

**Trinity International University
South Florida Campus
2005-2006 Undergraduate EXCEL Catalog**

South Florida Campus 2005-2006 Undergraduate EXCEL Catalog

Trinity International University

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As a branch campus of Trinity International University, the South Florida Campus is regionally accredited by the North Central Association of Colleges and School. Additional information about TIU may be obtained by contacting

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Welcome to the South Florida Campus of Trinity International University

A Word from the President



Few decisions in life are more significant than the choice of which university or college to attend. This catalog will inform you about the life, educational opportunities, and distinctives of the South Florida Campus of Trinity International University (TIU). Increasingly, students are finding that Trinity is the right place for them to learn and grow.

I believe that there are many reasons for this:

Foundational Values

TIU is a Christian university with an unswerving commitment to historic, biblical Christianity. The school is affiliated with the Evangelical Free Church of America, which is dedicated to the inerrant Scriptures as the authority for all that is taught and undertaken at the university. Thus, TIU seeks to be a Christ-centered school that allows breadth for Christians from many different backgrounds to study, worship, and serve together.

Strong Scholarship

We seek to challenge students intellectually and to provide the highest level of education for students in whatever field they are pursuing.

Integration of Faith, Learning, and Life

This should be a distinctive of a truly Christ-centered university—and Trinity takes seriously the responsibility to facilitate this integration in all areas of thought and endeavor. We strive to help students become the best they can be in their chosen areas of study and to help them see how their knowledge of God and faith in Christ relates to learning.

Outstanding Faculty

TIU has a teaching faculty made up of people with vibrant personal faith and excellent academic credentials. One of the faculty's greatest strengths, however, has been its willingness to be involved personally in the lives of students.

Ideal Location

Eighty percent of the world's people are expected to be living in urban settings in the near future. A well-educated person will have to understand the dynamics of such a setting to function well in the future. Our Campus in Greater Miami helps to make this possible.

Read through these pages to see what TIU's South Florida Campus has to offer.

Greg Waybright, PhD (MDiv '80)
President

A Letter from the Executive Director



This catalog introduces you to the educational opportunities designed to help you fulfill the purpose for which God has called you. We are committed to provide an excellent academic education integrated with biblical truth so that the Holy Spirit might flow through your personality, skills, and gifts for the purpose of bringing glory to God wherever you live, work, or minister.

We believe that this is “Higher Education with a Higher Purpose.” As the only accredited Christian University south of the Palm Beaches, Trinity International University stands accountable before God to fulfill this unique position within your life and within the greater South Florida community.

I invite you to come to Trinity and join us in this exciting spiritual adventure. May the Lord Jesus bless us toward this end—or should I say, *purpose*.

Dr. Kevin D. Meyer (MDiv '82, DMin '95)
Executive Director, South Florida Campus

About Trinity International University

History of the University

Trinity International University (TIU) is composed of a liberal arts college, a divinity school, a graduate school, and a law school in California. Trinity is the educational ministry of the Evangelical Free Church of America; its main campus is located in Deerfield, Illinois, with branch campuses in Miami, Florida, and Santa Ana, California.

A Strong Heritage

Trinity International University traces its roots to 1897 when the Swedish Evangelical Free Church began a ten-week Bible course in the basement of a Chicago church. This soon developed into the Bible Institute of the Swedish Evangelical Free Church of America. In 1884 the Norwegian-Danish Free Church Association had begun the Norwegian-Danish department of the Chicago Theological Seminary. In 1910 the department withdrew from the seminary and established the Norwegian-Danish Bible Institute and Academy—located first in Rushford, Minnesota, and then later in Minneapolis with the name Trinity Seminary and Bible Institute. Between 1946 and 1949 the Swedish school merged with the Norwegian-Danish school to form Trinity Seminary and Bible College, located in Chicago.

During the 1960s the seminary (renamed Trinity Evangelical Divinity School) and the college (renamed Trinity College) moved to their present Deerfield Campus. In 1992 the college established a branch campus in Miami, Florida, where the former Miami Christian College became Trinity College at Miami. In 1995, Trinity College, Trinity College at Miami, and Trinity Evangelical Divinity School were united to form Trinity International University. With the inauguration of the university, Trinity College in Deerfield became the College of Arts and Sciences and Trinity College at Miami became Trinity International University—South Florida Campus. In 1997 the first class entered Trinity Graduate School. Trinity Law School, located in Santa Ana, California, incorporated into Trinity International University in January 1998. Trinity Law School is accredited with the State Bar of California and is moving toward application for American Bar Association accreditation.

Time Line

Norwegian-Danish Free Church

- 1884** Norwegian-Danish Department of Chicago Theological Seminary opens under the leadership of R. A. Jernberg.
- 1910** A three-year Bible school, the Norwegian-Danish Bible Institute and Academy, is established in Rushford, Minnesota, with Ludwig J. Pedersen as its first president.
- 1914** Norwegian-Danish school discontinues association with Chicago Theological Seminary.
- 1916** School relocates to Minneapolis.
- 1941** Norwegian-Danish school is renamed Trinity Seminary and Bible Institute with Dr. T. Berner Madsen as president.

