

Academic Information



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ACCREDITATION AND MEMBERSHIP

Trinity College is incorporated under the laws of the State of Florida as a four-year semester based college authorized by the Florida State Commission for Independent Education to grant the associate and baccalaureate degree.

Trinity College is accredited by the Commission on Accreditation of the Association for Biblical Higher Education (5575 S. Semoran Blvd., Suite 26, Orlando, Florida 32822-1781; telephone number 407-207-0808) to award associate's and bachelor's degrees. ABHE is recognized as an institutional accreditor by the Council on Higher Education Accreditation and the U. S. Department of Education.

In addition, Trinity College is listed by the United States Department of Education in the directory of Accredited Institutions of Higher Learning, is approved for the training of veterans and certain of their dependents, and is authorized under Federal law to enroll non immigrant alien students.

Trinity College holds membership in a number of local and national professional organizations in order to maintain the highest standards, strengthen itself, and keep abreast of current developments in educational trends.

ACADEMIC POLICIES

Definition of Terms

The following are definitions of very common and often used terms in this section. They will provide a context for understanding many of the policies you will read about afterward.

Credit Hour

A credit hour represents an amount of work spent by students to meet a course's intended learning objectives,

verified by evidence of student achievement. The credit hour reasonably approximates one hour (50 minutes) of direct faculty instruction and a minimum of two hours of out-of-class student work for approximately fifteen weeks for one semester, or the equivalent amount of work over a different amount of time. Thus, the College expects that a typical student, who attends all course meetings and who completes all readings, activities, and assignments related to a course, will spend normally about 45 hours of (clock) time per credit hour awarded.

Non-traditional venues such as online, hybrid, shortened (e.g. summer sessions), compressed format and other non-traditional modes of delivery for a course must require work equivalent to the credit/contact hours and out of class work leading to the achievement of course learning objectives. Most will be greater in hours per credit.

All courses will be reviewed and approved on a periodic bases by the Academic Affairs Committee to ensure that this equivalency is met.

Semester

Our traditional Fall and Spring semester dates encompass a total of 16 weeks, with three additional days for exams. One of the 16 weeks in both semesters is a break for Thanksgiving or Spring Break. These semesters are standard term. The traditional Summer session is 8-9 weeks in length.

Non-traditional venues which consist of online, hybrid, or intensive courses have semesters that are broken down by modules within the semester. These are considered nonstandard terms with a Fall and Spring semester consisting of four modules each. A Summer session may have two modules, one that is five weeks in length and one that is eight weeks in length.

Registration

Registration deadlines are set each fall and spring for the following semester. Students registering on or before that deadline avoid paying a late registration fee. In addition, three days are scheduled for orientation, registration, and testing of new students in the fall. All freshmen, students being re-admitted after an absence, and transfer students are required to be present for orientation.

Adding/Dropping/Withdrawing (Courses)

Changes in the student's schedule may be made during the Drop Add Period without penalty. Courses may not be added after the Drop/Add period.

A completed electronic Drop/Add Form must be submitted within seven days from the semester start date for changes to 16 week semester courses, and an electronic Drop/Add Form must be submitted within 5 days from the course start date for 5 or 8 week courses.

Students may *withdraw* from a 16 week course with a "VWD" until the 10th Friday of the semester. Students may voluntarily *withdraw* from a five week course with a "VWD" until the 14th day after the course start date,

or from an eight week course until the 25th day after the course start date.

Class withdrawals will be effective on the date the Registrar's Office receives the completed Class Withdrawal Form.

A "VWD" will show on a transcript and affect the SAP (Satisfactory Academic Progress) at the College, but it will not affect a student's GPA. The student will also be responsible for tuition and fees. However, consequences of withdrawing from a course may include 1) loss of tuition and fees paid for the course, 2) reductions and recalculation of the financial aid award, 3) loss of work study hours, 4) loss of on-campus housing, and 5) loss of some veteran's benefits. Once the Withdrawal period is over, students will earn the grade from all submitted assignments.

Grade Forgiveness

Students will be permitted to repeat a course in which they have received either a F or D grade. Students who desire to repeat a course in which a C- or better was earned must receive approval from the Vice President for Academic Affairs prior to registering for the repeated course. The first grade will be deducted from the attempted and earned cumulative totals but will not be physically removed from the permanent record. For all repeated courses, the last grade only will be computed in cumulative totals and grade point average. Students are responsible for indicating at the time of registration that they are repeating courses. Applied music and independent or directed study courses are exempted from the grade forgiveness policy and may not be repeated. *Students may not repeat courses at another institution and transfer the grade back to Trinity College for grade forgiveness.*

Grade Appeal Policy

Grades are determined solely on the basis of the academic performance of each student according to pre-established criteria determined by the course instructor, printed in the syllabus and consistent with College policies. Grade determination is the prerogative of the instructor, and students should be aware that the evaluation and grading of academic performance is subject to the professional judgment of each instructor. Considerable personal discretion is required in these judgments - a justifiable margin of difference can exist between the evaluations made by two or more professionals of the same person's academic performance. Students are entitled to compare their

work in the course with the criteria applied in deciding the final grade for the course. Accordingly, the course instructor is required to return major papers to students or to make such available for students until the end of the following term. Spring semester materials are to be available until the end of the fall semester.

A student may object to a course grade for one or more of the following reasons: 1) the methods or criteria for evaluating academic performance, made explicit by the instructor at the beginning of the course, usually in a course syllabus or as subsequently modified by the instructor, were not actually applied in determining the grade, 2) the grade was determined or influenced by criteria other than those explained by the instructor, or 3) the grade was incorrectly computed.

