

# TEDS ADMISSIONS

Trinity Evangelical Divinity School seeks applicants who are committed to Jesus Christ, endowed with the necessary gifts for service, and in sympathy with our statements of faith and purpose. Admission to Trinity is open to qualified persons of all denominations and fellowships, of any race, color, and national or ethnic origin, without regard to sex or handicap. For more information on admissions policies or procedures, please contact us (<http://catalog.tiu.edu/florida/about-frc/locations/>).

*Admissions policies and procedures are subjected to change without notice.*

## ONLINE APPLICATION

To apply please visit our application home page (<https://www.tiu.edu/florida/apply-to-trinity-florida/>) and complete our free and easy online application (<https://admissions.tiu.edu/apply/>). Our Admissions Enrollment Counselors will walk with you each step of the way.

## CONTACT INFORMATION

If you need further information or have any questions concerning any part of the application process, please feel free to call the Admissions Office at 877.477.4848 or 954.382.6411. You also may e-mail us at [admissionsflorida@tiu.edu](mailto:admissionsflorida@tiu.edu) (%20admissionsflorida@tiu.edu) or visit our website (<https://www.tiu.edu/florida/programs/theological-studies/>).

We reserve the right to request from any applicant to the divinity school additional materials or an interview with a representative of Trinity.

## General Admission Requirements for Master's Program (TEDS)

Applicants to the Master of Arts (Theological Studies) program<sup>1</sup> (MA/TS) and visiting student status, must meet the following requirements:

1. Possess an earned bachelor's degree or its equivalent from an accredited college or university (generally at least 120 hours), which normally includes a minimum of 60 hours of liberal arts coursework, with a minimum grade point average (GPA) as stipulated below (on a 4.00 scale):

MA/TS	2.50
Visiting Student	2.00

- 1.
2. Submit official transcripts from your baccalaureate degree plus any additional transcripts required for the program you are applying to at TEDS. Please contact an enrollment counselor to determine which additional transcripts might be required. (Electronic copies directly from the institution or in a sealed envelope from the Records/Registration office of the institution are considered official.)  
Note: For university coursework done outside the U.S.A., students may need to submit transcripts through a foreign credit evaluation service. The Admissions Office must receive a "course-by-course evaluation" or a "detail report." There are several such services that are acceptable, including the following:
  - a. World Education Services (<http://www.wes.org/>)
  - b. Educational Credential Evaluators, Inc. (<http://www.ece.org/>)
  - c. International Education Research Foundation (<http://www.ierf.org/>)

3. Solicit recommendation forms online from each of the following (Certificate and MA/ Theological Studies applicants only need to solicit one recommendation from among the following):
  - a. Applicant's pastor or church leader
  - b. Applicant's employer or a professional acquaintance
  - c. A faculty member or school administrator at an institution previously attended
4. Submit a written three-part statement with
  - a. your personal testimony,
  - b. your present spiritual life and Christian service, and
  - c. ministry goals as described in the application.
5. Applicants may be required to submit standardized test results (Graduate Record Exam or Miller Analogies Test) in the following circumstances: if applicant's undergraduate GPA falls below the minimum requirement for their program, applicant attended an unaccredited undergraduate institution, or if the program to which they are applying requires it. All applicants for whom English is not their first language should submit the Test of English as a Foreign Language (TOEFL) as outlined in the following pages. A personal interview or other supplemental materials may also be required
6. Applicants may be required to submit standardized test results (Graduate Record Exam or Miller Analogies Test) in the following circumstances: if applicant's undergraduate GPA falls below the minimum requirement for their program, applicant attended an unaccredited undergraduate institution, or if the program to which they are applying requires it. All applicants for whom English is not their first language should submit the Test of English as a Foreign Language (TOEFL) as outlined in the following pages. A personal interview or other supplemental materials may also be required.

See program description in this catalog for additional program-specific admission requirements.

<sup>1</sup> *The MA/TS program is the only TEDS program offered at Trinity Florida.*

## Preparing for Seminary Studies

Persons anticipating enrollment in seminary are encouraged to incorporate the following ideas if still completing undergraduate work.

