

# *Extension Student Guide*



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

*2010-2011*

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# Trinity Evangelical Divinity School

## TRINITY INTERNATIONAL UNIVERSITY

2065 Half Day Road ● Deerfield, IL 60015

General Number: (847) 945.8800

Trinity Website: [www.tiu.edu](http://www.tiu.edu)

Extension Website: <http://www.tiu.edu/divinity/extension/>

### Trinity Department phone numbers and email addresses

TEDS Admissions . . . . .	(800) 345.TEDS (847) 317.8000	. . . . .	<a href="mailto:tedsadm@tiu.edu">tedsadm@tiu.edu</a>
TEDS Records . . . . .	(847) 317.8050	. . . . .	<a href="mailto:teds-tgs.rec@tiu.edu">teds-tgs.rec@tiu.edu</a>
TEDS Academic Deans Office . . .	(847) 317.8086		
Alumni . . . . .	(847) 317.8145 (877) 339.1416	. . . . .	<a href="mailto:alumni@tiu.edu">alumni@tiu.edu</a>
Trinity Bookstore . . . . .	(800) 456.7323 (847) 317.6800	. . . . .	<a href="mailto:bookstore@tiu.edu">bookstore@tiu.edu</a>
Distance Education . . . . .	(800) 588.7705 (847) 317.6554	. . . . .	<a href="mailto:sam@trinet.tiu.edu">sam@trinet.tiu.edu</a>
Extension . . . . .	(800) 588.7705 (847) 317.6550	. . . . .	<a href="mailto:extension@tiu.edu">extension@tiu.edu</a>
Field Education . . . . .	(847) 317.8032	. . . . .	<a href="mailto:fielded@tiu.edu">fielded@tiu.edu</a>
Rolfing Library . . . . .	(847) 317.4000	. . . . .	<a href="mailto:rolfing@tiu.edu">rolfing@tiu.edu</a>

### **Accreditation**

**Trinity International University** is accredited by the Higher Learning Commission (HLC) of the North Central Association of Colleges and Schools.

#### **The Higher Learning Commission**

30 N. LaSalle Street, Suite 2400  
Chicago IL 60602-2504  
Phone: 312.263.0456 / Fax: 312.263.7462  
Email: [info@ncacihe.org](mailto:info@ncacihe.org)

Website: [www.ncahigherlearningcommission.org](http://www.ncahigherlearningcommission.org)

**Trinity Evangelical Divinity School** is accredited by the Association of Theological Schools- the recognized accrediting association of theological schools in the United States and Canada.

#### **The Association of Theological Schools in the United States and Canada**

10 Summit Park Drive  
Pittsburgh PA 15275  
Phone: 412.788.6505 / Fax: 412.788.6510  
Email: [ats@ats.edu](mailto:ats@ats.edu)



## The *Extension Student Guide*

There are tools which will help extension students navigate their way through the Master of Arts in Christian Studies program at one of the extensions of Trinity Evangelical Divinity School. These include:

- ◆ The current **Trinity Evangelical Divinity School *Catalog*** which can be obtained on-line at: <http://www.tiu.edu/divinity/catalogs/> or when logging into their +My Trinity+account (see *Electronic Access for Trinity Accounts* under *Deerfield Campus Services* section in this handbook) or by calling the TEDS Admissions office at: (800) 345.TEDS for a copy of the catalog on CD;
- ◆ The current ***Academic Handbook*** which can be obtained on-line when logging into their %My Trinity+account or by contacting the Associate Dean's office at: [asscdean@tiu.edu](mailto:asscdean@tiu.edu) ;
- ◆ The ***TEDS Records Office*** (847) 317.8050 after having been admitted to the Master of Arts in Christian Studies program or any other TEDS program;
- ◆ The current ***Non-Traditional Educational Options*** catalog which can be obtained on-line at: <http://www.tiu.edu/divinity/extension/> or from the TEDS Extension Office (800) 588.7705;
- ◆ and this ***Extension Student Guide***.

While the *Catalogs* and *Handbook* are the official descriptions of academic policies at Trinity Evangelical Divinity School, the *Extension Student Guide* serves as the primary way for the extension student to adapt policies designed for the Deerfield, Illinois campus.

The *Extension Student Guide* is designed to aid in answering questions students have as they fulfill program requirements. Frequently, the *Guide* will refer back to the *TEDS Catalog* and *the Academic Handbook* for more complete answers.

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

In Christ,

Emanuel D. Naydenov  
Director of Extension and Affiliated Education



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*Programs Offered at Extension Sites*

## **MASTER OF ARTS IN CHRISTIAN STUDIES PROGRAM**

A complete description of this 42-hour program can be found at:  
[www.teds.edu/ma](http://www.teds.edu/ma) or <http://www.tiu.edu/divinity/academics/programs/mdiv-ma/>

## **MASTER OF ARTS - EMPHASIS IN URBAN MINISTRY**

A complete description of this 48-hour program can be found at:  
[www.teds.edu/ma](http://www.teds.edu/ma) or <http://www.tiu.edu/divinity/academics/programs/mdiv-ma/>

## **THE CERTIFICATE IN CHRISTIAN STUDIES**

A complete description of this 24-hour program can be found at:  
[www.teds.edu/ma](http://www.teds.edu/ma) or <http://www.tiu.edu/divinity/academics/programs/mdiv-ma/>

*Basics of the MA/CS by Extension*

## Overview

Extension students often take their first steps toward the MA/CS by taking a class at an extension site.