A student may appeal his or her final grade in a course only in the semester immediately following the one in which the grade was received. Appeals will not be considered after that time. The student who appeals a grade bears the full burden of proof that there are sufficient grounds for changing a grade. Only the final grade of a course and its means of determination may be appealed; grades on individual assignments may not be appealed.

A student who is considering a grade appeal must first discuss the grade with the instructor. The instructor is expected to explain the reason for the grade to the student. The instructor may recommend to the Registrar a change in the grade that is questioned. This should be done only in unusual circumstances. A written explanation (from the student) for the grade change should accompany the Change of Grade Form, which must be submitted to the Registrar.

If that attempt fails, the student may continue his or her appeal by submitting a written request for a hearing to the Vice President for Academic Affairs. Since the burden of proof rests upon the student, it is important that the student include a clear and coherent statement (typed) with the reason for the appeal, together with any supporting documents the student may wish to include. Students may request that copies of supporting documents in possession of the faculty member be forwarded to the Vice President for Academic Affairs. All appeals will be thoroughly and fairly reviewed.

Upon receipt of the appeal the Vice President for Academic Affairs will forward all materials to the instructor of the course for a written response within two weeks. A copy of the response will be forwarded to the student. The Vice President of Academic Affairs

may request oral clarification from either the instructor or the student at a meeting.

The Academic Affairs Committee consisting of the Vice President for Academic Affairs, Registrar, and two faculty members will hear all unresolved grade appeals. The Vice President for Academic Affairs, as Chair of the Academic Affairs Committee, receives all requests for hearing, sets the calendar, notifies all committee members and involved parties of the dates and times of the hearings, and informs students by written notice of the recommendations of the Committee. The members of the Committee are expected to disqualify themselves should a conflict of interest arise.

The Committee shall evaluate the appeal and vote to approve or deny. Decisions of the Committee arrived at by secret ballot are to be determined by a majority vote. Such action must be taken within two months of the date of filing the appeal.

The Committee is to reach one of the three following decisions:

1. Appeal affirmed and settled by consent: i.e., the Committee devises conciliation mutually acceptable to the student and the instructor who gave the grade. Should the acceptable conciliation involve a change of grade, the instructor will submit a Change of Grade Form.
2. Appeal affirmed and the Committee may submit a Change of Grade Form. In determining the student's final grade, the Committee will take into account all evidence of the student's academic performance in the course under appeal as well as the implications for the student's grade of the instructor's actions in the case in question.
3. Appeal denied; original grade stands.

The decision reached by the Committee is to be communicated by the Vice President for Academic Affairs in writing directly to the instructor and the student. The explanation for the decision will also be communicated.

Decisions by the Committee are final and binding on all parties.

Transfer Students

Students who have been enrolled in other institutions of higher education may apply to Trinity College to be admitted as transfer students. Official transcripts of student records from previous institutions must be sent directly from the institution to the Office of Admissions of Trinity College. It is the responsibility

of the applicant to initiate the requests for transcripts. Students from other institutions may apply for the transfer of credits taken prior to their admission to Trinity College, provided the classes are compatible with their declared programs.

Transferability of Credits

Trinity College accepts the transfer of credits as part of its educational policy. The value or transferability of credits to and from Trinity College is determined according to the curricular requirements and at the discretion of the receiving institution. Decisions to accept transfer credits are not based on the source of an institution's accreditation, provided that agency is recognized as an institutional accreditor by the Council on Higher Education Accreditation. It is the responsibility of each student seeking the transfer of credits to initiate the request and confirm the acceptance of earned credits. Trinity College allows the transfer of credits in order to avoid the duplication of coursework and unnecessary expense where demonstrably comparable work can be shown.

Students from approved institutions of higher education will be given credit for courses which are applicable for the student's course of study at Trinity, provided such courses were completed with a grade of "C" or better. Grades earned in transferred courses are not used in computing the student's Trinity College grade point average. The final 32 credit hours and at least 50% of all major credit hours must be completed in residence at Trinity College.

No credit will be allowed without an official transcript of previous work. In some cases, when a student is transferring from a non-accredited college, provisional credits in Bible, theology, and Bible-related fields may be allowed. These must be validated by the student's demonstration of ability to maintain a "C" or better grade point average in 30 semester hours of coursework at Trinity. Subjects in general education taken at a non-accredited institution may be transferable by examination.

Advanced Credit by Testing

Students at Trinity College may earn up to 30 semester credits toward degree requirements by submitting satisfactory results from the following College-approved testing programs:

1) **Advanced Placement Examinations** are given by the College Entrance Examination Board. Students take Advanced Placement courses in high school

and may take the AP Examination at the end of each course. Students receiving a score of 3 will earn three semester hours of credit in the related subject area. Students receiving a score of 4 or 5 will earn up to six semester hours of credit in the related subject area.

2) **College Level Examination Placement (CLEP)** is a means by which students may earn college credit by obtaining a minimum score on an examination.

The following chart shows the passing standards required by Trinity College.

