require at least 12 credits of Biblical Greek and Hebrew.

**Advanced Learner Program Prerequisites: Advanced Learner A.A. Degree**

**Advanced Learner B.A. Degree, Advanced Learner Combined B.A. and M.A. Degree Prerequisite:** High school diploma or its equivalent, or successful completion of 12 college-level semester credits with a "C" or higher for each course.

## Computer Recommendation

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

# OFFICIAL TRANSCRIPTS

In order to verify program prerequisites and transfer credits, official transcripts are **required within 30 days of enrollment.** Students who fail to ensure that all official transcripts have been forwarded to Trinity will not be allowed to register for more courses. Additionally, they (1) may not be admitted to a particular Trinity degree program or be allowed to continue their studies, and (2) may be required to take additional course work. If official transcripts are not received within 30 days of enrollment, students will not be allowed to progress further unless exempted by the Academic Committee due to circumstances beyond the students' control. **Copies or student-issued transcripts may be used during the enrollment process for preliminary evaluation; however, they are not considered official transcriptions.** Official transcripts must be in English. To be considered official, transcripts must be sent directly to Trinity via postal mail by the previous educational institution or applicable testing service in a sealed envelope. If an educational institution or testing service sends the official transcript to the applicant/student in a sealed envelope, the applicant/student may send the sealed envelope to Trinity. Also permissible are official transcripts by electronic copy that are sent directly from the educational institution. These electronic copies must be sent directly to our Registrar's office via email at: registrar@trinitysem.edu.

Trinity makes every effort to maximize the prior education and testing achievement of every applicant/student as it relates to Trinity's requirements. Official high school transcripts must show the date of completion. Students who have served in the military may submit a copy of their Form DD214 indicating high school graduation or equivalent in lieu of a high school transcript. For homeschooled high school graduates entering Trinity's Bachelor's degree program, an official transcript is required from an agency (or from the parents, certifying the student's home-schooled education.

The transcript must document at least 18 high school level completed courses, grades, and date of graduation, as well as the signature of the school administrator. A copy of scores from the student showing completion of the SAT and/or the ACT, or an equivalent assessment may be accepted. Testing information or test results may be obtained from the SAT Website at www.collegeboard.com or the ACT Website at www.act.org. Trinity's SAT College Board Designated Institution (DI code is 5958. Applicants desiring to enter into a Trinity M.A. degree program without a Bachelor's degree must have a resume/vitae forwarded to Trinity prior to enrollment. A detailed resume/vitae is required showing a summary of education, professional work, and ministry experience, including location and dates. Applicants may provide any additional information to help faculty conclude they will be successful in the M.A. program.

# INTERNATIONAL TRANSCRIPTS

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

## Credentials

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

## Transfer Policy

In many cases, students enrolling in a Trinity College of the Bible and Theological Seminary degree program have already completed course work at other institutions. Trinity desires to help students minimize loss of credit and avoid duplication of course work. Therefore, an effort is made to maximize the transfer credit allowed for prior educational experiences to the extent this is possible, without compromising the value and quality of degrees awarded by Trinity. Trinity's Transfer Policy encompasses both evaluation of prerequisite credentials and potential transfer credit. Although Trinity permits credits from previous academic work to be transferred into its programs, Catalog guidelines require a minimum number of credits be earned at Trinity for its programs. Surplus credits beyond the maximum allowed for transfer into a Trinity degree program are not used. All transfer credits are verified via official transcripts.

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

## Provisional Evaluation

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

# Verification Via Official Transcripts

**Official transcripts are required within 30 days of enrollment.** Any transfer credit noted through the use of an unofficial transcript will be rescinded if an official transcript is not received by Trinity within 30 days of enrollment. Upon receipt of official transcripts, the Registrar's Office verifies prerequisites and transfer credits to be awarded based upon the criteria set forth by the faculty.

### Appeals

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

### Acceptance/Denial of Transfer

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

### Acceptable Grades

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

### Credit Hour Value

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

### General Elective Credits

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

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

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

**Core Credits Transfer**

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

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

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

**Military Education and Experience**

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

**Credit by Examination**

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

**Challenge Exams**

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

**Non-college Level, Remedial, or Preparatory Course Work**

Non-college level, remedial, or preparatory course work will not be considered for transfer credits.

**Requesting Transfer Credit**

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

**Transfer Policy Related Fees**

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

**Transferability of Credits**

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

**Non-Degree Seeking Students**

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

**Re-Enrollment**

Re-enrollment is the process by which former students who did not finish their degree program previously may return to Trinity, changing their Trinity status to "Current." These students must have their accounts paid in full to be eligible for re-enrollment. In order to re-enroll, the student must apply for a re-enrollment through Enrollment Services by emailing admissions@trinitysem.edu. When the student's request to re-enroll is received, the request will be reviewed and either approved or rejected. Previous tuition paid for uncompleted courses (or a portion thereof) may possibly be brought forward at Trinity's discretion, and possibly applied to new courses on an Enrollment Agreement, depending upon the nature of the circumstances. Additionally, the student is required to comply with the most current Catalog and curriculum requirements, rather than remaining under the guidelines of the one in which the student first enrolled. All changes in program must be observed, and new requirements met for graduation, regardless of previous allowances.

**Accommodation for Special Needs**

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

The Trinity Online Learning Center (TOLC) utilizes software that is compliant with Section 508 of the Americans with Disabilities Act.

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

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

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

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

## ENROLLMENT AGREEMENT

All students are required to complete, sign, date and submit an Enrollment Agreement, which outlines the terms and conditions of the enrollment and financial obligations for the course/certificate/degree. For each enrollment period, students must sign an Enrollment Agreement containing information about tuition, courses in which they are enrolling, and the method of payment. The Enrollment Agreement is the definitive source concerning terms between the student and Trinity.

Students should read their agreements carefully and keep them in a safe place for future reference.

Students may register for one or multiple courses for each enrollment period, or an entire degree program. They are obligated for the courses in which they enroll. Students enrolled in 15 credit hours are considered full-time students. Enrollment Agreements and the courses on them are classified as a Term. Q-Term dates are the start and end dates pertaining to any On Demand course on the Enrollment Agreement(s). The student must adhere to the terms and conditions of the Enrollment Agreement. Any changes to an Enrollment Agreement require an Addendum. Students have 10 calendar days to activate an Enrollment Agreement or Addendum. If not activated within 10 calendar days, the document may be voided at Trinity's discretion.