Swedish Evangelical Free Church

- 1897** Under the leadership of Rev. P. J. Elmquist and Rev. J. G. Princell, twenty-two men and women of the Swedish Free Church begin a ten-week Bible course in Oak Street Hall, the site of the First Swedish Evangelical Free Church of Chicago.
- 1901** Bible school is incorporated as the Swedish Bible Institute of Chicago with Elmquist as its first president. Princell succeeds him in 1903.
- 1910** Swedish Evangelical Free Church assumes responsibility for the school and relocates it to Minneapolis.
- 1916** The school moves back to Chicago and becomes the Swedish Department of Moody Bible Institute and Seminary with Dr. Gustav Edwards as its director.

Evangelical Free Church of America

- 1925** Independent campus for the Evangelical Free Church Bible Institute and Seminary is established in Chicago.
- 1946–1949** The schools merge over this period of time under the direction of acting president, Dr. T. Berner Madsen and a united board. In 1949, the Norwegian-Danish school is relocated from Minneapolis to Chicago and the new institution is renamed Trinity Seminary and Bible College. Dr. C. Raymond Ludwigson presides over the school from 1949 to 1955. Madsen serves again as president from 1955 to 1957.

- 1958** Dr. Gunnar Urang becomes academic dean of the College.
- 1959** Trinity's current campus in Deerfield, Illinois, is purchased as a result of a decision made at the 75th Jubilee Conference of the Evangelical Free Church of America. Dr. H. Wilbert Norton, who serves as the school's president from 1957 to 1964, leads the purchase.
- 1961** Trinity relocates from Chicago to Deerfield, Illinois.
Dr. Lacy Hall becomes academic dean of the College.
- 1962** The 79th Annual Conference renames the school Trinity Evangelical Divinity School (TEDS). Dr. Kenneth S. Kantzer is appointed dean.
- 1964** Dr. Edward Neteland becomes academic dean of the College.
Dr. Harry L. Evans is appointed president of both Trinity College and TEDS.
- 1962–1969** During these years of significant development and reorganization, noted scholars are added to the faculty. Broadened curriculum allows TEDS to strengthen the bachelor of divinity program and to begin programs leading to the Master of Arts and Master of Theology degrees.
- 1969** Trinity begins conferring the Master of Divinity instead of the Bachelor of Divinity as its professional degree.
Dr. J. Edward Hakes becomes academic dean of the College.
- 1974** Dr. Kenneth M. Meyer is elected TEDS president. Meyer proves to be instrumental in leading Trinity through these years of growth. When the school moved to its new campus in 1961, the total enrollment was less than 50 students. By the fall of 1990, the enrollment was more than 1,400.
- 1980** Dr. Walter C. Kaiser Jr. becomes the TEDS academic dean and vice president of education.
Dr. Robert Baptista becomes academic dean of the College.
- 1987** Dr. Donna Peterson becomes academic dean of the College of Arts and Sciences.
- 1992** Dr. W. Bingham Hunter replaces Walter Kaiser as TEDS academic dean and senior vice president of education.
- 1993** The Miami Campus becomes a branch campus of Trinity College of Arts and Sciences.
- 1995** Trinity Evangelical Divinity School becomes a part of Trinity International University, along with Trinity College in Deerfield, Illinois, and **Trinity College in Miami**. Dr. Gregory L. Waybright is elected president of Trinity International University. The previous president, Kenneth Meyer, is named chancellor.
- 1996** Trinity Graduate School is established by founding dean Dr. Kenneth S. Kantzer.
Dr. Jeanette L. Hsieh becomes academic dean of Trinity College and Graduate School and senior vice president for academic affairs.
The first class enters Trinity Graduate School. By God's grace, Trinity celebrates a century of equipping men and women for service in Christ's kingdom.
- 1997** Trinity Law School, located in Santa Ana, California, is incorporated into Trinity International University in January.
- 2002** Dr. Tite Tiéno named TEDS academic dean and senior vice president of education.
- 2004** Dr. Jeanette L. Hsieh named executive vice president of Trinity International University.
Dr. James W. Mohler becomes Interim Academic Dean of Trinity College and Graduate School
Dr. Kevin D. Meyer named Executive Director, South Florida Campus
- 2005** Dr. James Stamoolis named academic dean of Trinity College and Graduate School and senior vice president for academic affairs.

What's in a Name?

People use the word *university* to mean many different things. It can be just a label for a college or a way of describing a large college with graduate schools. But at Trinity, *university* emphasizes how every discipline is taught and studied from one common perspective (a *uni*-versity). This approach to education has been lost in many universities. All the great Western universities of the world were founded on Christian principles. In fact, ninety of

the first one hundred colleges and universities founded in the United States were established to develop Christian character and prepare people for ministry. However, cultural influence has eroded most schools' Christian convictions. Such schools no longer give students a Christian understanding of their disciplines or seek to prepare students for the demands of living the Christian life. Whereas these schools have a profound impact on students and society, they have no common philosophy or common values.

The state of educational environments today is the reason it is so important to have a Christian university—why humanity needs to begin again to build great institutions that will explore God's world while acknowledging that he is Lord, in the natural and social sciences, humanities, fine arts, and every aspect of experience. It is the reason Trinity International University can offer a fine education to undergraduate and graduate students alike—an education for service to God in the workplace, family, church, and community.