CLEP Examination	Score	Trinity Application	Credits
Composition and Literature			
American Literature	50	Literature Elective	3
English Literature	50	Literature Elective	3
College Composition	50	ENC 1101/1102	
		Fresh. Comp. I & II	6
Social Sciences and History			
American Government	50	History Elective	3
History of the United States I	50	History Elective	3
History of the United States II	50	History Elective	3
Human Growth and Development	50	Developmental Psychology	3
Humanities	50	Fine Arts Elective	3
Intro. to Educational Psychology	50	Educational Psychology	3
Introductory Psychology	50	General Psychology	3
Introductory Sociology	50	General Psychology	3
Social Sciences and History	50	History Elective	6
Western Civilization I	50	History Elective	3
Western Civilization II	50	History Elective	3
Science and Mathematics			
Biology	50	Darwinism & Gen. Elective	6
Calculus	50	College Math & Gen. Elective	4
Chemistry	50	Darwinism & Gen. Elective	6
College Algebra	50	College Math	3
College Mathematics	50	Math Elective & Gen. Elective	6
Natural Sciences	50	Darwinism & Gen. Elective	6
Precalculus	50	College Math	3

3) **Defense Activity for Non-Traditional Education Support (DANTES)** is a system of examinations offered by the Educational Testing Service by which students may obtain credit in particular subject areas.

4) **Educational Experiences in the Armed Services** are recommendations given to veterans that suggest equivalent course credit for experience and training in the armed services.

As with all transfer credit, only that credit which is applicable to degree programs at Trinity College will be accepted.

Placement Testing

Incoming students take the Bible Theology Test and those who score 115 or above are exempted from Life and Revelation of Christ (BIBL 2301) and Old Testament Law and History (BIBL 1311). Students exempted from courses based on these tests are freed from those particular course requirements and may take the credits as open electives. The total number of credits necessary to graduate from Trinity College is unchanged.

Florida's Statewide Course Numbering System (Section 1007.24, Florida Statutes)

Some courses in this catalog are identified by prefixes and numbers that were assigned by Florida's Statewide Course Numbering System (SCNS). This numbering system is used by all public postsecondary institutions in Florida and by participating nonpublic institutions. The major purpose of this system is to facilitate the transfer of courses between participating institutions. Students and administrators can use the online SCNS to obtain course descriptions and specific information about course transfer between participating Florida institutions. This information is at the SCNS website at <http://scns.fldoe.org>.

Each participating institution controls the title, credit, and content of its own courses and recommends the first digit of the course number to indicate the level at which students normally take the course. Course prefixes and the last three digits of the course numbers are assigned by members of faculty discipline committees appointed for that purpose by the Florida Department of Education in Tallahassee. Individuals nominated to serve on these committees are selected to maintain a representative balance as to type of institution and discipline field or specialization.

The course prefix and each digit in the course number have a meaning in the SCNS. The listing of prefixes and associated courses is referred to as the "SCNS taxonomy." Descriptions of the content of courses are referred to as "statewide course profiles."

Example of Course Identifier

Prefix	Level Code (first digit)	Century Digit (second digit)	Decade Digit (third digit)	Unit Digit (fourth digit)	Lab Code
ENC	1	1	0	1	
English Composition	Lower (Freshman) Level at this institution	Freshman Composition	Freshman Comp. Skills	Freshman Comp. Skills I	No Laboratory component in this course

General Rule for Course Equivalencies

Equivalent courses at different institutions are identified by the same prefixes and same last three digits of the course number and are guaranteed to be transferable between participating institutions that offer the course, with a few exceptions, as listed below in *Exceptions to the General Rule for Equivalency*.

For example, a freshman composition skills course is offered by 59 different postsecondary institutions. Each institution uses "ENC_101" to identify its freshman composition skills course. The level code is the first digit and represents the year in which students normally take the course at a specific institution. In the SCNS taxonomy, "ENC" means "English Composition," the century digit "1" represents "Freshman Composition," the decade digit "0" represents "Freshman Composition Skills," and the unit digit "1" represents "Freshman Composition Skills I."

In the sciences and certain other areas, a "C" or "L" after the course number is known as a lab indicator. The "C" represents a combined lecture and laboratory course that meets in the same place at the same time. The "L" represents a laboratory course or the laboratory part of a course that has the same prefix and course number but meets at a different time or place.

Transfer of any successfully completed course from one participating institution to another is guaranteed in cases where the course to be transferred is equivalent to one offered by the receiving institution. Equivalencies are established by the same prefix and last three digits and comparable faculty credentials at both institutions. For example, ENC 1101 is offered at a community college. The same course is offered at a state university as ENC 2101. A student who has successfully completed ENC 1101 at a Florida College System institution is guaranteed to receive transfer credit for ENC 2101 at the state university if the student transfers. The student cannot be required to take ENC 2101 again since ENC 1101 is equivalent to ENC 2101. Transfer credit must be awarded for successfully completed equivalent courses and used by the receiving institution to determine satisfaction of requirements by transfer students on the same basis as credit awarded to the native students. It is the prerogative of the receiving institution, however, to offer transfer credit for courses successfully completed that have not been designated as equivalent. **NOTE:** Credit generated at institutions on the quarter-term system may not transfer the equivalent number of credits

to institutions on the semester-term system. For example, 4.0 quarter hours often transfer as 2.67 semester hours.

The Course Prefix

The course prefix is a three-letter designator for a major division of an academic discipline, subject matter area, or subcategory of knowledge. The prefix is not intended to identify the department in which a course is offered. Rather, the content of a course determines the assigned prefix to identify the course.