### Enrollment Agreement Start Date

The start date of any student's Enrollment Agreement is the activation date. The official activation date shall be when the student's Enrollment Agreement or student's course is activated by either an original signature or e-signature and when the initial payment is made and received by Trinity.

## Enrollment Agreement End Date

Enrollment Agreements are classified as the student enrollment period on the Enrollment Agreement, called Y-Term. The end date of any Enrollment Agreement is the specified length of the Enrollment Agreement from the start date (activation date) on that Enrollment Agreement. Use of an Addendum does not lengthen the Enrollment Agreement end date.

## Course Length

Every On Demand Webinar course has a start date, end date, and a termination date. This is known as the Q-Term for the course. The first day of an On Demand Webinar course is considered the start date. An On Demand Webinar Course meets a total of 4 weeks; course end date is 6 weeks from the start date.

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

## Course Extension

Students not completing their course by the original course end date have the option to request a course extension. An extension is given on a per course basis. Trinity must receive the request for an extension within the allowable extension period for the course. The request may be made via email at studentservices@trinitysem.edu, or by calling Trinity at 812-602-3320. **PLEASE NOTE: A grade of 'F' for 'Fail' will be assigned to your course enrollment if the course has not been completed and you have not made arrangements to extend it. This grade will be replaced with another grade reflecting your missing grade points once you extend the course and turn in your assignments. If you do not extend, the "F" grade will remain on your academic record. You may be required to retake the course and pay new tuition unless you act quickly to request an extension. The course end dates for independent study courses can be accessed, if you are an active student, via their password protected access to student records. The current course expiration date may be an adjusted end date after a previous extension or continuance has been applied. All extension and/or continuance fees must be paid up front prior to processing the extension, and the student's account must be current with their payments before any extensions and/or continuances will be granted.**

**2-4 Week Extension:** A 2-4 Week Extension will provide ether an additional two weeks or four weeks to complete a course, beginning the first calendar day after the original course end date. *** A 2-4 Week Extension Fee is charged per course and payable with the 2-4 Week Extension request.**

**6-Month Extension:** For a Q-Term course, a 6-Month Extension will provide an additional six months from the original end date of the Q-Term course. A maximum of two, 6-Month Extensions are allowed.

*** A 6-Month Extension Fee is charged per course and payable with the 6-Month Extension request.**

Students who request to have extensions for courses after their Enrollment Agreement has expired will be placed into the latest version of the course if they are not already in it, or they will be placed into a current equivalent course if that particular course needing an extension is no longer offered at Trinity.

*** Masters/Doctoral Research Extension:** A Masters/Doctoral Research Extension will provide the student with six (6) additional months to complete a formal research course beginning the first calendar day after the original course end date. ***A Masters/Doctoral Research Extension Fee is charged and payable with the Masters/Doctoral Research Extension request.** Students are eligible for Masters/Doctoral Research Extensions as needed for courses such as Dissertation, Capstone Research Project, and Major Writing Project.

## Course Addendum Fee

If a student elects to drop an On Demand Webinar course, or exchange one On Demand Webinar course for another at any point within the Y-Term or Q-Term in which they were previously enrolled, an Addendum is prepared. **A Course Addendum Fee is charged per Addendum and must be paid up front prior to processing the Addendum. The student's account must be current with their payments before any Addendum is processed.**

The last day to exchange a course is: 1) On or before the start date of an On Demand Webinar course, or 2) On or before the end date of the Enrollment Agreement, whichever comes first. The last day to add a course to an existing Enrollment Agreement is on or before the end date of activation.

## Major Core Course Substitution Fee

Students who exchange a major core course in their degree program for another course, within the same Area Study that is not part of the degree program, will incur a Major Core Course Substitution Fee. This fee does not apply to designated Elective Course options within a degree program. Nor does this fee apply in conjunction with a Degree/Program Change Fee. **A Major Core Course Substitution Fee is charged and must be paid up front prior to processing the course exchange/substitution. The student's account must be current with their payments before any course exchange/substitution is processed.**

## Degree Program Change Fee

When students change from one degree to another, a new Enrollment Agreement is required in addition to application of the Degree Change Fee (includes Course Exchange/Program Change Fees). Any unused tuition is credited to the new Enrollment Agreement. **Any owed tuition is charged at current tuition cost.** Financial assistance is reviewed and applied as applicable. A change from a single degree to a combined degree program, or vice versa, such as B.A. to a Combined B.A. and M.A. Degree, results in a Degree Change Fee. A change of major or focus within a degree is a program change, not a degree change. A program change requires only an Addendum to the Enrollment Agreement and appropriate application of the Program Change Fee (includes Course Exchange Fee). **A Degree Program Change Fee is charged and must be paid up front prior to processing the degree program change. The student's account must be current with their payments before any degree program change is processed.**

# FINANCIAL INFORMATION

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

***All FEES are non-refundable.***

### Account Information

Students may obtain their own account information online or by contacting Financial Services via email at finance@trinitysem.edu, fax at 812-602-3390, or telephone at 812-629-7873. Students must provide their Student ID number and/or other identification in order to receive information regarding their financial account.

### Tuition and Fees

Tuition cost is assessed on a semester credit hour basis and covers the cost of study guides, examinations, TOLC classrooms, Harold F. Hunter Theological Library, Trinity faculty, and administrative support. Trinity relies on the income derived from tuition and fees to assure that high quality programs are offered. "Gross tuition cost" is the amount of tuition before any financial assistance has been applied. Books are **not** included in the tuition cost, and all FEES are non-refundable.

### Monthly Balance Statements

Trinity sends a monthly balance statement to each student who has an outstanding minimum balance of $2.50. All payments that are due must be submitted by 5:00 pm (Central Standard Time) on or before the due date (the 15th of every month). All other payments (checks, money orders, etc.) must be received in Trinity's Evansville office on or before the due date. If payment is not made by the due date, the student will be locked out and access blocked to the TOLC/student records until the appropriate payment is made and the account is in current status. Students with questions concerning their billing are encouraged to contact Trinity's Financial Services at 812-629-7873, or by email at email at finance@trinitysem.edu.