Governance

Preservation of a legacy calls for wise and careful leadership. We are governed by a twenty-seven-member Board of Regents (eighteen elected by the Evangelical Free Church of America Annual Conference delegates and nine appointed by the Board of Regents) who carry the responsibility for the successful conduct of the school and for cooperation with local congregations of the EFCA. One-third of its members are reelected or replaced at the Annual Conference each year.

The Schools

In 1995, Trinity Evangelical Divinity School and Trinity College merged to become Trinity International University. In 1997 the first class entered Trinity Graduate School. In early 1998 Trinity Law School in Santa Ana, California (originally founded in 1980 as the Simon Greenleaf School of Law), joined the growing institution. Now, with nearly 100 faculty and more than 3,300 students, we are committed to the same vision with which we were founded in 1897 and determined to follow in the footsteps of the great universities that were founded on the cornerstone belief that all wisdom lies in Jesus Christ.

As Charles Malik has shown in his illuminating book *A Christian Critique of the University* (InterVarsity Press, 1982), the university is now the central institution of the modern world. Yet it is far from the university as it was established nearly one thousand years ago. The Christian schools of the past—including the great American universities of Princeton, Yale, and Harvard—are now largely or entirely secular institutions, built not on a vision of the glory of God but as temples to the wisdom of this world. As Malik puts it, they have “swerved” from their grounding in Jesus Christ. Our task, if we are to be salt in the world of our day, is to build institutions where we can think like Christians and learn to live as Christians in a culture in which both have become equally hard. Whether preparing to be pastors or missionaries or attorneys, teachers, counselors, scientists, corporate leaders, homemakers or public servants, whatever our calling under God, we need excellence in education, grounded in the lordship of Jesus Christ. That is the goal and task of Trinity.

“Forming students to transform the world through Christ.” At the heart of Trinity's mission lies its commitment to engage the culture for Jesus Christ. Trinity's purpose is to enable its graduates—in all schools and in every discipline—to think and live like Christians in the twenty-first century. We believe that God calls his people into many kinds of service; Trinity's calling is to prepare them to serve for his glory.

Trinity International University is a family of four schools: Trinity College, Trinity Graduate School, Trinity Evangelical Divinity School, and Trinity Law School.

Trinity College

Academic Dean: James Stamoolis, ThD

Trinity College, a liberal arts college with the main campus in Deerfield, Illinois, and regional centers in Dolton, Illinois, and Miami, Florida, offers a wide range of majors, including nontraditional options at all three locations. The South Florida Campus offers cohort clusters at satellite locations throughout the Miami-Dade, Broward, and Palm Beach counties. The South Chicago Regional Center has a classroom building in Dolton. At the Deerfield Campus, Trinity College offers a full range of undergraduate majors, grouped together in eight schools according to discipline: Biblical and Religious Studies; Education; Human Performance and Wellness; Humanities; Language, Literature and Communication; Music; Science and Technology; and Social Science. Juniors and seniors have the opportunity to take courses in the divinity school and graduate school. Special programs include Pre-Med, which has a cooperative relationship with The Center for Bioethics and Human Dignity on campus and offers a bioethics minor. Trinity College also offers a unique dual Bachelor of Arts/Master's of Arts in Bioethics with Trinity Graduate School.

Trinity Graduate School (TGS)

Academic Dean: James Stamoolis, ThD

Trinity Graduate School offers several programs available in Miami, Florida, Santa Ana, California, and Deerfield, Illinois. The Graduate School draws on faculty and course offerings from all the schools of the university. The MA in Counseling Psychology (MA in CP) is offered in full on the South Florida Campus. It offers concentrations in Mental Health Counseling and Guidance and Counseling. (On the Deerfield Campus the MA in Counseling Psychology program is listed in the Catalog of Trinity Evangelical Divinity School.) The MA in Communication and Culture (MA/CAC) is fully offered on the Deerfield Campus, and emphases in Urban Studies and Bioethics are available for this degree. Courses for the MA/CAC are also offered at the California Regional Center, where course work can include an emphasis in Bioethics, International Human Rights, or Public Policy. The MA in Bioethics (MA/BIO) is a third program at the Deerfield Campus, with courses also available at the California Regional Center. This degree is designed in distance education and modular formats to accommodate professionals unable to relocate to Deerfield. In addition, in conjunction with Trinity College, a dual Bachelor of Arts/Master's of Arts in Bioethics is offered. Also offered on the Deerfield Campus are the Master of Arts in Teaching (MA/T) and the Master of Education in Instructional Leadership (MEd/L). The MA/T leads to either elementary or secondary education certification and is designed for individuals with a bachelor's degree who wish to enter the teaching field. The MEd/L is designed for practicing teachers who wish to continue their education at a graduate level. Both are offered one night a week and on some Saturdays in a cohort-based format to accommodate adults.