Students interested in the MA/CS program or any other TEDS (Trinity Evangelical Divinity School) program should apply to TEDS right away, either by applying to a degree program with the TEDS Admissions Department by calling: (800) 345. TEDS or by applying on line at: <https://www.tiu.edu/divinity/admissions/applying/applications>. If a student would like to take an Extension course while their application is being processed, they can do so by following the instructions and submitting a **Visiting Student Application** obtained on line from the Admissions Office at the same link mentioned above. It is very important to complete the MA/CS application process early in the course work if the goal is to be in the program.

Give special attention to the catalog description of the MA/CS. It is the *Catalog* that is the official document that governs any program. This guide is only intended to supplement the *Catalog* for the unique needs of extension students. All TEDS regulations regarding admission, residency, candidacy, and graduation must be satisfied.

This section of the *Student Guide* will cover the basics of the MA/CS and much of the information can be applied to the MA in UM and the Certificate program. (Check the current *TEDS catalog* for more specifics.)

## Application/Admission

In order to be admitted to a masters-level program at Trinity, students must follow the procedure outlined in the current catalog. Access to an online application can be found at: <https://www.tiu.edu/divinity/admissions/applying/applications>. It is important that a student apply and be admitted to the program so that he/she may benefit from all of Trinity's services.

The application to the Admissions Office can be submitted on line. The application process includes:

- 1) Having official transcripts submitted from all schools which the student has attended since high school and from which he/she has taken more than three courses;
- 2) Having recommendations sent from the student's pastor, employer/business acquaintance, and a faculty member/school administrator;
- 3) Writing a personal statement concerning the student's personal testimony and future goals.

If a student has difficulty with any of these items, contact the Admissions Office for alternative acceptable suggestions.

The basic academic requirement is an earned bachelor's degree (or its equivalent) from an accredited college or university with a grade point average of 2.50 for the MA/CS and 2.00 for the Certificate (on a 4.00 scale).

It is possible for a student to gain permission to enroll in courses before having been admitted to a program as a visiting student. To do this, they should complete a **Visiting Student Application** at <https://www.tiu.edu/divinity/admissions/applying/applications> and, if they have not done so already with their formal application, submit official transcripts from the degree-granting institution showing that they have a bachelor's degree (or its equivalent). Credit earned before admission may be counted toward program requirements after admission to the MA/CS program, but is no guarantee of admission. Visiting students may take a maximum of 9 credit hours each semester. Such courses generally apply toward program requirements should a visiting student later enroll in a degree program. If a visiting student later intends to complete a degree, a formal application for the degree program must be made with the Admissions Office. Care must be taken in order to ensure timely completion of all residency requirements of the degree program.

## Program Requirements

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

Field Education is required in most programs (including Extension site programs) and is a prerequisite for the MDiv Internship. The Field Education orientation serves as the prerequisite for Field Education and can be taken online if students cannot attend in person at the Deerfield location at the beginning of every Fall and Spring semester.

Information and details concerning Field Education can be found at the Office of Supervised Ministries web page: <https://portal.tiu.edu/uportal/teds/supervisedministries/> or at: <http://www.tiu.edu/divinity/academics/programs/fieldedinternship/> for further information and details. Additional questions may be directed to the Field Education Office at [fielded@tiu.edu](mailto:fielded@tiu.edu) or at (847) 317.8032.

- **Capstone Project or Integrative Paper:** The Master of Arts (Christian Studies) program requires completion of a two semester hour capstone project (ID 7468 MA [Christian Studies] Capstone). The Capstone must meet the following objectives:

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

Toward the end of the semester prior to the semester of graduation, the extension student will start the process by contacting the Director of Extension and Affiliated Education (who serves as advisor for all extension students), to get started. More details are available by calling the Director of Extension and Affiliated Education at: (847) 317.6552.

## Candidacy

Program candidacy requirements for each program are outlined in the Catalog. When requisite program qualifications have been met in the MA or MA in UM, the Records Office reviews and verifies the transcript and forwards the student’s name to the faculty for granting of candidacy. Subsequent to faculty action, the Records Office notifies the student, and posts approved candidacy on the transcript.

## Completion of Program

All MA/CS program requirements must be completed within eight years of matriculation into the program. Extension of the statute of limitation for up to two years may be granted by petition when a student has demonstrated consistent program progress toward the degree.

For students in the MA in UM program at the South Chicago Regional Center, all requirements must be completed within eight years.

For the Certificate in Christian Studies, all course work applicable to the Certificate in Christian Studies program must be completed within a ten-year period.

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

## Residency

The residency requirement for the MA/CS degree is that a minimum of 24 hours must be completed through Trinity course work, with the final 8 hours taken through Trinity. The 24 hours may be completed in Deerfield, at an extension site, or through Trinity independent study courses as arranged with the program advisor. Note: It is not the design or intent of the MA/CS program to be completed solely in an independent or distant mode. Participants should anticipate spending a minimum of 50 percent of their course work in the classroom at a TEDS site. Numerous delivery options are available, including summer, modular, weekend, evening, and other class formats.

The final 8 semester hours of the student's program must be taken through Trinity course work, of which a minimum of 3 semester hours must be taken in a regularly scheduled classroom course on the Deerfield campus. The 3 hour requirement does not apply if the MA/CS is done in Chicago or Miami or at the Columbus extension site. The MA in UM may be completed entirely at the South Chicago Regional Center.