### Payment Plans

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

For security purposes, students using the credit card (Auto-Pay) or direct debit/e-check (ACH) payment methods, must submit a written authorization to have the minimum monthly payment due drawn from their banking account. A monthly payment notice is still sent to students at the beginning of the month that states the amount (Minimum Payment Due) that will be drawn. **Note:** If students submit another form of payment while using one of these payment methods, that second form of payment will be credited to their Trinity account to go toward the student's account balance. However, that second form of payment will **NOT** replace the automatic payment. The monthly Auto-Pay or ACH payment will still be processed for that month on the date specified by the student upon enrolling in the Auto-Pay/ACH program.

Any pause or cancellation of the Auto-Pay/ACH program, or any changes in the student's account information (different card, new expiration date, different checking account, etc.), must be in writing from the student, via email at finance@trinitysem.edu.

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## Delinquent Account

A delinquent account is one with charges older than 30 days from the date of the charge. The last payment date does not determine whether an account is delinquent or current, e.g. a payment is made but was applied to back charges and a charge balance is still due, then the account is still in a delinquent status, unless the last payment is for the current month's charges that are due.

**Students with delinquent accounts are considered INACTIVE and will minimally lose the following privileges:**

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

**** If monthly payments are not made aby the due date, the student will be locked out and access blocked to the TOLC/student records until the appropriate payment is made and the account is in current status.***

Students may also lose the privilege to have their lessons graded when accounts are delinquent. When the account is brought to current status, these privileges are regained. Students may only receive transcripts for degrees/courses they have completed and paid for. Students cannot receive Trinity transcripts if they have an account balance for that specific degree. They may only receive transcripts for degrees they have completed and have a zero balance on their account. **It is the student's responsibility to contact the Academic Office when the account has been returned to current status by mailing *studentservices@trinitysem.edu.*** *Students are advised that if an account continues to be delinquent, the account may be subject to further collection efforts.*

## Returned Check Policy

Checks returned for non-payment to Trinity will have a NSF Fee of $30 added to the student's account, along with the amount of the check. Students demonstrating repeated irresponsibility in this area will be subject to having their programs interrupted and possibly terminated, and/or other actions.

## Student Services Annual Fee

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

## Textbook Information

Students are encouraged to buy/rent new or used books from Amazon.com, Usedbooks.com, or from your local bookstore. The required text(s) of a course may change upon course revision. If you choose to go through Amazon, please go this site: https://smile.amazon.com/. Students may refer questions about textbooks to Trinity via email at iscgrades@trinitysem.edu. Trinity offers a limited selection of textbooks, which are available by clicking this link: https://trinitysem.edu/store/ **NOTE:There will be an additional $5.00 s/h fee added to the book costs for all USA book shipments, and a $10.00 s/h fee added to the book cost for overseas shipments.**

## Third Party Financial Sources

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

## Trinity Financial Assistance

Initial consideration for Trinity financial assistance is given during the enrollment process. Trinity does not have any scholarship programs, nor does Trinity participate in any federally funded Title IV financial aid programs. However, Trinity does offer in-house assistance to reduce cost of programs.

To show our appreciation for service, dedication and sacrifice for our country, we also gratefully extend reduced tuition to all active or inactive military personnel who enroll with Trinity, and do not or cannot utilize the Military Tuition Assistance Program.

Unless stated otherwise, 1) a student must enroll for a minimum of nine (9) credit hours to be eligible for a reduction in program cost; and 2) eligibility is determined with each Enrollment Agreement.

Additional financial information may be found in the Trinity Catalog. All fees and charges are subject to change and will be applied according to the most current listings, and all FEES are non-refundable.

*Additional financial information may be found in the Trinity Catalog. All fees and charges are subject to change and will be applied according to the most current listings,* ***and all FEES are non-refundable.***

# Withdrawal Policies

Students who find it necessary to withdraw from Trinity must do so in writing (postal mail or email at contact@trinitysem.edu).

**The following actions do <u>not</u> constitute an Official Withdrawal from Trinity:**

- Not accessing nor continuing to access courses;
- Failing to submit required course assignments by any applicable deadline;
- Verbally discussing withdrawal policies with a Trinity representative;
- Failing to pay for courses.

Students who find it necessary to withdraw from an individual course (or courses) must do so in writing (postal mail or email) **prior** to the expiration date of a Y-term period or the start date of On Demand Webinar courses.

1. A student who withdraws from Trinity within five (5) calendar days from the day on which the Enrollment Agreement is activated (e-signature and initial payment) will receive a refund of all tuition (only) to Trinity. Fees immediately begin staff action and computer downloads. Due to the cost of these activities, fees cannot be refunded.

2. A student who withdraws from Trinity after the fifth (5) calendar day from the day on which the Enrollment Agreement is activated, the remaining tuition, either refundable or owed by the student, is calculated according to the Withdrawal Policies, is as follows:
   **a. Day six (6) through and including day fifteen (15), any tuition refunded is calculated at 50% of the tuition rate awarded at the time of Enrollment activation, and all tuition owed is calculated at 50% of the full tuition rate at the time of Enrollment activation;**
   **b. Day sixteen (16) and after, tuition is 0% refunded, and all tuition owed is calculated at 100% of the full tuition rate.**
3. In the 100% Tuition Grant sequence, only the tuition amount paid to activate the first Enrollment Agreement qualifies for the refund descriptions detailed in 1 and 2 above. Course Drops/Adds/Exchanges do not interrupt the refund or tuition owed calculation.

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

Applicable monies are refunded to the party who paid for the courses. Trinity's tuition refund policies are effective as of March 7, 2017 and apply to new tuition charges on or after that date. In the event a student adds a new course(s) to an Enrollment Agreement by Addendum and pays new tuition, the student will have up to and including day five (5) to officially withdraw from the start date of the Addendum (**official start date is when the Enrollment Agreement is activated with original signature or e-signature, and initial payment**) to receive a full refund of the new tuition (**only**) paid to date for the newly added course(s). Fees immediately begin staff action and computer downloads. Due to the cost of these activities, fees cannot be refunded.

The student may expect any applicable refund to be issued within sixty (60) days of the official withdrawal date.

***IMPORTANT NOTE*** Students who withdraw from Trinity College of the Bible and Theological Seminary should be aware that such actions necessarily require financial assistance calculations to be updated. This can result in a state of affairs in which the student owes some financial assistance money back to Trinity. Students themselves are responsible for contacting Financial Services in order that a determination can be made regarding not only the amount owed, but also how such a change might affect enrollments in the future. Students on a payment plan at the time of withdrawal will be responsible for any outstanding tuition and fees owed to Trinity. Tuition and/or fee balance will be immediately due and payable upon withdrawal confirmation, including the $50 Withdrawal Processing Fee. Payment plans may be available -students are encouraged to contact Financial Services at 812.629.7873, or by email at finance@trinitysem.edu, to discuss possible payment options.