Trinity Evangelical Divinity School (TEDS)

Academic Dean: Tite Tiénou, PhD

Trinity Evangelical Divinity School (TEDS), one of the largest seminaries in the world, enrolls more than 1,200 graduate students in professional and academic programs, including more than 200 in its PhD programs. At the heart of the divinity school lies the Master of Divinity degree, preparing pastors, teachers, and missionaries for many kinds of service. TEDS also offers a range of more focused programs. The Master of Arts (Religion) is available on the Deerfield Campus, as well as through extension courses in several centers and as a complete program at the South Florida Campus and the South Chicago Regional Center. On the Deerfield Campus, the Master of Arts program features nine concentrations, including Christian thought, Evangelism, Intercultural Studies, and New Testament. Two additional Master of Arts degrees are professional programs in Counseling Ministries and Counseling Psychology. TEDS offers the ThM and DMin as well. Three academic PhD programs cover six departments: Educational Studies, Intercultural Studies, and Theological Studies (OT, NT, Systematic Theology, and Historical Theology).

Trinity Law School (TLS)

Academic Dean Elect: Donald R. McConnell, JD

The California Regional Center of Trinity International University is strategically located in Santa Ana, the heart of Southern California. The full- and part-time faculties of the law and graduate schools reflect Trinity's commitment to faithfulness to the gospel while engaging culture with the gospel's profound and far-reaching implications. Trinity Law School offers the Juris Doctor degree. This 85-unit degree can be taken as a three-year full-time program or as a four-year part-time program offering students flexible course schedules, affordable tuition, and most important, the unique opportunity to study law from a Christian perspective. Graduates may sit for the Bar examination of the State Bar of California. Law students can also take part in the Dual Degree Program, which allows them to receive an MA in Bioethics or Communication and Culture along with the JD.

Other University Sites

Deerfield Campus

2065 Half Day Road
Deerfield IL 60015

Toll-free phone: 800.586.3435

Phone: 847.317.8000

Fax: 847.317.8097

Email: tedsadm@tiu.edu

Website: <http://www.tiu.edu>

The Deerfield Campus of Trinity International University is a beautiful wooded campus of 111 acres located six miles west of Lake Michigan, twenty-five miles north of downtown Chicago, and nineteen miles north of O'Hare International Airport. Though in a suburban location, we are close enough to Chicago to have easy access to the numerous educational, ministry, cultural, and sporting opportunities of the city.

Moreover, as a member of the Council of Christian Colleges and Universities, Trinity participates in several programs in the U.S. and abroad: the American Studies Program in Washington, D.C.; the Au Sable Institute of Environmental Studies; China Studies program; Christian Center for Urban Studies; Focus on the Family Institute; Latin American Studies program in Costa Rica; Los Angeles Film Studies Center; Middle East Studies Program in Egypt; Scholars' Semester in Oxford; and the Russian Studies Program. Trinity also has a relationship with Jerusalem University College.

Trinity International University: Phone: 312.287.9241
South Chicago Regional Center Fax: 312.505.6509
 PO Box 946 Email: southchicago.trinet@tiu.edu
 Dolton IL 60419 Website: www.tiu.edu/etrinity/extension

The divinity school offers the Master of Arts (Religion) (MAR), the MAR with an emphasis in Urban Ministry, and the Certificate in Christian Studies at the South Chicago Regional Center. These programs provide the student with a well-structured combination of Bible, theology, and practical ministry courses designed to prepare the student for effective service in a variety of settings, ranging from the local church to local and international ministries and missions. Trinity College offers bachelor degree completion programs in Christian Ministry and in Organizational Leadership. The classroom building is located at 14200 South Dante Ave, Dolton, Illinois 60419.

Trinity International University: Phone: 714.836.7500
California Regional Center Toll Free: 800.395.0499
 2200 North Grand Avenue Fax: 714.796.7190
 Santa Ana CA 92705 Email: tls@tiu.edu
 Website: www.tls.edu

The California Regional Center in Santa Ana is home to Trinity Law School, which offers a traditional legal education with a Christian perspective. Courses leading to an MA in Bioethics or an MA in Communication and Culture are also offered by Trinity Graduate School on the same campus. In addition, Trinity law students may enter Trinity's dual degree program, thereby earning a JD/MA in Communication and Culture or a JD/MA in Bioethics.

Many courses are taught in modular or weekend formats and, therefore, are attractive to students residing outside the southern California region.

Trinity International University Mission Statement

Trinity's special mission is to do that which the great Western universities have ceased to do—provide excellence in academics as well as preparation for ministry and professions—all within the context of a Christian worldview and a Christian community.

Trinity's calling is to glorify the triune God as a learning community “entrusted with the gospel.” The university serves the church by preparing students to fulfill their divine calling through the study of his Word and his world. Trinity is committed to the Christian vision that laid the foundations of the great Western universities: that all knowledge is unified in Jesus Christ, since it was through him that all things were made. Trinity's schools, each with distinct educational missions, are united by their commitment to this vision for the Christian university:

A Christ-centered community. Jesus Christ is the center of our learning and our common life as we enable men and women to serve God in their families, the church, their respective callings, and their culture.

The authority of God's inerrant Word, Holy Scripture. His Word is our final authority in all matters—his own nature, and the world he has made—and therefore the authority for all human understanding and inquiry.

Excellence in all things. Our teaching and scholarship, and all aspects of our community life, must bring honor to God by an excellence that we constantly assess to ensure its quality.