Authority for Acceptance of Equivalent Courses

Section 1007.24(7), Florida Statutes, states:

Any student who transfers among postsecondary institutions that are fully accredited by a regional or national accrediting agency recognized by the United States Department of Education and that participate in the statewide course numbering system shall be awarded credit by the receiving institution for courses satisfactorily completed by the student at the previous institutions. Credit shall be awarded if the courses are judged by the appropriate statewide course numbering system faculty committees representing school districts, public postsecondary educational institutions, and participating non public postsecondary educational institutions to be academically equivalent to courses offered at the receiving institution, including equivalency of faculty credentials, regardless of the public or non public control of the previous institution. The Department of Education shall ensure that credits to be accepted by a receiving institution are generated in courses for which the faculty possess credentials that are comparable to those required by the accrediting association of the receiving institution. The award of credit may be limited to courses that are entered in the statewide course numbering system. Credits awarded pursuant to this subsection shall satisfy institutional requirements on the same basis as credits awarded to native students.

Exceptions to the General Rule for Equivalency

Since the initial implementation of the SCNS, specific disciplines or types of courses have been excepted from the guarantee of transfer for equivalent courses. These include courses that must be evaluated individually or courses in which the student must be evaluated for mastery of skill and technique. The following courses are exceptions to the general rule for course

equivalencies and may not transfer. Transferability is at the discretion of the receiving institution.

- A. Courses not offered by the receiving institution.
- B. For courses at non-regionally accredited institutions, courses offered prior to the established transfer date of the course in question.
- C. Courses in the 900-999 series are not automatically transferable, and must be evaluated individually. These include such courses as Special Topics, Internships, Apprenticeships, Practica, Study Abroad, Theses, and Dissertations.
- D. Applied academics for adult education courses.
- E. Graduate courses.
- F. Internships, apprenticeships, practica, clinical experiences, and study abroad courses with numbers other than those ranging from 900-999.
- G. Applied courses in the performing arts (Art, Dance, Interior Design, Music, and Theatre) and skills courses in Criminal Justice (academy certificate courses) are not guaranteed as transferable. These courses need evidence of achievement (e.g., portfolio, audition, interview, etc.).

Courses at Nonregionally Accredited Institutions

The SCNS makes available on its home page (<http://scns.fldoe.org>) a report entitled "Courses at Nonregionally Accredited Institutions" that contains a comprehensive listing of all non public institution courses in the SCNS inventory, as well as each course's transfer level and transfer effective date. This report is updated monthly.

Questions about the SCNS and appeals regarding course credit transfer decisions should be directed to Shannon Ranes in the Registrar's Office or to the Florida Department of Education, Office of Articulation, 1401 Turlington Building, Tallahassee, Florida 32399-0400. Special reports and technical information may be requested by calling the SCNS office at (850) 245-0427 or at <http://scns.fldoe.org>.

Catalog Requirements

A student normally endeavors to fulfill the requirements set forth in the catalog in force at the time of entering the college. However, a lapse in matriculation of one or more semesters will require the student to fulfill the requirements of the catalog in effect upon re-entry to the college. A student extending continuous enrollment more than eleven semesters will be required to fulfill the

requirements of the catalog in force during the twelfth semester. If a new catalog comes into effect while a student is matriculated at the College, they may elect to come under the requirements of the new catalog by completing the appropriate form in the Registrar's Office. *In all instances, students are responsible for knowing their program requirements and completing their program of study.*

Declaration of Major

In order to enter one of the majors offered by the College, students must complete the Declaration/Change of Major Form. Students who wish to change their major must complete this application noting 'change of major.' This form should be completed electronically. Students must complete at least 50% of course work in the major in residence at Trinity College. All students graduating with a Bachelor of Arts degree will receive a double major consisting of a Bible and Theology major along with their chosen major. Students may declare an additional major but should be aware that this may extend their program of study at the College beyond four years.

Transient Students

Students desiring to take special instruction outside the College must request permission from their academic advisor and must be authorized by the Registrar. This permission needs to be granted for each course. A Transient Student Letter should be requested from the Registrar by completing the Transient Student Form electronically.

Auditing Classes

Persons not wishing credit may audit a course. No records of attendance or assignments are kept, and no grades are issued to auditors. An audit may not be changed to credit or vice-versa after the first week of class.

Academic Advising

Students will be assigned an advisor in their preferred field when they designate a major. Undecided students will be advised by the Registrar.

Advisors are provided to assist students in planning course schedules each semester and to help in selecting the appropriate courses and electives that will best support the student's educational and vocational goals. In all instances, however, students are responsible for completing their program of study. Advisors cannot be held liable for student failure to meet specified program requirements. The college catalog should be studied

carefully so that each student will be fully aware of all academic policies and procedures.

Academic Load

A full-time student is one who takes at least 12 semester hours. Usually, a student takes from 15 to 18 semester hours to maintain the pace of their academic program. Students with a cumulative grade point average (GPA) of 3.00 may take up to 21 semester hours.

Class Schedule

Trinity is on the semester plan with two semesters of sixteen (16) weeks each in the academic year. Classes meet for 50 minutes per week per credit. Most classes meet twice a week on either Tuesdays and Thursdays or Wednesdays and Fridays. A few classes meet once per week or in the evening for at least 2-1/2 hours. Some courses being experiential by nature do not have class periods, but instead learning activities are designed by the instructor to achieve learning outcomes equivalent to traditional classes.

Online courses are scheduled in eight week sessions within the semester dates. *A student who is on academic probation is prohibited from enrolling in online courses.*

Class Cancellation Policy

Each class requires a minimum enrollment of seven students. If registration for a specific class falls below seven students, Trinity College may cancel the class.