The Deerfield campus component of the MA/CS may be fulfilled with any courses that meet on the Deerfield campus. Usually, this will be done with three-week intensive Summer School courses. Consult with your coordinator about other options. Note that Deerfield registration procedures will apply to these courses.

## Graduation

All students intending to complete a degree at Trinity International University must file an Application for Graduation (formerly known as the Intent to Graduate). Applications for Fall semester completion are due by the preceding July 15. Applications for Spring semester and Summer term completion are due by December 15 of the preceding year. Late Applications will only be accepted in exceptional circumstances as approved by the Dean.

This form is available online at: [https://tiu\\_forms.formbin.com/forms/tedstgs\\_application\\_for\\_graduation](https://tiu_forms.formbin.com/forms/tedstgs_application_for_graduation)  
Students should allow 30 days for the gathering of data, including transcripts, to enable the completion and timely filing for graduation.

All students receiving a graduate certificate or masters degree from Trinity International University will be assessed a graduation fee (2010-2011 fee is \$115) regardless of whether or not they plan on participating in the Commencement Ceremony. Graduation fees will be assessed by the Student Accounting Office near the beginning of the semester for which the initial *application for graduation* is submitted. These fees are assessed only once per degree and are non-refundable.

Please keep the University Records Office updated regarding any changes to your contact information. A Change of Address Form can be found at: [https://www.tiu.edu/files/tiu/records/tedstgsform\\_change\\_of\\_address.pdf](https://www.tiu.edu/files/tiu/records/tedstgsform_change_of_address.pdf) or when logging into your My Trinity+account. See section "Electronic Access for Trinity Accounts - GroupWise, Moodle & MyTrinity" section in this handbook for My Trinity+information.

The TEDS/TGS Application for Graduation begins the process of program completion. Once submitted on line to the Records Office, degree requirements will be evaluated and you will be notified by the Records Office as to your status. If you have any questions once you submit the form, please call the Records Office at: (847) 317.8050.

*On-Site Services*

## Advising

Once admitted to the Certificate in Christian Studies or MA/CS program, the Records Office will notify you of the assigned faculty advisor. Usually this advisor will be Emanuel D. Naydenov of the TEDS Extension Office. Emanuel D. Naydenov regularly provides you with information through your Extension Coordinator and personal telephone calls, emails and letters.

When you have questions, you should generally consult the *Catalog*, *Academic Handbook*, *Student Guide*, and/or your Extension Coordinator. Most general questions can be handled locally. Your Extension Coordinator will refer you to the appropriate resource person when necessary.

Deerfield-based faculty members who teach extension courses are prepared to offer academic counseling and advice related to personal, spiritual, or ministry-related matters. Students are encouraged to have meals with faculty members or set up appointments for such advice before or after class.

## Extension Coordinator

The Extension Coordinator is the TEDS representative for the Trinity Office of Extension and Affiliated Education in your community. Responsibilities of the Coordinator include:

- 1) planning of courses to be offered at your extension;
- 2) publicizing courses and services offered through the extension;
- 3) help with registering students for courses at your extension;
- 4) providing academic advising and serving as the students' advocate with the Office of Extension and Affiliated Education; and
- 5) assisting students to understand TEDS' policies and procedures.

The name, address, and phone number of your Extension Coordinator is included in the *Non-Traditional Educational Options* catalog announcing courses offered through the extension program or on the web at: <http://www.tiu.edu/divinity/academics/mode/extension/>

## Faculty

Courses at your extension are taught either by current Trinity Deerfield faculty or extension adjunct faculty members. Extension adjunct faculty members are people located in your community who have been approved by the Academic Dean of TEDS to teach courses at your extension. Extension adjunct faculty are required to have academic credentials similar to current Trinity Deerfield faculty.

## Grievances

It is the policy of Trinity International University not to discriminate on the basis of age, disability, color, national origin, race, or gender in student admission and recruitment, educational policies, scholarship and loan programs, employment, and school-administered programs in accordance with applicable laws. Trinity complies with both the letter and the spirit of Title IX of the 1972 Education Amendments, of Title VI of the Civil Rights Act of 1964, of Section SOL of the Rehabilitation Act of 1973, and of all equal opportunity laws and regulations. The Student Services Office has available for all students a written copy of the official grievance procedures to be followed and will be glad to assist students having questions or concerns regarding such matters. They can be reached at: 847.317.4060.

## Textbooks

The syllabus for a course which lists required textbooks should be available on line or from your Extension Coordinator approximately one month before the beginning of a course. Textbooks and other books also may be purchased directly through Trinity Bookstore: <http://www.trinitybookstore.com/> or (800) 456.7323.

## TriNet / FirstClass

Extension is using internet software for the purpose of getting Trinity Extension students, faculty, and staff working together in a networked community that will allow the Extension Office to meet the extension students' needs. The name of the internet system is - **TriNet**. (%TriNet+and %FirstClass are names used to describe this system and are often used interchangeably.) TriNet is a separate system used exclusively for Extension students utilizing a different username and password than that of the Deerfield systems --Moodle, GroupWise and MyTrinity.