The development of the whole person. God has made us bodily creatures with the potential for physical and intellectual growth, for the growth of character, and for the development of our spiritual capacity—that we might know God in Jesus Christ.

Cultural engagement. We have been placed in a culture that has deep roots in the Judeo-Christian tradition, yet is seeking to reinvent itself in post-Christian terms. Trinity, as a university and in its training of students, is committed to engaging the culture and seeking to transform it for Jesus Christ.

International identity. We seek to reflect the worldwide purposes of God and the richness of his people drawn from “every tribe and tongue.”

Trinity International University Statement of Faith

1. We believe the Scriptures, both Old and New Testaments, to be the inspired Word of God, without error in the original writings, the complete revelation of His will for the salvation of men and the Divine and final authority for all Christian faith and life.
2. We believe in one God, Creator of all things, infinitely perfect and eternally existing in three persons, Father, Son and Holy Spirit.
3. We believe that Jesus Christ is true God and true man, having been conceived of the Holy Spirit and born of the Virgin Mary. He died on the cross as a sacrifice for our sins according to the Scriptures. Further, He arose bodily from the dead, ascended into heaven, where, at the right hand of the Majesty on High, He now is our High Priest and Advocate.
4. We believe that the ministry of the Holy Spirit is to glorify the Lord Jesus Christ and, during this age, to convict men, regenerate the believing sinner, and indwell, guide, instruct and empower the believer for godly living and service.
5. We believe that man was created in the image of God but fell into sin and is, therefore, lost, and only through regeneration by the Holy Spirit can salvation and spiritual life be obtained.
6. We believe that the shed blood of Jesus Christ and His resurrection provide the only ground for justification and salvation for all who believe, and only such as receive Jesus Christ are born of the Holy Spirit, and thus become children of God.
7. We believe that water baptism and the Lord’s Supper are ordinances to be observed by the Church during the present age. They are, however, not to be regarded as means of salvation.
8. We believe that the true Church is composed of all such persons who through saving faith in Jesus Christ have been regenerated by the Holy Spirit and are united together in the body of Christ of which He is the Head.
9. We believe that only those who are, thus, members of the true Church shall be eligible for membership in the local church.
10. We believe that Jesus Christ is the Lord and Head of the Church and that every local church has the right, under Christ, to decide and govern its own affairs.
11. We believe in the personal premillennial and imminent coming of our Lord Jesus Christ and that this “Blessed Hope” has a vital bearing on the personal life and service of the believer.
12. We believe in the bodily resurrection of the dead; of the believer to everlasting blessedness and joy with the Lord; of the unbeliever to judgment and everlasting conscious punishment.

Trinity International University Core Values

As an institution committed to inerrant Scripture, given by God as our final authority for faith and life, we hold ourselves accountable to it and to each other with regard to these values as we “form students to transform the world through Christ.”

1. **Christ centeredness.** We are here to model and to engender Christ centeredness in all that we do. The lordship of Christ should affect and be evident in every aspect of education, relationship, and endeavor at Trinity.
2. **Comprehensive education.** We are here to educate for the whole of life, beginning with the mind and including a comprehensive discipleship that results in a comprehensive witness. We seek to nurture students to become spiritually mature and biblically informed persons who make well-reasoned and wise intellectual and moral judgments, thereby equipping and motivating them to tackle real-world problems.
3. **Community.** We seek to be a learning community that operates by the ethics and values of the Kingdom of God. The makeup of the community should be a reflection of the breadth and diversity of the family of God. The

way we treat people should be consistent with the morals, justice, compassion, humility, and love of our Lord. Interaction with students should both reflect an attitude of service to them as individuals and take advantage of opportunities for mentoring and modeling and personal development.

4. **Church connectedness.** We value service to the Church because we believe that the Church is God's central vehicle to accomplish his work in the world. Our vision for serving the Church is a global vision, just as God's vision for his Church is global. A particular value affecting Trinity's work is to identify and meet the educational needs of the EFCA.
5. **Cultural engagement.** We seek to bring faith, life, and learning to bear on the issues facing our world. Our perspective is one of engagement with culture from a Christ-centered and biblically rooted foundation. We are committed to high standards of research, scholarship, thinking, and living as a means of preparing students to engage the world and to respond honestly and earnestly to those in a pluralistic society.

About the South Florida Campus

History of the South Florida Campus

The South Florida Campus is a branch campus of Trinity International University, Deerfield, Illinois. The Miami campus was established in 1993 following a close relationship with Miami Christian College. The South Florida Campus offers the undergraduate degree through the EXCEL Program for adult learners, as well as graduate degree programs of the university.

Established as a Bible Institute in 1949, Miami Christian College became a four-year Bible college in 1962, offering a Bachelor of Arts degree in Biblical Education. From 1966 to 1991 the college was located on a sixteen-acre campus in Opa Locka, Florida. In 1991 the college moved to downtown Miami. Ten years later in July 2001, the South Florida Campus moved to new administrative facilities in north Miami-Dade County.