## Cancellation Policies for On Demand Webinar Courses

The following are the cancellation policies for On Demand Webinar courses (ODW).

## Student Cancellation of an ODW Course

1. Cancellation by the student to an ODW course requires a Course Addendum Fee;
2. Cancellation of the ODW course on or after the start date requires a Course Addendum Fee;
3. If a replacement ODW course is exchanged or dropped on the Enrollment Agreement, this requires a Course Addendum Fee.

***Course Addendum Fees are non-refundable.***

Grading policies are in effect until the cancellation process is complete**,** including payment of applicable fees.

## Trinity Cancellation of an ODW Course

One week prior to the start date of an ACT course, Trinity will determine if the minimum enrollment requirement for that course has been met. At that time, Trinity will decide if the ODW course will be cancelled. When Trinity cancels an ODW course for any reason, Trinity does not charge a Course Addendum Fee to exchange that cancelled course to a different ODW. Trinity is not responsible for reimbursing students for any expenses (i.e., cost of textbooks, etc.) incurred as a result of a cancelled ODW course.

## Late ODW Enrollment Fee

Students should enroll before any On Demand Webinar course **24 hours prior to the course start date.** A Late ODW Enrollment Fee, will be charged if the student enrolls in the Webinar course after the 24 hour deadline. See Tuition and Fee Information.

***Late ODW Enrollment Fees are non-refundable.***

# Tuition and Fee Information

**Effective September 1, 2026**

## Tuition

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|---|---|
| Undergraduate Level per semester credit hour | $176 |
| Master's Level per semester credit hour | $206 |
| Doctoral Level per semester credit hour | $243 |

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

## Required Fees

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|---|---|
| Application Fee (Payable with Application) | $65 |
| Enrollment Processing Fee (Payable with initial Enrollment) | $60 |
| Student Services Annual Fee | $250 |
| Credential Awarding Fee | Certificate - $155: Degree - $255 |

## Change Fees

| | |
|---|---|
| Certificate Change Fee | $100 |
| Degree Program Change Fee | $300 |
| Course Addendum Fee | $55 |
| Late ODW Enrollment Fee | $50 |

## Transcript Fees

| | |
|---|---|
| Trinity Official Transcript Fee | $15 |

## Course / Course Credit Fees

| | |
|---|---|
| Achieved Learning Qualification Module Fee | $510 |
| Course Leveling (up to 12 Credits) | $125/$250/$375/$500 |
| Doctoral Qualification Module Retake Fee | $135 |
| Fee Oral Defense Fee – RW 756 | $110 |

## Late/Returned Check Fees

| | |
|---|---|
| Returned Check Fee | $30 |

## Fees for Optional / Special Services

| | |
|---|---|
| Audit Fee | $35 |
| Scholars Excel Package | Regular - $135; Premium - $310 |

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|---|---|
| 2-Week Extension Fee (per ODW course per 2-week extension – all degree levels) | $40 |
| 4-Week Extension Fee (per ODW course per 4-week extension – all degree levels) | $80 |
| 6-Month Extension Fee (per ODW course, per 6-month extension) | $130 |
| Withdrawal Processing Fee | $50 |

***All FEES are non-refundable***

# ACADEMIC INFORMATION

## Academic Advisors

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

## Academic Committee

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

## Academic Credits

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

## Bible Version

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

## Code of Ethics / Academic Integrity

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

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

1. ***Cheating*** – Using or attempting to use unauthorized assistance, material, or study aids in evaluations or other academic work, or preventing or attempting to prevent another from using authorized assistance, material, or study aids. **Example**: *using a cheat sheet in an evaluation or*

*assessment; altering a graded evaluation or assessment and resubmitting it for a better grade, etc.;*

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

Citation/plagiarism issues will be reviewed by the Academic Committee. All breaches of this Code of Ethics/Academic Integrity will be reviewed by the Academic Committee. Sanctions may be imposed, ranging from course and assignment failure to dismissal from Trinity.

## Complaints / Grievances

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

## Grades / Faculty Issues

Students who feel there may be an error in the evaluation of their graded assignment or who have a question about faculty comments on the lesson, are asked to email for faculty contact information at contact@trinitysem.edu, or by calling the Academic Office at 812-602-3320.

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

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

## Counseling - Employment-Related

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

Students may request documentation from Trinity to assist in their employment activities. Within the scope of confidentiality/privacy policies, the Registrar's Office will provide, at no charge, a Student Verification letter stating student status, any earned degrees, and award date of earned degrees. Official transcripts are available upon written request for an additional fee.

## Course Requirements

General course requirements and degree information may be found in the current Catalog, which is available on the Trinity Website at www.trinitysem.edu. Course descriptions are included in the Trinity Catalog. As new courses are added to the curriculum, those course descriptions will be made available on the Trinity Website. Students requiring additional information may contact the Academic Office.

## Degree Awarding Information

Upon completion of all academic requirements and financial obligations, the degree will be forwarded to the graduate, after being awarded by proxy in Indiana. Only one date appears on the diploma and the official transcript as an award date (not the completion date of the course work). The following material outlines the information required on/before the degree award date. Trinity graduates receive their diploma typically eight to ten weeks after the degree award date.

1. Student must notify the Registrar's Office by emailing at registrar@trinitysem.edu when course work is completed;
2. All academic requirements must be met and final grades posted;
3. All financial requirements must be met, including payment of the Degree Awarding Fee;
4. Student must notify the Registrar's Office in writing when all academic and financial requirements have been met.

Trinity recognizes that all our graduates deserve the opportunity to be recognized with their friends, family, church congregation, and Trinity personnel to celebrate their accomplishments. In light of this, Trinity offers the option of a Local Graduation Ceremony where the pomp and circumstance is brought to the graduate for a ceremony that is more personal and focused on the single graduate. If you are interested, please contact us as registrar@trinitysem.edu for more details.

At that time, the Registrar's Office will send the required deadline dates relevant to any optional graduation ceremony scheduled. Students are allowed to participate in a local graduation ceremony once per degree level. Once a student has graduated, they will no longer have access to the TOLC, Student Records or the Harold F. Hunter Library (unless the student is enrolling in another Trinity degree program). Access to the Ecclesia Excel Scholars Package and the EBSCO / ATLA Databases will also no longer be available after a student graduates.