1. A **broad undergraduate liberal arts background** in the humanities and in the natural and social sciences will assist in understanding and relating to persons in all walks of life and in various cultures.
2. A **developed ability to think independently and critically** and to communicate effectively is necessary for graduate work. Effective communication, including excellent English writing skills, will enable the student to engage well the issues and ideas of graduate education. If writing skills are particularly weak, a student may be asked to complete additional study in English composition.
3. **Biblical language study**, particularly biblical Hebrew and Greek, is a distinctive of TEDS and is required in several TEDS programs; modern language study is essential for those anticipating intercultural ministry or pursuing advanced academic degrees. Language requirements are often the aspect of the program curricula that either facilitates or delays timely program completion. Students are well advised to exercise careful discernment in following the counsel of faculty and department members related to these requirements. See the "Biblical Languages" in the Academic Life section in this catalog, as well as the Program section of the catalog, for specific requirements.

4. A strong **understanding of English Bible content** through personal study or formal coursework will provide an adequate background for Bible and theology courses. If an applicant's undergraduate program includes courses that parallel required TEDS courses, opportunities for course substitution or advanced standing are possible.
5. **Program-specific undergraduate prerequisites**, particularly in the Master of Arts programs, often call for particular coursework. Completion of these courses will enable admission without deficiency. Otherwise, additional coursework at Trinity to remove deficiencies may be required.
6. In addition, the following **reading list for seminary preparation** represents a selection of basic Bible, theology, and writing works that provide excellent background for the incoming seminary student. These volumes are particularly helpful for those who do not have a Christian college background.

## BIBLE STUDY

- The New International Version Study Bible.
- Newbigin, Lesslie. *A Walk Through the Bible*.

## CHRISTIAN LIVING AND WORLDVIEW

- Bonhoeffer, Dietrich. *The Cost of Discipleship*.
- Brother Lawrence. *The Practice of the Presence of God*.
- Carson, Don, and John Woodbridge. *Letters Along the Way*.
- Forsyth, P. T. *The Soul of Prayer*.
- Jenkins, Philip. *The Next Christendom: The Coming of Global Christianity*.
- Kempis, Thomas. *The Imitation of Christ*.
- Law, William. *A Serious Call to a Devout and Holy Life*.
- Lewis, C. S. *Mere Christianity*.
- Nouwen, Henri. *The Wounded Healer and Reaching Out*.
- Sire, James. *The Universe Next Door*.
- Tozer, A. W. *Knowledge of the Holy*.
- Wilberforce, William. *Real Christianity*.
- Wolters, Albert. *Creation Regained: Biblical Basics for a Reformational Worldview*.

## THEOLOGICAL EDUCATION

- Cetuk, Virginia Samuel. *What to Expect in Seminary: Theological Education as Spiritual Formation*.
- Dykstra, Craig R. *Growing in the Life of Faith: Education and Christian Practices*.

## THEOLOGY

- Augustine. *Confessions*.
- Chesterton, G. K. *Orthodoxy*.
- Grenz, Stanley J., et al. *Pocket Dictionary of Theological Terms*.
- Demaray, Donald E. *Basic Beliefs: An Introductory Guide to Christian Theology*.
- Oswalt, John. *Called to Be Holy*.
- Packer, James I. *Knowing God*.
- Packer, J. I. and Thomas C. Oden. *One Faith*.
- Phillips, Timothy, and Dennis Okholm. *A Family of Faith: An Introduction to Evangelical Christianity*.
- Stott, John. *Basic Christianity*.

- Thielicke, Helmut. *A Little Exercise for Young Theologians*.
- VanGemeren, Willem. *The Progress of Redemption*.

## WRITING AND RESEARCH

- Booth, William. *The Craft of Research*.
- Hacker, Diane. *The Pocket Style Manual*.
- Turabian, Kate. *A Style Manual for Writers*.
- Zinsser, William. *On Writing Well*.

## Application Procedure for Master's Program

### Application Deadlines

Trinity Florida uses a rolling admissions process; thus, master's program applicants may begin their studies during fall, spring, or summer terms. We strongly encourage that applications be submitted six to twelve months prior to the expected enrollment date. Applications for admission and all accompanying materials should be submitted by the following deadlines.