In 1989, Miami Christian College established an affiliation with Trinity Evangelical Divinity School of Deerfield, Illinois. In 1992, the respective governing boards decided to establish an affiliation between Miami Christian College and Trinity College of Arts and Sciences that resulted in the branch campus relationship. From 1993 through 2002 the college provided traditional and nontraditional undergraduate programs. This catalog describes the nontraditional undergraduate EXCEL programs and policies of TIU's South Florida Campus.

The South Florida Campus of Trinity International University is located at 111 NW 183rd Street, Miami, Florida (at the intersection of Miami Gardens Drive and Highway # 441/SR 7). This North Miami-Dade County location is central for students from Miami-Dade and Broward Counties. The site is accessible by public transportation and by automobile. The main arteries to this location are I-95 and the Palmetto Expressway (SR 826).

Accreditation and Licensure

As a branch campus of Trinity International University, the South Florida Campus is regionally accredited by the North Central Association of Colleges and School. Additional information about TIU may be obtained by contacting

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30 North LaSalle Street, Suite 2400

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312.263.0456

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Commission for Independent Education

2650 Apalachee Parkway, Suite A

Tallahassee, FL 32301

Phone: 1.888.224.6684

www.firn.edu/doe/cie

Degree Programs

Bachelor of Arts Degrees

EXCEL (degree completion program for adult learners)

- Christian Ministry
- Elementary Education
- Organizational Leadership
- Psychology

Graduate Degrees

- Master of Arts in Counseling Psychology (see the Trinity Graduate School catalog)
- Master of Arts (Religion) (see the Trinity Evangelical Divinity School catalog)

Affiliate Ministry

Radio Station 89.7 Spirit FM (101.9 in the Palm Beaches) stereo, 100,000 watts, 24 hours a day is in the top 10 percent of inspirational radio stations in terms of audience size. WMCU is a voice to move people closer to Christ.

Personnel

President's Advisory Cabinet

Note: Alumni of Trinity International University are indicated by parenthetical degree and year following their name.



***Gregory Waybright, PhD
(MDiv '80)**
President



***Jeanette L. Hsieh, EdD**
Executive Vice President



***Wesley L. Anderson, MBA**
Chief Administrative Officer
Chief Financial Officer



Gary Cantwell, BFA
Vice President of
Communications and Marketing



Margaret R. Conner, MA
Associate Dean of
Nontraditional Education
(Undergraduate)



Lyle Erstad (MRE '94)
Vice President of Institutional
Services



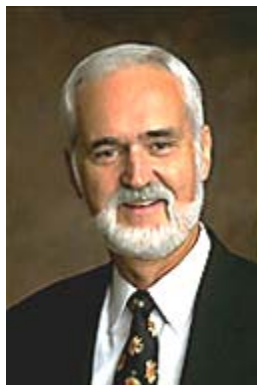
Steve Geggie, MS
Vice President of Information
Technology/CIO



Susan Greener, PhD
Dean of Students, TEDS &
Graduate School



***Roger L. Kieffer, MS**
Senior Vice President for
Planning and Enrollment



***Milo D. Lundell, DMin**
(BD '61, DMin '87)
Assistant to the President's
Office



***Paul J. Maurer, MDiv**
Senior Vice President for
Institutional Advancement



Donald R. McConnell, JD
Dean of Trinity Law School



Kenneth M. Meyer, DMin
(MDiv '56)
University Chancellor



Kevin D. Meyer (MDiv '82,
DMin '95)
Executive Director, South
Florida Regional Center



Mike Picha, MBA
Vice President of Finance



**Michael Reynolds, DMin
(MAR '93)**
Executive Director & Associate
Dean, South Chicago Regional
Center



***James Stamoolis, ThD**
Senior Vice President of
Academic Affairs
Academic Dean, Trinity College
& Graduate School



***Tite Tiéno, PhD**
Senior Vice President of
Education
Academic Dean, Trinity
Evangelical Divinity School



***William O. Washington,
MS (BA '88, MAR '98)**
Senior Vice President for
Student Affairs
Dean of Students, College



David P. Whited (MDiv '02)
Director of Chapel



Joseph Wyse (MA '97)
Executive Director, California
Regional Center

*Member of the Executive Council

Board of Regents of Trinity International University

Note: Alumni of Trinity International University are indicated by parenthetical degree and year following their name.

Warren Anderson (MA '98)

Lake Forest, Illinois
Physician/Counselor, Retired

Michael P. Andrus

Wichita, Kansas
Interim Pastor, First Evangelical Free Church

Ronald D. Aucutt

Falls Church, Virginia
Attorney/Partner, McGuire Woods LLP

Mr. Gregory Barrett (BA '71)

Caledonia, Illinois
Lawyer/Partner, Barrett & Gilbert LLP

Judy Bradish

Arlington Heights, Illinois
Homemaker

Scott Carter

Lake Forest, Illinois
President, Unitrin Direct

David Chally (BA '87)

Kearney, Nebraska
President, Barney Insurance, Inc.

Michael L. Ebert

Paradise Valley, Arizona
Partner, RED Development

Peter Etienne (BA '85)

Lake Zurich, Illinois
Senior Counsel, Baxter International, Inc.