## Dissertation / Capstone Research Project / Major Writing Project

Students required to write a Dissertation, Capstone Research Project, or Major Writing Project will be assigned a faculty member to advise them on their work **(Dissertations/Projects must be submitted via email to dissertations@trinitysem.edu)**. Lesson submissions for Dissertations, Capstone Research Projects, or Major Writing Projects will not be accepted unless the student's cumulative grade point average (GPA) is 3.0 or above, and all other degree course work has been submitted. If GPA falls below 3.0 once all grades are recorded, work on a research paper is stopped until GPA is raised to 3.0 or above.

**Special course extension rules apply for students in a doctoral research course (i.e. Dissertation, Capstone Research Project). See Course Extension policies.**

## General Education

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

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

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

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

- English Composition
- Research and Technical Writing

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

- Elective: Choose 3 courses from Humanities
- Elective: Choose 3 courses from Social Sciences
- Elective: Choose 1 course from Natural Sciences
- Elective: Choose 1 course from Health/Lifestyle Wellness

## General Education Completion Options

The General Education components may be satisfied through acceptable transfer credits from another college, successful performance on standardized examinations, and Trinity undergraduate courses. Credits satisfying general education cannot also be used to satisfy another requirement of an Associate's or Bachelor's degree program.

## General Education Via Trinity Courses

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

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

GE 235 English Composition

GE 236 Research and Technical Writing in Ministry (Prerequisite: GE 235)

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

**Elective: Choose 3 courses from Subject Area 1: Humanities**

GE 237 Public Speech in Ministry

GE 102 Introduction to Philosophy

GE 232 The Humanities in the Western Tradition: Ancient Beginnings to 1500

GE 233 The Humanities in the Western Tradition: 1500 to the Present

GE 234 Appreciating Music as Art Form and Worship

GE 164 Introduction to Ethics

**Elective: Choose 3 courses from Subject Area 2: Social Sciences**

GE 165 Introduction to Psychology

GE 111 United States History Through 1865

GE 112 United States History Since 1865

GE 238 Marriage and Family in Modern Society

**Elective: Choose 1 course from Subject Area 3: Natural Sciences**

GE 230 Physical Science Survey

**Elective: Choose 1 course from Subject Area 4: Health/Lifestyle Wellness**

GE 239 Health and Lifestyle Wellness

# General Grading Policies

### Method of Evaluation

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

### Grading Guidelines

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

### Evaluation Criteria

Trinity's Evaluation Criteria is generally used for the evaluation of lesson submissions. Assignments are graded utilizing the following framework.

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

Points for each category are awarded based on the quality of the submitted assignment. The points from each of these three categories are summed, providing a total numerical score for the assignment.

### Grade Point Average (GPA)

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

# GRADES FOR ASSIGNMENTS AND COURSES

## Grades for Assignments and Courses

| Grades Used in Calculating Grade Point Average (GPA) | | |
|---|---|---|
| Points | Letter Grade | Quality Point Value |
| 94-100 | A | 4.00 |
| 90-93 | A- | 3.67 |
| 87-89 | B+ | 3.33 |
| 84-86 | B | 3.00 |
| 80-83 | B- | 2.67 |
| 77-79 | C+ | 2.33 |
| 74-76 | C | 2.00 |
| 70-73 | C- | 1.67 |
| 67-69 | D+ | 1.33 |
| 64-66 | D | 1.00 |
| 60-63 | D- | 0.67 |
| 0-59 | F | 0.00 |

| Final Grades Not Used in Calculating Grade Point Average (GPA) | |
|---|---|
| Grade | Brief Description |
| AU | Audit |
| Pass | Satisfactory work for a pass/fail course [1] |
| Fail | Unsatisfactory work for a pass/fail course [2] |
| WP | Withdrew Passing [1] |
| WF | Withdrew Failing [2] |
| WN | Withdrew Non-start [3] |

| Temporary Grade Status Not Used in Calculating Grade Point Average (GPA) | |
|---|---|
| Grade | Description |
| I | Incomplete |
| M | Must re-submit assignment per faculty grader Withdrawal before re-submission = Fail / 0 points |
| N | Not approved assignment per faculty grader / committee (normally used for Thesis, Capstone Research Project, or Dissertation assignments) Withdrawal before re-submission = Fail / 0 points |

| Temporary Grade Status Used in Calculating Grade Point Average (GPA) | | | |
|---|---|---|---|
| Points | Letter Grade | Quality Point Value | Brief Description |
| 59 | ZF | 0.66 | Temporary grade for failed assignment with plagiarism to be averaged with resubmitted passing assignment without plagiarism |

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

[1] Completed assignments average C (2.00) or above for college level and B (3.00) or above for seminary level.
[2] Completed assignments average below C (2.00) for college level and below B (3.00) for seminary level.
[3] No assignments submitted.

## Grades (Final) – A-F, WP, WF, WN

## Grades (Temporary Status) – I

**Course Completed –** When a student completes a course, the appropriate letter grade (A-F) is assigned.

**Course Started –**When a student starts a course (submits an assignment) but does not complete the course on or before the course end date, a grade of 'F' for 'Fail' will be assigned to your course enrollment if the course has not been completed and you have not made arrangements to extend it. This grade will be replaced with another grade reflecting your missing grade points once you extend the course and turn in your assignments. If you do not extend, the "F" grade will remain on your academic record. You may be required to retake the course and pay new tuition unless you act quickly to request an extension (by emailing studentservices@trinitysem.edu). The course end dates for your courses can be accessed, if you are an active student, via the password protected access to student records. The current course expiration date may be an adjusted end date after a previous extension or continuance has been applied. Prior to the course end date or during the allowable extension period, the student may, 1) Receive a 'F' for 'Fail' grade, or2) request an extension to submit assignments. At the end of the allowable extension period, the course termination date is reached. If the student has not submitted all assignments, a final course grade will be assigned based on the grades for submitted assignments and "Closed Course" status is given. For formal research courses, the grade is assigned at the end of the last Doctoral Research Extension.