Within TriNet extension students will have course specific areas on their desktops where they will be able to receive extension materials and assignments, and have online discussions with classmates and faculty regardless of what day and time they log into TriNet. Most important . TriNet is also the client/program which Trinity's Extension Office uses for on-line registration, communication between students, staff, and faculty. Once students have an established TriNet account, they will be able to register for Extension courses from the convenience of their home.

The student would need to do this by:

- a) going to the site on the first night of class or earlier and entering all enrollment information on a computer at the site which has TriNet/FirstClass downloaded on it in order to establish themselves on the system... or...
- b) having the coordinator input all of the information for the student.

Once the information is submitted on TriNet, that submission will trigger a procedure which will email the student (within a day or two) information and instructions on downloading FirstClass on to their personal computer so they can access and update information and register themselves for any future classes.



*Deerfield Campus Services*

## Admissions Office

The Admissions Office handles all inquiries about campus programs and processes all applications for graduate programs including Visiting Student Applications. If students have questions, they can be reached at: (800) 345.TEDS or (847) 317.8000 or e-mail at: [tedsadm@tiu.edu](mailto:tedsadm@tiu.edu).

## Alumni Office

The Alumni Office maintains contact with and encourages fellowship among TEDS alumni. The Alumni Association sponsors a variety of activities throughout the year. Further information on the activities of the Alumni Association may be obtained by calling the Alumni Office at (847) 317.8145 or on the web at: <http://www.tiu.edu/tiu/alumni/>.

## Bookstore

The Trinity Bookstore offers a variety of services. Extension coordinators may order textbooks through the Bookstore. Students may also purchase books directly from Trinity's Bookstore or make special orders by calling (800) 456-7323 or on the web at: <http://www.trinitybookstore.com/>. Extension students are eligible for all student discounts. Frequently, the bookstore will offer specials on featured Trinity authors and other discounts given by publishers.

## Distance Education Courses

Distance Education Courses (DE) provide additional flexibility and variety for extension students. DE courses are online courses which use print or audio lectures, textbooks and other resources to guide students through a particular subject. DE courses provide opportunities for access to Course Tutors and other students.

- **Limits on Distance Education Courses.** A Certificate student may take 100% of his/her course work through Distance Education. The MA/CS is not intended to be taken complete through Distance Education or Independent Study. As a result, MA/CS students may take up to five Distance Education courses toward their program requirements. This allows students to complement traditional face-to-face education with the flexibility afforded by TEDS Distance Education.
- **Registering for Distance Education Courses.** Extension students must register for DE courses by going online to <http://www.tiu.edu/divinity/academics/mode/distance/register>
- **Web Resources for Distance Education Students.** The *Non-Traditional Educational Options* catalog lists the DE courses available at time of publication. The DE website can be accessed at: <http://www.tiu.edu/divinity/academics/mode/distance/> An up-to-date DE course list is available in the Distance Education section, and full course syllabi are available for printing or download.

If you would like additional information or if you have questions or concerns, please contact:

Sam Yeiter at: [sam@trinet.tiu.edu](mailto:sam@trinet.tiu.edu)

## Electronic Access for Trinity Accounts - GroupWise, Moodle & MyTrinity

All Trinity students, including extension students, receive a username and password (account) that allows them to access Trinity's technological services. This username and password used for these Deerfield accounts -- GroupWise, Moodle and MyTrinity, is different from the username and password students are given for TriNet/FirstClass (which is used exclusively by Extension for registration and billing for extension courses.)

The primary uses of the Deerfield account is for:

- **GroupWise, the email system used on the Deerfield campus.** Students are encouraged to activate and check this email account as other Trinity departments, i.e., Records and especially Field Education, will use this email address as a way to communicate valuable Trinity information such as deadlines, approvals, graduation information, etc., to all Trinity students . including extension.

Once students have activated their GroupWise email account, they can then set up an auto-forward function to direct all emails from GroupWise to their personal email account if they so choose. For instructions on how to create a rule to forward the emails, please refer to the instruction sheet found in the *Ext Registration and Resources* conference on your TriNet desktop or ask the Extension Office for the instructions.

- **Moodle, the online course management system.** Trinity professors teaching at extension sites may ask students to access their Moodle account prior to the first day of class in preparation for the class they will be teaching.
- **MyTrinity, the portal for easily accessing technological services provided by Trinity** including *GroupWise and Moodle*, as well as other valuable tools. This would include current catalogs with program descriptions, academic handbooks, Deerfield course schedules, access to Trinity's library and bookstore...and much more!

**Accounts are created after a student has completed or supplied the appropriate paperwork and has been processed by the Trinity Admissions office as a program student or a visiting student.**

Students can request their username and password for the above Deerfield accounts by contacting Trinity's Information Technology (IT) department at: [gwhelp@tiu.edu](mailto:gwhelp@tiu.edu). Be sure to identify yourself as an **Extension** student. Remember... This username and password will be different from the one you receive for TriNet / FirstClass access. Students will need to supply the following information:

- **Student ID number** . the student will need to know their ID number before they contact IT. They can obtain this information from the site coordinator or the Extension Office.
- **Full Legal Name**
- **Last four digits** of their social security number
- **Birth Date**
- 

## Faculty

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

**Resident faculty members** are people who teach at the Deerfield campus and who travel to your extension to teach courses. They are available for academic counseling while they are at the extension and also can be reached by phone at the Deerfield campus.

**Extension adjunct faculty members** are people located in your community who have been approved by the Academic Dean of TEDS to teach courses at your extension. *Extension adjunct* faculty are required to have academic credentials similar to *resident* faculty.