Steve Goold (DMin '95)

Minneapolis, Minnesota
Senior Pastor, Crystal Evangelical Free Church

Mr. Howard Hawkins

Mahtomedi, Minnesota
President/CEO, retired, Park Tool Co.

Edward Hearle

Jacksonville Beach, Florida
Management Consultant, Retired

James Hollabaugh

Fremont, California
Attorney

Margaret Holtrust

Anaheim, California
University Professor, Retired

Mr. Robert Kleinschmidt, Board Chair (BA '79)

Medina, Minnesota
Vice President of Finance/CAO, Carlson Companies, Inc.

Dr. Richard Parker (MDiv '76)

Gainesville, Florida
Senior Pastor, Creekside Community Church

Vickie S. Perea

Albuquerque, New Mexico
President, New Mexico Christian Community Foundation

William A. Peterson

LaCrosse, Wisconsin
Real Estate Developer/Broker, Retired

William C. Pugh

Valparaiso, Indiana
Safety Expert/Accident Consultant
William C. Pugh Associates, Inc.

Susan Ruud

Racine, Wisconsin
Vice President and Corporate Secretary, Ruud Lighting

Edmond Soliday

Barrington, Illinois
Retired Vice President of Safety, Quality Assurance
& Security, United Airlines

Kendall Spencer (MDiv '77)

Jacksonville, Florida
Executive Vice President
The South Financial Group

Dr. James Tahmisian

Arroyo Grande, California
Psychologist, Dr. James A. Tahmisian, Inc.

Gregory L. Waybright (MDiv '80)

Arlington Heights, Illinois
President, Trinity International University

Charles Webb

East Lansing, Michigan
Vice President for Development
Michigan State University

Ex Officio Members

Rev. Jim Kallam, Jr.

Chairman, Board of Directors
Evangelical Free Church of America

William Hamel (MDiv '72)

President
Evangelical Free Church of America

Kenneth M. Meyer (MDiv '56)

Chancellor
Trinity International University

Dr. Lou Diaz (MDiv '84)

Moderator
Evangelical Free Church of America

South Florida Campus Administration

Note: Alumni of Trinity International University are indicated by parenthetical degree and year following their name.

Kristan M. Fernandez, BA

Admissions Coordinator

Robert C. Beatty, DMin

TEDS Coordinator, Master of Arts (Religion) Program

Ileana Gil (MAR '01)

Executive Administrator

Rafael Chile (BA '01)

Director, Financial Aid

Kevin Meyer, PhD (MDiv '82, DMin '95)

Executive Director

Arthur (Art) A. Seidner, (MA '02)

Director, Records and Institutional Research

Elizabeth Skjoldal, PhD

Director, Master of Arts in Counseling Psychology Program

Deborah Wiles, MA

Director, Academic Operations

Full-time Faculty



Elizabeth Y. Skjoldal

Director of the Master of Arts in Counseling Psychology Program

Associate Professor of Counseling Psychology

BS, Florida Southern College

MS, PhD, University of Miami

1994

Dr. Skjoldal started at the Trinity International University South Florida Campus in 1994. Prior to assuming her position at the South Florida Campus, Dr. Skjoldal served as supervising psychologist at the University of Miami Medical Pain and Rehabilitation Center and at the Department of Behavioral Medical Scripps Memorial Hospital in La Jolla, California. She has lectured at a number of professional societies, including The Southern Pain Society and The American Pain Society. In addition to directing and teaching the master's programs of Trinity Graduate School in South Florida, Dr. Skjoldal continues to

counsel in private practice.

Adjunct Faculty

The following represent more than fifty adjunct professors:

Arthur Bailey, MS

EXCEL Adjunct Faculty, 1991

BA, University of Maryland

MS, Nova Southeastern University

Richard L. Barr

Adjunct Professor of Counseling Psychology, 1996

BS, Pennsylvania State University

MEd, University of Pittsburgh

MA, Colorado Christian University

EdD candidate, Nova Southeastern University

Robert C. Beatty, DMin**Coordinator of the Master of Arts (Religion) program****Associate Professor of Management, 1989**

MBA, Northeastern University, 1957

MBA, Fairleigh Dickinson University 1973

MDiv, MA, Columbia International University, 1983, 1985

DMin, Fuller Theological Seminary, 1993

Gary G. Cohen, ThD**Professor of Biblical Studies, 1981**

BSEd, Temple University, 1956

MDiv, STM, Faith Theological Seminary, 1961, 1964

ThD, Grace Theological Seminary, 1966

Haydee Fuentes**Adjunct Professor of Counseling Psychology, 2003**

BA, Trinity College

MA, Trinity International University

Eunice Puga, JD**EXCEL Adjunct Faculty, 1991**

BS, Miami Christian College, 1983

MBA, St. Thomas University, 1997

JD, University of Miami, 2002

Astrid Reynolds, MA**Associate Professor of Education, 1991**

BA, Shelton College, 1963

MA, University of Florida, 1971

Paula Suarez**Adjunct Professor of Counseling Psychology, 2003**

BA, Adrian College

MA, Trinity International University

David Taylor, ThM**EXCEL Assessment Coordinator, 2001**

BA, Trinity College at Miami, 1993

ThM, Dallas Theological Seminary, 1998

Jack Turpin, MDiv**EXCEL Adjunct Faculty, 1997**

BA, Orglethorpe University; 1963

MDiv, Columbia Seminary, 1966

David T. Wilson, MPP**EXCEL Adjunct Faculty, 1999**

BS High Point University; 1973

MPP, University of Maryland, 1995

Admissions

Because students enter the EXCEL program at various points in their progress toward a degree, different clusters have different admission requirements. The primary goal of the admission requirements is to ensure that students enter equipped for success. Although we are committed to giving adults as much of an opportunity to prove themselves as capable as possible, it is ethically questionable to set up unprepared individuals for failure. The admission requirements established by EXCEL are designed to tread that fine line between open admission and retention problems due to poor preparation.