**Course Not Started –**When a student does not submit any assignment on or before the course end date, a grade of 'F' for 'Fail' will be assigned to your course enrollment if the course has not been completed and you have not made arrangements to extend it. This grade will be replaced with another grade reflecting your missing grade points once you extend the course and turn in your assignments. If you do not extend, the 'F' grade will remain on your academic record. You may be required to retake the course and pay new tuition unless you act quickly to request an extension. The course end dates for courses can be accessed, if you are an active student, via the password protected access to student records. The current course expiration date may be an adjusted end date after a previous extension or continuance has been applied. Prior to the course end date, or during the allowable extension period, the student may 1) Drop the course and receive a grade of WN, or 2) request an extension to submit assignments. At the end of the allowable extension period, the course termination date is reached. If the student has not submitted any assignments, it is considered a non-start of a course and a final course grade of 'F' is assigned and "Closed Course" status is given. For formal research courses, the grade is assigned at the end of the last Doctoral Research Extension.

## Grading for Audit Course

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

## Students

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

## Non-students

The audited class will not appear on a Trinity transcript when taken by a non-Trinity student. An audit course taken prior to enrollment may be changed to a credit course upon completion of course requirements within 30 days of Trinity enrollment and payment of applicable tuition.

# GRADUATION

## Graduation

Upon completion of all academic requirements and financial obligations, the degree will be forwarded to the graduate, after being awarded by proxy in Indiana. All graduates are required to pay a Degree Awarding Fee. The Degree Awarding Fee includes the cost of the degree completion evaluation, proxy awarding process student's diploma; and shipping and handling charges. **The Degree Awarding Fee cannot be waived under any condition.** At this point, the student is considered graduated.

Once a student has graduated, they will no longer have access to the TOLC, Student Records or the Harold F. Hunter Library (unless the student is enrolling in another Trinity degree program). Access to the Ecclesia Excel Scholars Package and the EBSCO / ATLA Databases will also no longer be available after a student graduates.

## Graduation Honors

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

| | |
|---|---|
| **With High Distinction:** | **3.90 to 4.00 Cumulative Grade Point Average** |
| **With Distinction:** | **3.80 to 3.89 Cumulative Grade Point Average** |

## Academic Committee (AC)

Students completing research may be required to submit a "Research Checklist" (located in the RW 756 classrooms) to the Academic Committee along with their Proposal (to be emailed at dissertations@trinitysem.edu), and receive approval from the AC before conducting the research. This approval is required when the research involves human participants in the gathering of data for analysis. The Academic Committee is the faculty committee that oversees the protection of human participants in all research activities undertaken by Trinity's faculty and students. The AC is responsible for ensuring that research done under the auspices of Trinity meets the requirements of federal regulations regarding the just, humane and ethical treatment of human participants, and that the rights and welfare of those participants are adequately protected.

## Leave of Absence

There is a time limit for the completion of the courses as outlined on an activated Enrollment Agreement. This includes the ability to request an extension for courses which are not completed by the course end date. Beyond that, no automatic provision is made for academic abeyance. Students do have the right to petition the Academic Committee for a Leave of Absence (LOA) for a specified period of time, via email at academic_committee@trinitysem.edu. A student who discontinues active enrollment without being granted a LOA, or a student granted a LOA that does not re-enroll by the end of the approved LOA, must apply for re-admission at admissions@trinitysem.edu. **An academic Leave of Absence does not affect a student's financial responsibility –** ***students are still responsible to make their monthly payments by the due date, even during an academic Leave of Absence from their studies.***

# LESSON SUBMISSION

Once lessons are received, they are screened for completeness and logged to the student's record. Regardless of the method used to submit lessons, **the student is responsible for keeping a personal copy of each submission.** In the unlikely event a lesson is misplaced, Trinity will contact the student for another copy of the lesson.

Faculty members are committed to giving lessons the attention they need to ensure quality grading. Lessons may take up to four weeks to be graded. Sometimes there are extenuating circumstances which may cause a longer turnaround time. **Please Note:** Sending lessons via postal mail will require extra time for the student to receive the grade. For Dissertations, Capstone Research Projects, and Major Writing Projects, forty-five to sixty days of turnaround time for grading each submission should be allowed (depending on the nature of the submission). Students must complete assignments in the English language.

**Lessons will be returned to the student if they are not submitted properly. Lessons*must* be received *PRIOR*to or on the course end date, or within the allowable extension time period. Otherwise, the lessons will NOT be processed and a grade of 'F' for 'Fail' will be assigned to your course enrollment if the course has not been completed and you have not made arrangements to extend it. Any questions regarding lesson submissions or grades should be sent via email to: iscgrades@trinitysem.edu.**

## Style Manual

The current edition of *A Manual for Writers of Term Papers, Theses, and Dissertations* by Kate Turabian is to be used as the default writing style manual when students do not receive explicit instructions from Trinity materials. All writing in Trinity classes will be evaluated on the basis of standard English, especially in terms of quality, creativity, effectiveness of argumentation, and accuracy of information. In addition, academic writing will be evaluated on the selection and use of appropriate supporting material. All information not original to the student must be cited in a recognized format as found in the current edition of Kate Turabian's, *A Manual for Writers of Term Papers, Theses, and Dissertations*. **Use of information or material from outside sources without proper citation is considered plagiarism and is grounds for disciplinary action.** Any specifications from course professors and/or the Trinity Course Study Guidetake precedence over Turabian or any other Trinity materials.

## Typing Requirements

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

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

Students needing to handwrite assignments due to unusual circumstances must petition the Academic Committee for special permission to do so *before* submitting a handwritten lesson, via email at academic_committee@trinitysem.edu. The Academic Committee highly recommends that all students take the steps necessary to become proficient in producing typed papers as required by professional academic standards.

# Lesson Re-submission / Course Retake

## Lesson Re-submission/Course Retake / Student Initiated Re-submission

Students are automatically allowed to re-work and re-submit a lesson (not an exam) a maximum of one time to receive a passing grade. Trinity must receive the re-submission before the Q-Term course end date (extension end date policies apply). The re-worked, re-submitted lesson will be sent to the same grader as the original lesson. Students are not permitted to re-submit a lesson merely to receive a higher grade or have a re-worked lesson graded by someone other than the grader of the original lesson. Any lesson with a grade above "D" is not eligible for student initiated re-submission. **Lessons with plagiarism receiving a final grade of "D" cannot be re-worked and re-submitted for evaluation for a higher grade.**

## Faculty Initiated Re-submission

Faculty has the responsibility to evaluate and assign a grade for all course work sent to them. Faculty cannot return work if deemed unacceptable without first evaluating, making comments on the assignment and assigning a grade. In some instances, individual faculty members may at their discretion allow papers to be re-worked as needed, if deemed unacceptable to the faculty receiving the lesson. Students may then submit their second attempt.