Class Attendance

Students are expected to be present in class to assure the effectiveness of the educational process. Students obtain information, insights, and differing perspectives from class sessions. It is also expected that students will contribute to class discussion and content. If a student will be absent, it is the student's responsibility to notify their instructor via email or phone prior to or the same day of absence.

Instructors establish attendance requirements for their courses. When permitted by the instructor and stated in the syllabus, students may request that an absence be excused. The instructor will make the decision as to whether or not to excuse the student's absence. If a student exceeds the maximum allowed absences in a course because of extended serious illness or emergency, he or she may appeal to the instructor for special consideration by submitting a written explanation of the absences. The instructor will make the decision as to whether to allow additional absences.

Group Absence Forms for college events such as athletics

or touring groups must be secured by the coach or team leader and presented to one's professors in advance of the absence.

If, for some reason, a professor does not show up for class, students must wait fifteen minutes. If the professor still has not come, and the class has not been advised otherwise, class is dismissed.

Residency Requirements

Residency requirements at Trinity College apply to two areas of the curriculum:

1. At least the final 32 hours or final 25% of the degree, whichever is greater, must be completed in residence;
2. A minimum of 50% of courses in a student's major must be completed in residence.

A student is in residence when they take courses at Trinity College, whether or not they live on campus.

Classification of Students

Student academic classifications are determined at the beginning of each semester based on the number of accumulated semester credit hours as follows:

Freshmen:	Up to 27 semester hours
Sophomores:	28 - 59 semester hours
Juniors:	60 - 93 semester hours
Seniors:	94 or more semester hours

Transfer Students are those who transfer to Trinity College from another college.

Full-time Students are those enrolled for 12 or more semester hours.

Part-time Students are those enrolled for less than 12 semester hours.

Probationary Students are those who earned less than a 2.00 GPA for the previous semester and entering freshmen who are so designated by the Vice President for Academic Affairs based on the Registrar's report.

Special Students are those enrolled in selected courses without regard for a prescribed course of study. This may only be done by permission of the Vice President for Academic Affairs.

Audit Students are those who attend classes and pay required fees but who are not required to do assignments, take examinations, or attend classes regularly. No credit is given for classes which are audited. After the first week of class, a student may not convert an audit class to a credit class.

Americans with Disabilities Act

Students with disabilities, both physical and learning,

work with the Academic Affairs office regarding necessary accommodations. Trinity College is committed to providing equal educational opportunities for all students and assisting them in making their college experience successful. In compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, Trinity College provides reasonable accommodations for students with currently documented disabilities ("Current" is defined as within three years from the time the request for accommodations is received). We request that students notify the Academic Affairs office of any special accommodations needs at least thirty (30) working days prior to the first day of class to help ensure the quality and availability of services needed.

Academic and Final Probation

A student whose GPA is below 2.0 in a semester will be placed on academic probation for the following semester. This is a warning to the student that they need to improve their academic performance. If the student's GPA is below 2.0 for the semester in which they are on academic probation, they will be placed on final probation for the next semester. A student on final probation may take only 12 credit hours of classes and is restricted from participating in any extracurricular activities. Students on probation are assigned a tutor for required weekly meetings.

Academic Suspension

A student whose GPA is below 2.0 for the semester in which they are on final probation will be placed on academic suspension for one semester. Academic suspension may be appealed to the Vice President for Academic Affairs. After one semester of academic suspension, the student may again register for classes. If the student remains out of the college for more than one semester, they must reapply to the college for admission.

Academic Dismissal

A student whose GPA is below 2.0 in the semester in which they have been re-admitted after academic suspension will be dismissed for an indefinite period. The student may not apply for readmission for one calendar year.

A student who fails more than one course or whose semester GPA falls below 1.25 may be placed on final probation or suspension at the discretion of the Vice President for Academic Affairs.

Plagiarism

In conducting their work, students are always encouraged to consult appropriate references and may even be asked to work with other students on assignments. Students must always be aware, however, that submitting any material prepared by another person, without proper acknowledgment, as part of one's own homework assignment, paper, or exam is considered plagiarism. It is the student's responsibility, when they put their name on a piece of work, to distinguish between what is theirs and what is not, and to credit those who have in any way contributed. If students have any questions or doubts about what plagiarism entails, or about how to acknowledge source materials, they should feel free to consult their professor or the Vice President for Academic Affairs. The full policy on Academic Integrity is in the *Student Handbook* and as part of the announcements in every course syllabus in eCampusWeb.

Penalties for an initial case of plagiarism are at the discretion of the course instructor and may include failure of the course. Penalties for repeated plagiarism in the same course or for plagiarism in multiple courses are at the discretion of the Vice President for Academic Affairs and may include expulsion from the college. Students may appeal a finding of plagiarism by filing a written appeal with the office of the Vice President for Academic Affairs within one week of the original decision. Appeals will be heard by the Academic Affairs Committee, which will render a final decision regarding the case and any discipline.