## Library Resources

The library has developed a page dedicated to helping Extension and Distance Education students make the most of Trinity's Rolfling Library's resources: <http://rolfling.tiu.edu/distance-students> This page includes two videos to help clarify a student's research options. Keep in mind that some of the library services require the use of your Group Wise ID (see section above for access. Note: This is NOT the same as your TriNet ID.)

## Records Office

The TEDS Records Office is the official repository of enrollment records, student files, and transcripts. All requests for transfer credit, enrollment confirmation, graduation review, sending of transcripts, or Academic Appeals hearings must be made to the Records Office.

Applicable forms and helpful information for the Records Office can be found at: <http://www.tiu.edu/tiu/records/>

## Transcript Requests

Information on transcript requests can be found at: <http://www.tiu.edu/tiu/records/transcriptinfo>

## Websites

Trinity's website address is: <http://www.tiu.edu/> which provides access to academic information about Trinity's programs and departments, including Extension. By clicking on the Quick Menu+bar, you will have easy access to such things as: Trinity catalogs, downloads, course schedules, Records, and Distance Education.

Trinity's Office of Extension and Affiliated Education's website is: <http://www.tiu.edu/divinity/extension/> This website will take you directly to the Extension web page which lists all the courses being offered at our Extension sites as well as through Distance Education. Downloadable syllabi and the *Non-traditional Educational Options Catalog* are also available at this website.

## *Financial Procedures*

## Financial Aid

### **Extension and Site Discounts**

In recognition of the financial constraints which non-traditional students are experiencing in affording graduate education, courses taken through Trinity Extension are discounted from the regular cost of tuition charged at the Deerfield Campus. Furthermore, a number of church-based extension sites offer additional site discounts thus enabling students to enroll in Trinity courses for academic credit. The only requirement to receiving the Extension and site discounts is being enrolled for Trinity academic credit at one of the extension sites.

There are two main types of extension locations, each having its own type of financial aid:

**TEDS based - Akron, Chicago, and Indianapolis.** Tuition at these locations is less than the current tuition rate charged to students on the Deerfield campus. In essence, this is a substantial form of financial aid which is given to every extension student every time one enrolls for an extension course.

**Extension based - Columbus, Madison, and Milwaukee.** Tuition at these locations is also less than the current tuition rate charged to students on the Deerfield campus. The rates at extension based sites may vary depending on any amount of financial aid also made available by the individual host site as subsidy of the extension programs.

Other forms of financial aid which are available to extension students are:

- **Federal Student Loans**

Degree-seeking students enrolled at Extension sites may apply for federal student loans, including William D. Ford Direct Loan and Direct Grad Plus. For information on this, what criteria must be met, how to apply, when to apply and how loan funds will be disbursed -- refer to: <https://www.tiu.edu/divinity/admissions/financialaid/resources/extension> Questions regarding federal student loans can be answered by contacting the TIU Financial Aid Office at: 847.317.8060 or 800.435.8805 or [finaid@tiu.edu](mailto:finaid@tiu.edu)

- **Full-Time Ministry Rebates**

Extension offers financial aid as a rebate per semester hour for students in full-time ministry taking courses at TEDS based sites (Akron and Indianapolis). A designated amount of tuition rebate money is placed into the budget to fund this rebate program. The Extension Full-time Ministry Rebate is available to all **full-time** (paid staff, at least 35 hours per week) persons in ministry positions who are **ENROLLED in either Trinity's MA/CS or Certificate Program as Extension Students** and can only be applied to the classes taken at extension locations. This does not apply to those who are taking courses as Visiting Students or for Deerfield students.

This is a first-come, first-served financial assistance program, which means that this rebate is available until funds for this rebate are depleted. All applications will be dated when the COMPLETE applications are received by the Extension Office, not the site. Forms and information for this rebate are available by on your TriNet desktop under the *Ext Registration and Resources* conference or from the Extension Office.

Rebate checks will be disbursed once grades for the classes are received and full tuition payment is confirmed. Checks will be made out to the person or organization which paid the tuition.

This rebate is \$35/semester hour for the 2010-2011 academic year for students in the MA/CS program taking courses at TEDS based sites. For those taking courses at Extension based sites, Trinity's rebate is \$17.50/semester hour for the 2010-2011 academic year.

For the MA in UM program, please call the South Chicago Regional Center (Avril Logan at: 312.287.9241) for details.

## Tuition

Tuition is due from each student **in full** at the time of registration or before the class start unless a payment plan has been established with the Extension Office.

Tuition for **TEDS-based locations** (see previous section) is discounted from the current Deerfield campus rates. Check with the individual site for current tuition rates. Non-credit or audit fees are also available.

Please contact the specific site for current tuition rates for **Extension-based locations** (see previous section).

Once you are registered, failure to pay tuition by the due date does not cancel registration. The student will incur a \$50 Failure to Finalize+fee which would be added to the tuition due if the full tuition or a signed payment plan is not received **by** the class start. The student will also incur an additional \$50 each month thereafter until the tuition is paid. Students are responsible for officially withdrawing in writing if they choose not to take the class. **Any fees generated up until the official withdraw date will still apply.**

An Extension Tuition Payment Plan may be available at your site. Ask your coordinator or call the Extension Office for details.