It is up to the faculty as to how to handle the lesson upon re-submission, namely, how/if they will adjust the grade. A student who does not wish to exercise the option granted by the faculty member to re-submit would then be assigned the grade according to the original assessment of the assignment.

When faculty determines there are significant citation errors in an assignment that suggest the possibility of plagiarism if not corrected, special rules apply as determined by the Academic Committee. Faculty may assign a grade of "M" (must re-submit) for the assignment. The re-submission of an assignment without significant citation errors is required to pass the course. The same faculty member who identified the citation errors in the first submission of the assignment will be used as the same grader for all attempts of re-submission. The "final" grade for the assignment will be an averaging of the "ZF" received (valued at 59 points) on the assignment with significant citation errors and the points received for the assignment without significant citation errors. Multiple re-submissions with citation errors suggesting plagiarism is occurring, will simply leave the "ZF" grade intact. If by the end of the course enrollment period the student never re-submits the assignment without significant citation errors or chooses not to attempt to re-submit, zero points are awarded and added with the 59 points for the "ZF" which averages to an "F" grade for the assignment. In this case, the student's course grade will also be an "F" grade regardless of the grades for the other assignments for that course. The course with the "F" grade cannot be dropped and will remain on the student's transcript. Students needing to repeat the course for program requirements will be charged full tuition and will be required to submit all assignments.

## Course Retake

Students wishing to repeat a course for a higher grade must petition the Academic Committee in writing at academic_committee@trinitysem.edu to re-enroll for applicable courses. The new grade for the repeated course will be the grade listed on the student's transcript.

## Matriculated Status - All Degrees

Applicants for admission to programs at Trinity are required to have official transcripts forwarded to Trinity within 30 days following enrollment. When official transcripts have been received, evaluated, approved, all prerequisites have been met, and the first assignment has been received, the student achieves matriculated status.

# Orientation to Trinity

A common need for new students enrolling in a Trinity degree program is to become acquainted with the processes necessary to be successful in an online learning environment. Trinity provides distance education through the Trinity Online Learning Center (TOLC). The first course in every degree program, the Trinity Tutorial, introduces students to the TOLC. This non-credit course provides valuable information that will assist students in acquiring the skills necessary to navigate the TOLC. The course introduces students to key Trinity personnel, the Harold F. Hunter Theological Library, and procedures necessary for being a successful student at Trinity. Students will have access to the TOLC, Student Records and the Harold F. Hunter Library as long as they are in activate/current status. Student financial accounts must be in current status to have continued access to the TOLC/Library.

## Probation

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

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

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

At the end of an Enrollment Agreement on which a student has been on probation, the student's case is examined by the Academic Committee where a decision will be rendered about the status of the student. The Academic Committee can decide any one of the following: a) Not allow the student to continue, b) Allow the student to enroll with fewer hours than are normally allowed, c) Allow the student to enroll in order to retake courses where they have performed poorly, or d) Allow for a second enrollment of academic probation. Lesson submissions for Dissertations, Capstone Research Projects, Major Writing Projects, or Theses will not be accepted unless the seminary student's cumulative grade point average is 3.0 or above.

## Residency

As an online education institution with students worldwide, Trinity has no residency requirements.

## Standards of Work

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

## Standards of Writing

Writing skills are crucial to educational success at all degree levels. Academic writing differs from other forms of writing in that it usually: Is appropriately narrow in focus; Presents an argument based on sound critical thinking; Draws upon and properly acknowledges the work of others; and, presents new understanding in an organized fashion.

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

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

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

## Student Contact Information

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

## Student Counseling

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

## Student Dismissal

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

## Student Privacy Policies (FERPA)

Under the provisions of the federal law known as the Family Educational Rights and Privacy Act of 1974 (FERPA), eligible students, or where applicable, the parents of the students, are afforded certain rights pertaining to "education records" and personally identifiable information on file with Trinity. Students have the right to review educational records relating to them; the right to request, by informal amendment or by formal hearing, changes in those records if it is believed that the records are inaccurate, misleading, or violate the students' rights. An eligible student is defined as any person who is currently enrolled or has been enrolled in Trinity's programs.

It is the policy of Trinity to treat all student information, both personal and academic, as strictly confidential. Information about students' records will not be released to third parties without the express written consent of the student (including transcripts and financial records).

Students should protect their Student ID number as it will be requested to confirm their identity before academic or financial information is released.

# Student Status

## W90D Status

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

- the Enrollment Agreement is COMPLETE;
- there is no other active Enrollment Agreement;
- the student's program is not finished;
- the student has not officially withdrawn.

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

**Students are still responsible for all of their unpaid tuition/fee balance on their student account, including continuing making their monthly payments on time if the student is on a payment plan, even if the student is in a Timed-out status.**

## Timed-out Status

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

- all course end dates have passed (including extension periods);
- the Enrollment Agreement is NOT COMPLETE;
- there is no other active Enrollment Agreement;
- the student has not officially withdrawn.

## Withdrawn Status

The student is placed in Withdrawn status when the student's official written request is received to discontinue course work and/or degree completion. All withdrawal requests must be in writing, via email at contact@trinitysem.edu, or postal mail.

**Students are still responsible for all of their unpaid tuition/fee balance on their student account, even if the student has officially withdrawn from the Trinity program (See Withdrawal Policies.**

## Course Keys and Study Materials

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

### Required Materials Information

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

### Accessing Required Trinity Materials

For most courses, required Trinity materials and applicable audio recordings are available from Trinity via the Internet and through the Trinity Online Learning Center (TOLC) https://trinityseminary.online.
Upon initial enrollment, students receive emails with TOLC course keys to access the Resource Rooms on the TOLC. With the course keys, students may download applicable audio recordings through the TOLC.

(Student financial accounts must be in current status to have continued access to the TOLC).
Students who have questions about their course keys should contact Trinity via email at studentservices@trinitysem.edu, fax 812-602-3390, telephone 812-602-3320, or postal mail at PO Box 1107, Evansville, Indiana 47706. Requests for course keys will not be processed if a student's account is delinquent.