#### U.S. Citizens

Date	Semester
August 1	For fall semester admission
December 1	For spring semester admission
April 1	For summer session admission

#### International Applicants

Date	Semester
March 1	Fall semester pre-application information form deadline (including summer session)
April 1	Fall semester application deadline
June 1	Fall semester deadline to accept offer of admission
August 1	Spring semester pre-application information form deadline
September 1	Spring semester application deadline
November 1	Spring semester deposit deadline

Applications received after these deadlines may not be considered for the term for which they were originally submitted. No applications will be considered for a given semester after the second week of that semester.

Upon admission, an applicant should accept or otherwise respond to their offer of admission on their status portal as soon as possible. This will reserve their place in school and will enable them to register for the next semester's classes at the time course registration is open to new students. Accepting the offer of admission early secures an early opportunity to register for courses that may close.

Occasionally a student may be admitted to Trinity on academic probation for one of the following reasons:

- A weak academic background as reflected in the student's undergraduate grade point average (GPA) and/or standardized admissions test scores.
- A bachelor's degree from a non-accredited institution accompanied by marginal standardized admissions test scores. In such cases,

the probationary status may be removed after 10 or more hours of satisfactory academic performance at Trinity.

If admission is denied, an applicant may submit a letter of appeal within ninety (90) days to the Admission Office.

## PERSONAL STATEMENTS

Personal statements should be submitted with the online application, responding to the questions asked on the application.

## OFFICIAL TRANSCRIPTS

Submit official transcripts from your baccalaureate degree plus any additional transcripts required for the program you are applying to at TEDS. Please contact an enrollment counselor to determine which additional transcripts might be required. To be considered official, transcripts must be sent directly to Admissions Operations (Attention: Admissions Operations) in sealed envelopes from each school or electronically from the institution's Registrar or Records Office.

Please send all required admissions pieces to:

Trinity International University  
Admissions Operations  
2065 Half Day Road  
Bannockburn, IL 60015

Electronic pieces may be sent to: aot@tiu.edu

**In most cases we can help you obtain transcripts from your prior schools.** Please complete your application and ask your enrollment counselor about our transcript release form.

**Note:** For university coursework done outside the U.S.A., students may need to submit transcripts through a foreign credit evaluation service. The Admissions Office must receive a "course-by-course evaluation" or a "detail report." There are several such services that are acceptable, including the following:

- World Education Services (<http://www.wes.org/>)
- Educational Credential Evaluators, Inc. (<http://www.ece.org/>)
- International Education Research Foundation (<http://www.ierf.org/>)

## RECOMMENDATION FORMS

### All Applicants

Please complete the recommendation requests within the online application that are required for your program:

We will send electronic Recommendation Forms to those individuals requested by the applicant. Please do not request recommendations from persons in your immediate or extended family. Your recommenders should be people who know you well enough to provide specific examples to substantiate their recommendation. Application recommendations may also be used when awarding scholarships.

### MASTER'S, CERTIFICATE IN THEOLOGICAL STUDIES, AND SPECIAL STUDENT APPLICANTS

The Certificate programs and MA in Theological Studies only requires one recommendation. Please contact your enrollment counselor to verify how many recommendations you must submit:

1. Pastoral - Pastor or church official
2. Academic - A faculty member or administrator familiar with your academic work (undergraduate or graduate)

3. General - An employer, professional acquaintance, or lay leader in your church

## STANDARDIZED TESTS

### MASTER OF ARTS APPLICANTS

Applicants to all Master of Arts programs *may* be required to submit test scores from either the GRE or MAT if their undergraduate GPA is lower than the required minimum (see General Admissions Requirements) or if their undergraduate degree is from an unaccredited institution. Admissions can determine this only after transcripts of all previous postsecondary studies have been evaluated.

If you are uncertain as to whether the GRE or MAT will be required, check the admissions requirements for your intended program of study or contact the Admissions Office (877.477.4848 or [admissionsflorida@tiu.edu](mailto:admissionsflorida@tiu.edu)). If either the GRE or MAT is required, students should make arrangements to take one of these tests as soon as possible.

The following chart reflects the recommended minimum scores for the GRE and MAT. Note that standardized test scores alone will not determine whether an applicant is admitted to a program of study, but will be considered in conjunction with the rest of an applicant's file.