## Tuition Refund

Tuition refunds at TEDS-based locations should be made according to the following schedule, based on the date of **notification of withdrawal** (see Registration Changes+section) is provided to the Extension Office and Extension Coordinator from the student:

### One Weekend Course Format

*(with 1 weekend)*

Prior to first Saturday class . . . . . 100%  
After Friday class . . . . . No refund

### Weekend Course Format

*(with 3 weekends)*

Prior to first Saturday class . . . . . 100%  
After 1st weekend . . . . . 50%  
After 12pm on 2<sup>nd</sup> Sat class . . . . . No refund

### Weekend Course Format

*(with 4 or more weekends)*

Prior to first Saturday class . . . . . 100%  
After 1st weekend . . . . . 50%  
After 2nd weekend . . . . . No refund

### Traditional Course Format

After 1st week . . . . . 100%  
After 2nd week . . . . . 75%  
After 3rd week . . . . . 50%  
After 4th week . . . . . No refund

### Modular Course Format

Prior to 1st class . . . . . 100%  
After Tuesday noon . . . . . 50%  
After Wednesday noon . . . . . No refund

Tuition refunds at extension-based locations may follow the above format or can be determined by the host church or committee.

Students changing from credit to audit (up to the 50% point of the course) should immediately pay the audit fee in addition to the tuition that is not refunded according to the schedule above. Students may change from audit to credit (up to the 20% point of the course) but must immediately pay the difference between auditor fee and the credit tuition for the course. Any changes made in either case must be made clear to the instructor, coordinator and the Extension Office.



*Academic Life*

## Academic Integrity

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

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

Plagiarism gives the impression that the words or ideas in one's writings are one's own when in reality they are taken from another's written or oral work. Plagiarism may be either intentional or unintentional and includes: paraphrasing the words or ideas of another without giving credit (unless describing common knowledge); the use of quotations without identification by quotation marks and citation; and the reproduction of another's written work as if it was your own. Plagiarism is an affront to community standards, a willful neglect of the scholarship of another, and an expression of poor scholarship.

A student found to break the standard of academic integrity by cheating or plagiarism will be confronted by the faculty member involved and will be reported to the Dean of Students. This will result in a **zero** grade for that particular paper or exam, which may result in an **F** for the course (e.g. depending on the normal weight of that particular assignment, as articulated on the syllabus, the student may fail the course). Such an assignment cannot be **made-up** or a substitute assignment made. It may also lead to expulsion from the institution, or a revocation of a degree already granted by Trinity.

Refer to the posting on **MyTrinity**>TEDS Academics>Style Guide, Writing & Thesis Helps for a more lengthy discussion of academic integrity and plagiarism, including access to Turnitin Software which assists writers with avoiding plagiarism.

## Academic Petitions for Exception

An academic petition for an exception is a request for exception to a stated academic policy or procedure, and/or a request for further review of an academic decision made by a faculty member or academic administrator. A student should initially appeal an academic decision directly to the faculty member or director of the office enacting the decision in question, or in the case of other academic policy or procedural questions directly to the Records Office which serves to implement academic policy of the faculty. The Office of the Academic Dean will act on certain types of academic decisions.

Further TEDS academic petitions for exception may be made to the Master's Programs Exceptions Committee which is composed of relevant academic staff and administration, faculty, and a student representative. The Committee generally meets in an as needed basis to consider petitions. For information on how to file a petition, go to: [http://www.tiu.edu/files/tiu/records/tedsform\\_guidelines\\_for\\_academic\\_appeals.pdf](http://www.tiu.edu/files/tiu/records/tedsform_guidelines_for_academic_appeals.pdf)

## Attendance

Students are expected and required to attend **each and every** session throughout the entire course period. Due to the nature of Extension classes, attendance at all sessions is especially important with weekend courses. Missing even an hour of a weekend class means a significant portion of the required contact with the instructor and learning community has been lost. For this reason, students missing any portion (hours) of an Extension course can result in a grade reduction; missing more than one weekend class session will result in a grade reduction and possibly receiving an **F** for the course.

Only in the case of **extreme** emergency or unforeseen circumstances (family emergencies, death, etc.), should the student contact the instructor and secure the necessary permission to miss time in a class and make up the missed

class time and assignments. Vacations, ministry responsibilities and travel plans are not considered emergencies and such requests will be denied. As the schedule for the Extension courses are set ahead of time, students should plan ahead to be sure they will be able to make it to all class sessions before they register.

## Change of Program

You may wish to change programs at Trinity during your educational experience. These changes are often made based on length, curriculum, and personal needs. Whenever you have been admitted to one program, but now desire to enter another, you must request the change through the Admissions Office. A change of program form is available from the Admissions Office or on line at: [http://www.tiu.edu/files/divinity/New\\_COP\\_Form\\_Protected\\_2-1-10.doc](http://www.tiu.edu/files/divinity/New_COP_Form_Protected_2-1-10.doc)

Change of program is not automatic and must be approved. Further, courses taken previously will apply to the new program, but subject to the requirements of the new program.

## Class Schedules

Generally, each extension course must meet a minimum of fourteen classroom hours for each semester hour of credit offered. A classroom hour includes fifty (50) minutes of teaching time. Thus, a three-hour credit course would normally meet for a total of forty-two classroom hours. As a rule, all courses taught at TEDS extension centers must be offered for the same credit value and bear the same course title and description as outlined in the current TEDS catalog.