Grading System

Courses at Trinity are evaluated in one of two ways:

1. By letter grade and grade points:

Letter Grade	Percent	Grade Points Per Hour	Explanation
A	94-100	4.0	Superior, marked initiative
A-	90 - 93	3.7	
B+	87 - 89	3.3	Excellent, above average
B	84 - 86	3.0	
B-	80 - 83	2.7	
C+	77 - 79	2.3	
C	74 - 76	2.0	Fair, satisfactory
C-	70 - 73	1.7	
D+	67 - 69	1.3	
D	64 - 66	1.0	Poor, less than average
D-	60 - 63	0.7	
F	0 - 59	0.0	Failure, unsatisfactory
INC		0	Incomplete
R.F		0	Repeated F

VWD	0	Voluntary withdrawal
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2. By non-letter grade basis with no grade points:

Letter Grade	Grade Points Per Hour	Explanation
AU	0	Audit
CR	0	Satisfactory
NCR	0	Unsatisfactory

Graduation is based not only on the accumulation of credit hours, but also on the student's Grade Point Average (GPA). This is determined by dividing the total grade points earned by the total hours attempted. Failed courses (F) are included in the division and therefore lower the overall GPA. This negative impact on the GPA can be eliminated by the student retaking the course involved and earning a passing grade.

Courses, which are graded as "Satisfactory," or "Unsatisfactory," do not carry any grade points, and thus the hours credited are not included in the division to obtain the GPA. GPA is based only on courses taken at Trinity College.

Incomplete Courses

In case of an emergency situation, such as serious illness or death in the family, a student may request a grade of "INC" (extension request) in a course. In order to do this, a student must electronically submit a completed Request for Grade of Incomplete Form prior to the end of the semester. This extension must be approved by the professor and the Vice President for Academic Affairs. Students in their last semester will not be approved for an "INC." All work for courses in which an "INC" is given must be completed no later than four weeks after the end of the semester. After that time, the "INC" will automatically become a grade of "F."

Independent Study

An independent study is designed to provide a student with the opportunity to investigate areas of knowledge not covered in regular course offerings or to explore in greater depth areas of knowledge only touched on in regular courses. Each student should realize that the expectations and requirements will be at the same level as a regular classroom course.

The following guidelines will apply:

1. The student should submit to the Registrar a completed Application for Independent Study along with all requested accompanying materials at least one week

prior to registering for the course. This application requires the signature of the professor directing the study, the student's advisor, and the Vice President for Academic Affairs. A student may register for an independent study no later than the Drop/Add Period in a semester.

2. Independent study will be limited to a total of six semester hours of the student's total college program.
3. A student must have successfully completed a minimum of 66 semester hours and have a 3.0 GPA in order to be eligible to apply for independent study.
4. Independent study will be considered part of a student's normal course load.
5. Independent studies should contain a minimum of 35 hours of study for each hour of credit requested.

Directed Study

Directed study is a regular course of study taken outside the normal class period with content and requirements very similar to those prescribed for the regular class. This method of study is an irregular way of meeting college course requirements and will be granted only under exceptional circumstances, such as an irresolvable schedule conflict when a student is close to graduation and cannot otherwise meet graduation requirements. Each student should realize that the expectations and requirements will be at the same level as a regular classroom course.

The following guidelines will apply:

1. The student should submit to the Registrar a completed Application for Directed Study along with all requested accompanying materials at least one week prior to registering for the course. This application requires the signature of the professor directing the study, the student's advisor, and the Vice President for Academic Affairs. A student may register for a directed study no later than the Drop/Add Period in a semester.
2. A student must have successfully completed a minimum of 66 semester hours and have a 3.0 GPA in order to be eligible to apply for directed study.
3. Directed study will be considered part of a student's normal course load.
4. Directed study is not permitted in a course in which the student previously earned a *D* or *F*.
5. Directed studies should contain a minimum of 35

hours of study for each hour of credit requested.

Internship

Students enrolled in the Bachelor of Arts degree program are required to participate in a minimum two semester internship program in their specialized fields. The internship program is practical field work in a specialized area of ministry and will be supervised by the student's academic advisor. A written report of the field experience will be submitted at the end of the second semester and will be graded by the academic advisor. It will be graded with satisfactory or unsatisfactory. *All internships must be recorded as "satisfactory" to be permitted to walk in graduation.*

Trinity Online Courses

Trinity College of Florida offers courses utilizing an online mode of learning. Every course is created based on a traditional class syllabus. All assessments are based on the week's readings and/or lecture topics. The courses are kept up to date by incorporating current topics and online teaching methods. All courses require a weekly forum discussion and may include collaborative projects with other students in the course.

During the Fall and Spring semesters, traditional students can enroll in online courses if they have time conflicts with other classes, work conflicts, or would like to take extra courses. The online mode allows students who cannot meet at a scheduled time the opportunity to engage at a time that works best for them. The traditional summer semester is typically comprised of all online courses. The courses are intended to give the opportunity for both students and instructors to interact. *A student who is on academic probation is prohibited from enrolling in online courses.*

Students who are working toward an Associate or a Bachelors of Arts degree may take courses online, but the full degree is not yet available solely online. The Bachelors of Science degrees can be completed fully online.

TrinityQuest

Trinity College, through its TrinityQuest program, offers three degree completion majors in modular format in which students meet one day per week for about two years in order to *finish* their college degree. Incoming students are preferred to be at least 24 years of age with previous substantive college experience.

The TrinityQuest program offers majors in Business Organizational Leadership, Christian Ministry, and Counseling Psychology which lead to a Bachelor of Science degree. Further information about admission requirements and program details may be obtained from the TrinityQuest Offices or the TrinityQuest Adult Education section of this catalog.

RECORDS

Privacy Rights

Trinity College, in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA) as amended, guarantees any student who is or has been in attendance at Trinity College the right of access to inspect and review educational records subject only to certain specific exceptions. With other limited exceptions, no personally identifiable information from educational records is to be disclosed to any third party by any employee of Trinity College without the written consent of the student.