Test	Score	Percentile
GRE	150 (verbal); 4.0 (analytical)	50
MAT	400 (scaled score)	50

## LANGUAGE REQUIREMENTS

In addition to the regular application materials, applicants must submit scores from the Test of English as a Foreign Language (TOEFL) if English is not the applicant's first language. Your enrollment counselor will inform you if this is required.

**NOTE: When required, waivers from TOEFL are not normally granted.** Failure to submit required TOEFL scores may result in denial of admission or postponement of the application decision to a subsequent semester. If an applicant's score is marginally below the score required, that applicant may still be admitted if they submit a TOEFL Waiver Request that is granted (additional writing sample, English language recommendation, etc.).

### MASTER'S LEVEL

Applicants with completed advanced degrees at the master's level or higher may request a waiver from the standardized testing requirement.

## GRADUATE TEST INFORMATION

Test scores must be less than five years old (except TOEFL scores, which must be less than two years old) and must be submitted directly to our Admissions Office from the testing service. Photocopies from the applicant are not acceptable.

## SPECIAL INSTRUCTIONS: APPLICANTS WITH DISABILITIES

We want to be prepared to meet your needs when you come to Trinity. After you receive your letter of admission, please send us a statement describing your disabilities and what special attention or arrangements you may need at Trinity. For more information, contact the Associate Dean of Students (telephone: 847.317.4063).

Admission to TEDS is either for program enrollment directly into a degree program, or for enrollment in one of the following other categories for persons not wishing to pursue a master's degree.

## Program Enrollment Students

Persons applying and enrolling in a master's program are considered Program Students and must complete the full application packet. Such students generally have met all program prerequisites and enroll in good standing. On occasion, a student may be admitted to a program but be assigned to one of the following categories:

### Enrollment on Academic Probation

Academic Probation enrollment occurs when the prior academic record is below what is required for program admission. This may be due to a weak academic background as reflected in the student's undergraduate grade point average (GPA) and/or standardized admissions test scores; or a bachelor's degree from a non-accredited institution. In such cases the probationary status is removed by the Records Office when 10 semester hours have been completed in good standing.

### Conditional Acceptance

Conditional Acceptance occurs when the application has not yet been completed in full. Students who are accepted conditionally may enroll in courses as though they were a programmed student, but full acceptance into the program is delayed. Such applications must be completed during the first semester of enrollment, at which time the conditional status is removed by the Records Office.

### Acceptance with Deficiencies

Acceptance with Deficiencies occurs when program prerequisites remain outstanding. Prerequisite deficiencies must be removed before program candidacy is granted.

## Visiting Students

Persons may apply for visiting student status if they wish to enroll in graduate courses for credit on a part-time basis but not enroll in a degree program. Visiting students must submit the Visiting Student Application and an official transcript indicating a completed bachelor's degree. (Visiting students receive "conditional acceptance" until this transcript is received.)

Visiting students may enroll in a maximum of 9 hours each semester, and it is recommended that they enroll in no more than 12 hours before applying to a degree program. If a Visiting student desires later to enroll in a degree program, the entire program application must be completed, and there is no guarantee of admission. Completed coursework generally applies toward program requirements. A residency requirement (hours that must be completed subsequent to program admission) must be fulfilled in all programs.

## Auditors

Auditors are persons who wish to attend classes but do not wish to complete work for credit. Auditors must complete the Visiting Student Application, though they need not have completed a bachelor's degree. Auditors may participate in all class functions, but will not be held accountable for tests or assignments, and will not receive a grade or credit, nor are faculty required to review submitted tests or papers.

Auditors may enroll in classes during any open registration period through the first class session; however, their registration is contingent upon available seating after the first class meeting. This ensures

that credit students are first seated, with remaining seats available to auditors. Some classes are closed to auditors, and Trinity reserves the right to limit auditors in all courses. Auditors are not permitted in beginning language courses, unless they have already completed and passed the course at Trinity for credit.

## Multiple Masters

Students seeking admission to more than one program at Trinity are considered "Multiple Masters" students and must seek advisement from the Records Office and the relevant Program Directors for completing their programs in a timely progression. Multiple Masters and students seeking their second degree at Trinity should complete the Second Degree Program/Multiple Masters Application.

### Admission and Advanced Program Placement

Upon acceptance applicants may find they are eligible for one of three types of advanced placement in their program: transfer credit, advanced standing, or course substitution.