The formats most often used at extension centers are; the traditional format, the weekend format, and a modular format. In the **traditional** arrangement, a course meets one evening each week for about three hours for fourteen weeks plus exam week if needed. This format works best when local professors are utilized or when professors are located within 100 miles from the extension center.

**Weekend Classes:** When faculty members must travel greater distances (normally over 100 miles), classes will be scheduled on a weekend format. Usually this will mean three weekends over the span of ten to fourteen weeks.

The normal weekend format for class meetings would be a variation of:

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

In the **Modular Format**, courses are normally completed within a single week. A three semester hour course would normally meet in accordance with one of the following options (with a 30-minute break in each session):

- Monday through Friday 8:00am-Noon and 1:00-5:00pm
- Monday through Thursday 6:00-10:00pm, and Friday and Saturday 8:00am-Noon, 1:00-5:00pm and 6:00-10:00pm.

## Course Repeat Policy

Courses in which a letter grade of **B-** or lower is earned may be repeated in a regularly scheduled class mode with a different professor (until a grade of **B-** or better is obtained in the repeated course). The higher of the two grades earned will be calculated in the GPA; and the lower grade will remain recorded as originally completed with the notation **This course was repeated** and not calculated in the GPA. No additional credits will be earned, nor any tuition discount given for the repeated course.

## Credit (Levels of)

While we would encourage everyone to take the classes for credit, the nature of adult learners is such that there will be different learning objectives for various students. In order to respond to these need the following requirements have been outlined.

**Auditors** are expected to attend each class session. Their degree of participation is left to the discretion of the professor. Students may change from audit to credit (or credit to audit) only up to the 20% point in the course (as outlined in the section below under *Registration Changes*.) Continuing Education Units are not offered for extension students.

**College Credit** through Trinity College is offered at some extensions where permission has been granted and an undergraduate syllabus has been approved by the Academic Dean of the college prior to the offering of the course.

**Graduate Credit** expectations include a ratio of two hours of work outside the class for each hour of class participation. This includes reading, projects and research for and writing of papers, as well as preparation for examinations.

## Course Extensions and Final Exam Changes

The deadline for submitting all work for any extension course is the scheduled time of the final class meeting or at the time designated by the professor in the course syllabus. Permission to postpone the completion of course requirements beyond this time or to change the time of the final examination is granted **only for emergencies** (such as severe illness/hospitalization or death of an immediate family member) and must be requested **by** the last day of classes unless physically unable to do so. Vacations, work or ministry responsibilities, travel plans are not considered emergencies and such requests will be denied. The professor may grant permission for a change in **final exam** time in conjunction with Extension Coordinators. In the case of changes in final examination time, the student is responsible (once the request has been approved) to make arrangements with the professor and secure a proctor approved by the Extension Coordinator to oversee the examination.

The student must communicate intentions for a **course extension** to the professor **before** the last day of classes. All requests for course extensions are to be submitted **in writing and dated** to the Director of Extension and Affiliated Education dated no later than the last day of classes. Note that only the Director of Extension and Affiliated Education, after consultation with the professor and the extension coordinator, can approve course extensions. If the course extension is approved, the student will be subject to one of two options: 1) no grade penalty be given provided the extension deadline is met or 2) a grade reduction of one full letter grade be given for each week the extension is effective. Grading and the duration of the extension will depend on the severity of the emergency.

Extensions are granted up to a maximum of four weeks from the end of final exams for the semester or due date for submission of assignments. All work must be completed and submitted to the professor by the agreed upon extended deadline date or an automatic grade of %+ will be entered in the student's record. It is the student's responsibility to meet the agreed deadlines; no reminders will be issued from the faculty member or Trinity.

It is assumed that any changes of time for mid-terms, examinations, quizzes, and deadlines for written work before the end of the semester are solely at the discretion of the professor.

In all of the above cases, the student has the right of appeal to the Academic Appeals Committee. (See the current *Academic Handbook* for complete details regarding the Academic Appeals process.)

## Grade Reports

Grade Reports are sent to students from the TEDS Records Office according to the schedule below.

	<u>Fall Semester</u>	<u>Spring Semester</u>	<u>Summer Session</u>
<b>Sent from Records</b>	March 1	August 1	November 1

Students may not receive a Grade Report when Grade Report Sheets are received late by the TEDS Records Office from the professor. However, students may request an unofficial transcript for their course grade, in the event they did not receive a Grade Report. Transcripts are sent only upon a written, signed request by the student stating where it is to be sent (see *Transcript Requests* under **Deerfield Campus Services** section). Transcript requests must be sent to the TEDS Records Office.

## Guided Research

Guided research designates a course **NOT** in the current catalog in which a subject is studied on an individual basis. It

may be taken for 1-3 hours (TEDS), for either a letter grade or Credit/No Credit. No more than 2 Reading/Guided Research/Independent Study courses may be taken per semester by master's students (except ThM and TGS MA programs) to a maximum of 4 credit hours, without permission from the Academic Appeals Committee. No more than 33% of the student's total number of hours may be taken by Reading/Guided Research/Independent Study.

## Inactive Status

If you have been admitted to a program and do not enroll in courses for two consecutive terms (not including Summer), you are considered to be inactive in the program. Inactive students may be asked to submit a Request for Readmission to the program by the Admissions Office at: <http://www.tiu.edu/divinity/admissions/forms/reactivation>. Please note, however, readmission is not always guaranteed.