Each student is guaranteed an opportunity to challenge the accuracy of information contained in any file or record to which the student may have access, including the right to a hearing if so requested. Each student also has the right to file a complaint directly with the U.S. Department of Education whenever the student believes that the rights afforded the student by the college policy or the Family Educational Rights and Privacy Act have been violated.

Copies of the complete college policy statement on student records may be obtained from the Registrar's Office.

Transcripts

The Registrar keeps a transcript of all credits earned by each student. Transcripts are issued upon receipt of a completed electronic Transcript Request Form and clearance from the Business Office. A fee of \$5 is charged for each transcript. A fee of \$25 is charged for each transcript needed on an emergency basis. No transcript will be issued unless all financial obligations owed by the student to the College have been fulfilled.

Records Retention Policy

The transcript (permanent record) is the historical record of the student's academic performance at Trinity College. It contains the term-by-term record of enrollment in

courses, grades awarded, and degrees conferred. The transcript, along with a record of Christian service activities and credit, is retained permanently in the student's file.

The student's file also contains supplemental material associated with admission to Trinity College, enrollment, and graduation. Examples include petitions for exemptions to policies, degree audits, evaluations of transferred work, Declaration of Major Forms, and miscellaneous correspondence. These supplemental materials are retained for five years after the student's last day of attendance and are then destroyed.

ACADEMIC HONORS

Dean's List

After the conclusion of each semester, students who are full-time and have achieved a Grade Point Average of 3.50 and above are placed on the Dean's List. Students will receive a certificate to honor their achievement.

Graduation Honors

At graduation, Trinity College will recognize each student who achieves a high cumulative grade point average. Students who attend at least two sequential years immediately preceding graduation are eligible to be presented with honors at graduation and will be awarded appropriate honor cords and sashes. Students who have earned at least 60 credit hours in residency will be honored according to the following cumulative GPA scale:

- 3.50 to 3.74 Cum Laude/With honors
- 3.75 to 3.89 Magna Cum Laude/With high honors
- 3.90 to 4.00 Summa Cum Laude/With highest honors

Students who have earned less than 60 credit hours in residency will be honored according to the following cumulative GPA scale:

- 3.7 to 3.79 Cum Laude/With honors
- 3.8 to 3.89 Magna Cum Laude/With high honors
- 3.90 to 4.00 Summa Cum Laude/With highest honor

Two students will be selected from each of the graduating classes (Bachelor of Arts and Bachelor of Science) for Valedictorian and Salutatorian. Qualifications are based on highest overall academic performance, exemplary moral and spiritual character, and potential for future ministry.

Retention and Graduation Rates

Trinity College of Florida is engaged in the ongoing collection of retention and graduation rates.

For the past 5 years, the percentage of new freshman still enrolled at the start of the next academic year has been as follows:

- Fall 2015 freshmen who returned in Fall 2016: 54%
- Fall 2014 freshmen who returned in Fall 2015: 36%
- Fall 2013 freshmen who returned in Fall 2014: 29%
- Fall 2012 freshmen who returned in Fall 2013: 54%
- Fall 2011 freshmen who returned in Fall 2012: 45%

Graduation rates are calculated by computing the percentage of the entering first-time, full-time students who graduate from the College within six years and are as follows:

- Fall 2010 freshmen who graduated by May 2016: 35%
- Fall 2009 freshmen who graduated by May 2015: 23%
- Fall 2008 freshman who graduated by May 2014: 13%
- Fall 2007 freshmen who graduated by May 2013: 40%
- Fall 2006 freshmen who graduated by May 2012: 58%

ACADEMIC PROGRAMS

The academic programs of Trinity College are designed to prepare students for effective Christian service to the church and all humanity.

Bachelor of Arts

The Bachelor of Arts is the degree that each four-year graduate of the College receives. Within the B.A., each student selects a major from among Advanced Theological Studies, Business Organizational Leadership (Leadership Concentration or Sports Leadership Concentration), Ministry (Intercultural Studies Concentration, Pastoral Ministry Concentration, Worship Ministry Concentration, or Youth Ministry Concentration), Elementary Education, Interdisciplinary Studies, Psychology, or Psychology (Counseling Concentration). These majors provide thorough Biblical knowledge, advanced theological studies, and professional preparation for various facets of Christian ministry or preparation for further study.

In the following pages, each major or emphasis is presented in a recommended four-year layout. Students are encouraged to follow the recommended sequence as closely as possible. While students are not prohibited from changes in the sequence, following it ensures that students will finish their programs in a timely manner

with the fewest conflicts.

Core Curriculum

All students planning to receive the B.A. are required to complete the Core Curriculum and any other requirements that are specified for the major they select. The Core Curriculum is divided into four areas, the first three being general education and the fourth being Bible and Theology, requiring at least 36 credit hours.

The general education segment of the Core Curriculum provides intellectual preparation in the mastery of basic tools and skills of thought, learning, and academic preparation in acquiring the general knowledge which is the foundation for more specialized studies.

Students successfully completing the General Studies Core Curriculum will demonstrate:

1. College level competence in the general intellectual skills that form the foundation for all learning: reading, writing/composition, rhetoric and logic;
2. A broad academic knowledge of Western culture, integrating themes from its history, science, philosophy, politics, literature, art, and music;
3. An ability to integrate a Christian world view into their understanding of general studies content.