### Transfer Credit

Accepted students may be eligible for transfer credit for graduate study completed at a regionally accredited institution or accredited by the Association of Theological Schools when such coursework parallels courses in the TEDS Catalog and has been completed at a "C-" or better grade level. Graduate transfer credit is not granted for undergraduate coursework, graduate-level coursework applied to an undergraduate degree, or generally for coursework taken at non-accredited graduate schools. Online Distance Education credit is limited to Association of Theological School and Higher Learning Commission guidelines. Transfer credit is limited to a maximum of 50 percent of a degree, and rarely does it approach that amount. Coursework older than ten years is not considered current and must be retaken.

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

Students in a TEDS program wishing to substitute a required TEDS course with one from another institution should obtain approval from the Program Director and the Office of the Dean prior to enrolling in the course.

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

*NOTE: Prior to matriculation, transfer credits will be evaluated at no cost to the student. However, students already enrolled at TIU will be charged a fee of \$50 per course taken and considered for transfer.*

## Course Substitution and Program Modifications

Students who have taken coursework as part of their bachelor's degree that would be repeated in their master's program are encouraged to build on their previous studies by requesting permission to substitute advanced courses in the same department. Such substitutions are

granted, without examination, in consultation with faculty. See the *TEDS Academic Handbook* for details.

Subsequent to admission, a student may desire, or find it necessary, to defer enrollment, apply for readmission, change their program, or transfer to another school in Trinity International University.

## Deferring Enrollment

Master's students may defer enrollment for up to two years from the semester to which they were originally admitted. Longer deferrals require submission of a complete set of new application materials. A Reactivation Application may also be necessary.

If deferment is necessary, notify the Admissions Office, which will advise the applicant of any special instructions. Applicants are also responsible for contacting the Financial Aid office, if necessary. The student's required program of studies is governed by the catalog current at the time of enrollment.

## Application for Readmission/Reactivation

A Reactivation Application is necessary when a student:

- Is admitted but defers his or her admission from original date of intended matriculation; or
- Officially or unofficially withdraws.

If more than two years lapse after the original acceptance, withdrawal, or completion of the first program, the applicant will be required to submit a complete set of new application materials. Students who are admitted are subject to the program requirements of the catalog current at the time they re-enroll.

## Active and Inactive Student Status

Students who desire not to register for classes for a period of one to three semesters (twelve months) should request a **Leave of Absence (LOA)** from the Registrar's Office (see Leave of Absence Policy (<http://catalog.tiu.edu/florida/academic-life/academic-policies/leave-absence/>) in this Catalog). This apprises Trinity of student programs plans, and enables appropriate services to be provided. If a student desires to leave TEDS, a **Withdrawal** must be completed through the Registrar's Office (see "Withdrawal (<http://catalog.tiu.edu/florida/academic-life/academic-policies/leave-absence/>)" in this Catalog).

If a LOA or Withdrawal has not been completed by a student, and a student does not register and successfully complete coursework each consecutive semester (fall, spring; summer is exempt), his or her status is rendered **inactive** (e.g. active students must register for at least one course each semester). **Inactive students must reapply to TEDS with no guarantee of readmission.**

## Change of Program (COP)

If after initial enrollment the student wishes to be admitted to a different program, the following apply:

3. At least one semester of TEDS/TGS coursework must be completed before a COP application will be considered, together with the review of that semester's grades. No more than one change of program will be permitted within a single semester.
4. The online Change of Programs Applications should be submitted to Admissions by the following dates: January 15th for the Spring semester and September 1st for the Fall semester. Changes requested after those dates will be recognized in the next academic term.
5. The Catalog current at the time of admission to the degree program, not the Catalog in effect at the time of original enrollment, will govern the student's new program.
6. If COP is denied, applicants may submit a written appeal within thirty days to the Director of Admissions.

## Inter-school Transfer

Contact the Admissions Office for detailed information about transferring from one school to another within Trinity International University (e.g., transferring from the Divinity School to the Graduate School).

1. All possible options should be considered in consultation with a faculty member, Enrollment Counselor, Program Director or Office of the Dean, and/or a Records Office representative in light of course work already completed.
2. Admission to one TEDS/TGS program does not guarantee admission to another program. All admission requirements for the new program must be met.