## Probation

You may be admitted to Trinity on academic probation for either of the following reasons:

1. A weak academic background as reflected in your undergraduate grade point average (GPA) of under 2.5 and/or standardized admissions test scores.
2. A bachelor's degree from non-accredited institution accompanied by marginal standardized admissions test scores.

In such cases, the probationary status may be removed after one or two semesters of successful academic performance at Trinity. For more information about academic probation and dismissal, please refer to the current catalog and academic handbook.

## Reading Courses

When you are nearing graduation and find you are unable to enroll in a course that is required for graduation, you may be able to enroll in a Reading Course and make up for missing credits. Reading Courses are **regular catalog courses** which are in the catalog but are not offered during a given semester. Reading courses are studied on an individual basis for the credit hours listed in the Catalog, always for a letter grade. This is a specially designed course that is taken in conjunction with a faculty member, but does not require attendance in a live class. Approval and arrangements for Reading Courses must be made in advance with the Extension Office.

## Registration Changes

- **DROPPING THE COURSE** . Once a student has submitted a registration for a course, the student may **drop** the course at any time **before** the course starts.
- **WITHDRAWING FROM THE COURSE** . Students are allowed to **withdraw** from courses up to the 50% point of the course (e.g., during the first seven weeks of a semester-length course; during the first five days of a ten-day course; before the second Saturday of a three weekend course, etc.).  
Once a student knows he/she will be withdrawing, **the student** must submit an email from their own email account to the Extension Office (copying the extension coordinator) **with the reason for the withdrawal**. Merely informing the prof and/or the coordinator will not be sufficient to withdraw from the course. **The date and time the email is received by the Extension Office will determine the timing of the change and any possible refunds**. Emails can be sent to: [ghannan@tiu.edu](mailto:ghannan@tiu.edu). It is up to the student to follow up to make sure the email was received.  
Withdrawals **after** the first 50% of class meetings result in the administrative assignment of an **F**+ grade and there is **no** tuition refund. Changes submitted after the class ends will not be accepted.
- **CHANGING FROM AUDIT TO CREDIT** . Students may change from **audit to credit** ONLY up to the 20% point of the course. When a change is made before the 20% point of the course, the student must make his or her intentions known to the professor as well as the Extension Coordinator at the site where the student is taking the class and must immediately pay the full tuition for the credit course. The student must send an email to the

Extension Office (copying the Extension Coordinator) notifying us of the change from audit to credit (again, it is up to the student to follow up to make sure the email was received). Merely informing the prof and/or the coordinator will not be sufficient to change your status in the course. **The date and time the email is received by the Extension Office will determine the timing of the change.** It is up to the student to follow up to make sure the email was received. Emails can be sent to: [ghannan@tiu.edu](mailto:ghannan@tiu.edu). Changes submitted after the 20% point of the course will not be accepted.

- **CHANGING FROM CREDIT TO AUDIT** . Students changing from **credit to audit** can do so up to the 50% point of the course (see examples above for %withdrawals+). Tuition refunds will be based on deadlines set forth under the %Tuition Refund+section below less applicable fees for auditing the course based on the date and time an email is received by the Extension Office (and copying the extension coordinator) letting Trinity know of this change. It is up to the student to follow up to make sure the email was received. Emails can be sent to: [ghannan@tiu.edu](mailto:ghannan@tiu.edu) . Any payment refunds can be worked out with the coordinator at the site.

In all cases, **student registration status must be made clear** by the student.

### Taping of Class Lectures

Any taping of lecture material must only be for your personal use and **only** with the professor's prior knowledge and consent. There must be no duplication or sharing of tapes in any form unless permission is granted in writing by the professor and by Trinity.

### Transfer Credit (to Trinity)

General guidelines for transfer credit may be obtained from the Records Office. Courses to be transferred must match courses listed in the TEDS *Catalog* for them to be considered for transfer. Official determination of transfer credit is made by the Records Office after you have been admitted to a Trinity program and after you have successfully completed a full semester of academic work at Trinity.

### Transfer Credit (from Trinity)

Each school has authority to accept transfer credit according to its own rules. Students should check in advance acceptance of this transfer credit with their schools if then intend to transfer credit from Trinity. If you have been given permission to enroll based on an admissible application and are in good standing with the institution (academically, financially), a transcript will be issued for you by the Records Office. For more detailed information about transcripts, see: <http://www.tiu.edu/tiu/records/transcriptinfo>

### Visiting Students

Visiting Students refers to a special category of participants in the educational process. They are taking courses through Trinity but are not officially enrolled in any Trinity program, including the Certificate program and the MA/CS degree program. Visiting students are limited to 9 hours per semester. It allows students to participate in and experience for themselves the academic atmosphere and process without the necessity for premature commitments before they make their decision to enroll in a degree program. Once a student decides to pursue a program, they are strongly encouraged to formally apply as a program student.

All visiting students must apply online at: <http://www.tiu.edu/divinity/admissions/nondegree#/Visiting> and have an official transcript sent directly from the institution which granted their bachelor's degree sent directly to the TEDS Admissions Office.

**Submission of a VSA (Visiting Student Application) does not make formal application to a Trinity program automatic nor does it guarantee acceptance.** To formally apply to a program, a student can call TEDS Admissions at: (800) 345.8337 or apply via Trinity's website at: <http://www.tiu.edu/divinity/admissions/applying/applications?#/Visiting>



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