The Bible and Theology segment of the Core Curriculum provides a basic academic knowledge of the Bible's content and doctrines, as well as the skills necessary for its proper interpretation and the ability to apply the Bible to personal life situations and to articulate the Biblical message to others.

A student successfully completing the Bible and Theology Core Curriculum will demonstrate:

1. A general knowledge of the content of Scripture,
2. A general knowledge of the content of Systematic Theology,
3. Knowledge and skills for accurate Biblical interpretation, application to life situations, and communication of the Biblical message to others.

The Core Curriculum for the majority of our majors is made up of the following courses:

Area I:

Humanities and Fine Arts

Freshman Composition I	3
Freshman Composition II	3
Introduction to Public Speaking	3
Introduction to Philosophy	3

Literature Elective	6
Fine Arts Elective	3

Area II:**Social and Behavioral Sciences**

Skills for College Success	3
General Psychology	3
History Elective	6

Area III:**Natural and Computer Sciences and Mathematics**

Mathematics Course	3
Darwinism and Intelligent Design	3

Area IV:**Bible and Theology*****Bible***

* Old Testament Law and History	3
* Old Testament Poetry and Prophecy	3
* Life and Revelation of Christ	3
* New Testament History and Letters	3
Romans	3
* Hermeneutics	3
Bible and Theology Electives	3-9

Theological Studies

Systematic Theology I: Prolegomena, Bibliology, and Theology Proper	3
Systematic Theology II: Christology, Pneumatology, and Angelology	3
Systematic Theology III: Anthropology, Hamartiology, and Soteriology	3
Systematic Theology IV: Ecclesiology, Eschatology, and Contemporary Theology	3
Apologetics	3
Theology Elective	3

Interdisciplinary Bible-related

Evangelism and Discipleship	3
World Missions and Religions	3
Senior Research Seminar	3

* These courses can also count towards General Education Electives.

HONORS PROGRAM

Purpose

The Honors Program at Trinity College of Florida is a three-year program. It is designed to provide each participant with an opportunity to achieve academic excellence at the highest level in his or her respective field of study as well as to excel in advanced learning by taking courses that will further develop a Biblical world view.

Program Content

Classes: Each program candidate will take five out of the six honor classes during the course of their Sophomore-Senior years at Trinity College of Florida, where one course option can be a one/two-week intensive class taken by here at Trinity College, somewhere in the United States, or abroad taught by Trinity faculty at Oxford University and/or Cambridge University in England. Trinity Honors Program class options include:

- Readings in Christian Thought/Theology 1 (Classical Period)
- Readings in Christian Thought/Theology 2 (Modern Day Period)
- Darwinism, Intelligent Design, and the Rhetoric of Science
- Contemporary Issues in Ethics and Theology
- C. S. Lewis - Apostle to the Skeptic
- Western Civilization - Great Books

Summer Honors Seminar: During the course of the program, each Honors student will be required to attend and complete the curriculum in one of the summer seminars (one or two weeks long) offered every summer either at Trinity College of Florida, somewhere in the United States, or abroad.

Summer Honors Reading: A total of three books will be read each summer in the Honors Program under the umbrella of "Great Books of Western Civilization."

Senior Research Project: Each senior student at Trinity College of Florida is required to complete a senior research project that demonstrates research in his or her chosen field. Participants in the Honors Program will successfully complete their research with additional "honors level" requirements added to their project that will set their project apart in keeping with the high expectations of being in the Honors Program. This honors level project will be a multiple chapter research paper or project (art or music) that must be approved in the spring of their junior year by the Honors Project Committee. A proposal paper of no less than 3 pages outlining the paper/project is required 2 weeks in advance of the interview before the committee.

Benefits of Honors Program: Study abroad; tangible recognition on resume; recognition at commencement; diploma, transcript; reception in late April before graduation; medallion at graduation. Advanced standing and better admission into many Masters programs.

How to Enter Program

Qualifications: The Honors Program will be a three-year program where application for admission into the program will take place during one's freshman year of college.

- A. Minimum score requirement of (29 on ACT)/1290 on SAT) and 3.5 GPA upon graduation from high school OR a GPA of at least 3.6 obtained during the first semester at Trinity College of Florida.
- B. Interview by Honors Program Director or faculty member.
- C. Complete online application through the Trinity College website.
- D. All applicants must take and pass a 1-hour orientation course in the Spring of their freshman year in order to advance to candidacy in the program.

For inquiries or more information on the Honors Program, please contact the Program Director, Dr. Eric J. Bargerhuff at eric.bargerhuff@trinitycollege.edu.

GRADUATION REQUIREMENTS

All of the following requirements must be met in order to graduate and receive a Bachelor of Arts degree from Trinity College:

1. Satisfactory completion of a minimum of 123 semester credit hours with at least a 2.0 cumulative grade point average including completion of all Core Curriculum, major, Chapel, and Christian Service requirements. The final 32 credit hours and at least 50% of all major credit hours must be completed in residence at Trinity College.
2. Satisfactory completion of the Bible Theology Test.
3. Satisfactory completion of all Trinity College assessment procedures.
4. Continued evidence of a consistent genuine Christian testimony.
5. Continued essential agreement with the Doctrinal Statement of the College.
6. Satisfactory fulfillment of all financial obligations to the College. No degree will be granted or transcript provided to a student with an outstanding financial obligation to the College.
7. Affirmative recommendation for graduation by the faculty, Vice President for Academic Affairs, and the Board of Trustees.