### Accessing Required Textbooks

Students are encouraged to buy/rent new or used books from Amazon.com, usedbooks.com, or from your local bookstore. The required text(s of a course may change upon course revision. **If you choose to go through Amazon, please go to this site: https://smile.amazon.com/**

Students may refer questions about textbooks to Trinity via email at iscgrades@trinitysem.edu. Students should refer to their TOLC classroom for required books. Trinity does have a few textbooks available, which you can order by clicking this link: https://trinitysem.edu/store/

**Please note: There will be an additional $5.00 s/h fee added to the book costs for all USA book shipments, and a $10.00 s/h fee added to the book cost for overseas shipments.**

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

# RESEARCH INFORMATION

## HAROLD F. HUNTER THEOLOGICAL LIBRARY

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

Students are expected to locate and use library resources available to them for the purpose of conducting research. In order to help students with that process, Trinity's Harold F. Hunter Theological Library provides students with access to information resources in many different formats to guide them to relevant resources on the Internet to further their research opportunities. Scholarly resources provided are in the forms of online databases, downloadable files, and links to web-based material. Students will have access to the TOLC, Student Records and the Harold F. Hunter Library as long as they are in activate/current status. Student financial accounts must be in current status to have continued access to the TOLC/Library. Once a student has graduated, they will no longer have access to the TOLC, Student Records or the Harold F. Hunter Library (unless the student is enrolling in another Trinity degree program). Access to the Ecclesia Excel Scholars Package and the EBSCO / ATLA Databases will also no longer be available after a student graduates.

# THE TRINITY ADVANTAGE

## MAKING LEARNING ACCESSIBLE

**TRINITY MAKES LEARNING ACCESSIBLE** by offering students an exciting and innovative study method in our On Demand Webinars to complete their degree requirements. Students can learn in a structured study environment that is convenient and time efficient. This method provides students with the opportunity to interact with Trinity faculty and staff whom they otherwise might never meet, while forging new and lasting friendships with other Trinity students.

**OUR ON DEMAND WEBINAR COURSES** are offered through the Trinity Online Learning Center (TOLC). An On Demand Webinar Course meets a total of four (4) weeks; course end date is six (6) weeks from the start date. The four weeks utilize asynchronous (non-real time) video lectures and online discussions. On Demand Webinar Courses provide students with a community of learning while completing course requirements, and allow for ongoing interaction with one of Trinity's faculty members who are experts in their field of study, as well as interaction with other students in order to enrich the learning experience.

### Course Enrollment Agreement

To enroll for any type of course via email, students may send an email to studentservices@trinitysem.edu. To enroll for any type of course via telephone, students may call an Academic Advisor at 812-602-3320.

# THE TRINITY VIRTUAL CAMPUS

## www.trinitysem.edu

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

### The Trinity Website

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

### Harold F. Hunter Theological Library

Research help and information is right at students' fingertips through the Harold F. Hunter Theological Library. Students will have access to the TOLC, Student Records and the Harold F. Hunter Library as long as they are in activate/current status. Student financial accounts must be in current status to have continued access to the TOLC/Library. Once a student has graduated, they will no longer have access to the TOLC, Student Records or the Harold F. Hunter Library (unless the student is enrolling in another Trinity degree program). Access to the Ecclesia Excel Scholars Package and the EBSCO / ATLA Databases will also no longer be available after a student graduates.

# TRINITY ONLINE LEARNING CENTER

## http://trinityseminary.online

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

### Online Technical Support

Trinity has a strong system of technical support that is available through email. Trinity's Technical Support staff is ready to assist students in case they should ever have problems or questions concerning access to their classroom materials. You may contact our Tech Team at techsupport@trinitysem.edu. Students will need to give all of the pertinent information in the email, ie, course name/number, specific technical issue (login problems, forgot password, etc.), and if possible, send a screenshot of any error message showing up on the computer.

### Student Records Online

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

Students will have access to the TOLC, Student Records and the Harold F. Hunter Library as long as they are in activate/current status. Student financial accounts must be in current status to have continued access to the TOLC/Library. Once a student has graduated, they will no longer have access to the TOLC, Student Records or the Harold F. Hunter Library (unless the student is enrolling in another Trinity degree program). Access to the Ecclesia Excel Scholars Package and the EBSCO / ATLA Databases will also no longer be available after a student graduates.

### Copyright Policy

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

### Forum Protocol

Discussion forums in the TOLC are used to communicate directly with professors and other students using technology to share ideas and gain insight through classroom discussion. Trinity offers a student-to-student discussion forum within each Trinity Online Learning Center classroom. Students may use this forum at their discretion as a social forum or as a place for group study. Students needing encouragement and/or prayer may participate in the forum area and post their concerns. Trinity also offers a student-to-faculty communication forum within each TOLC classroom. Students are invited to ask the instructor questions about the course and its requirements. Access to the TOLC classroom forums is a privilege, not a right. The act of participating in the forums constitutes an acceptance of forum protocol. **Violators of forum protocol may, at the sole discretion of Trinity's TOLC Administrators, be suspended or locked out of the forums.**Students are invited to contact a TOLC Administrator at janthony@trinitysem.edu regarding any potentially problematic issue.

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

## Trinity's Website: Student Section

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

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

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|---|---|
| **1. Access to Student Records https://trinitysem.edu/student-resources/student-access-to-database-records/ or click on "Student Records Access" link under the "Students Resources" section of the website.** By entering the student's Trinity Student ID number along with a password, the student's records may be accessed. The student must initially complete the section "To Set Up Your Password" from the "Student Records Access" page to set up a password. | |

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| **2. Access to Trinity's Library Resources**<br>**Go to the Student section from the main Trinity website and click on the Library links or click on the Library links in the Trinity Online Learning Center (TOLC).**<br>Databases may be accessed by entering the login information shown in the library. | **Student ID:** |
| **3. Trinity Online Learning Center (TOLC)**<br>**https://trinityseminary.online or**<br>**https://trinityseminary.online/login/index.php**<br>**(to set up username and password).**<br>This is used to access course materials (study guides, recordings, etc.) online. The student will create a username and password for this site. Trinity will provide the student a course key via email to access individual TOLC Resource Rooms. | |
| **4. Other** | |
| **5. Other** | |

# TRINITY COMMUNITY AND ALUMNI RELATIONS

Students and graduates may contact Trinity with any questions or ministry opportunities and ideas by sending an email to contact@trinitysem.edu.

## Community Relations

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

## Alumni Association

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

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

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