Standard Admission Requirements

The standard requirements for admission to EXCEL course work, no matter how many credits are transferred from other institutions, are as follows:

- Attainment of at least 23 years of age before beginning course work.
- Official transcripts of all previous college/university study indicating a minimum overall cumulative grade point average of 2.0 (using a 4 point scale).
- At least two years significant work experience. (Experience other than paid work, such as volunteer activity or parenting, may be considered toward meeting this requirement.)
- Successful demonstration of thinking, organization, and writing ability through a writing sample.
- Applicants for whom English is not their first language must score at least 500 on the Test for English as a Foreign Language (TOEFL) exam.

In order to treat fairly the diversity represented by adult learners, however, admission decisions may be appealed to an admissions committee when questions of qualification arise.

Admission to General Education Clusters or Electives

Additional requirements for admission to the general education cluster beyond the standard admission requirements include the following:

- At least 15 semester credits transferable from another accredited college or university. A course is transferable if the grade is “C” or better.
- Completion of a standard college composition course with a grade of “C” or better.

Admission to the Christian Ministry Major

Persons seeking admission to the Christian ministry major must meet the following criteria in addition to the standard admission requirements:

- Completion of at least 58 semester credits at Trinity or transferable from another accredited college or university. A course is transferable if the grade is “C” or better.
- Completion of a standard college composition course with a grade of “C” or better.
- Involvement in a ministry of a local church that includes opportunities for leadership.

Admission to the Elementary Education major

Persons seeking admission to the elementary education major must meet the following criteria:

- Completion of at least 58 semester credits at Trinity or transferable from another accredited college or university. A course is transferable if the grade is “C” or better.
- A grade point average of 2.5 or higher on a 4.0 scale on all previous college work from an acceptable college. An acceptable college is one that is regionally accredited or accredited by an agency accepted by the U.S. Department of Education or accepted by its own State Department of Education for certification purposes.
- Successful demonstration of thinking, organization, and writing ability through a writing sample.
- Submission of an acceptable “Letter of Intent to Teach” addressed to the Education Department.

- Completion of a standard college composition course with a grade of “C” or better.

Admission to the Organizational Leadership Major and All Minors

Persons seeking admission to the communication and organization leadership major and all minors must meet the following criteria in addition to the standard admission requirements:

- Completion of at least 58 semester credits at Trinity or transferable from another accredited college or university. A course is transferable if the grade is “C” or better.
- Completion of a standard college composition course with a grade of “C” or better.

Admission to the Psychology Major

Persons seeking admission to the psychology major must meet the following criteria:

- Completion of at least 58 semester credits at Trinity or transferable from another accredited college or university. A course is transferable if the grade is “C” or better.
- Completion of a standard college composition course with a grade of “C” or better.

Application Process for EXCEL Degree Programs

Persons interested in an EXCEL degree program are encouraged to start the application process as far in advance of the beginning of the desired EXCEL class as possible. The application packet must be completed in full no later than two weeks prior to the start of class. The typical sequence of the application process is as follows:

- Contact the EXCEL office to request the EXCEL degree programs application packet.
- Return the completed application with application fee to the EXCEL office.
- Using the transcript request forms in the application packet, request official transcripts from all colleges or universities where you have attended classes. Student copies or hand-delivered copies are not considered official transcripts and will not be accepted for purposes of admission. Upon receipt of all official transcripts, the EXCEL admissions staff will provide the applicant with an assessment of previous college course work.
- Complete the writing sample as described in the application packet.
- If English is not your primary language, you must take the Test for English as a Foreign Language (TOEFL) exam. If your scores are not acceptable, you are expected to complete an intensive course in English as a Foreign Language course at one of the many recognized language centers throughout the country before being admitted to the program.
- Upon completion of the transfer credit assessment and evaluation of the writing sample, the EXCEL admissions committee will evaluate your application packet for admission. You will then be notified of your admission status, usually within two weeks.
- If you are offered admission, confirmation of acceptance of admission is required. The one-time, nonrefundable confirmation/registration fee payable to Trinity International University must be received to confirm acceptance of admission and intent to register. At this time you also will determine with which class you will start.
- Although not required for admission, you are strongly encouraged to complete the financial aid application as early in the admission process as possible since some types of aid are available only at certain times of the year. More details on financial aid are provided in the Financial Aid section of this catalog.

The EXCEL admissions staff is available to help you with any of these steps.

Student Classifications

Regular Student: Student enrolled in a degree program at Trinity International University.

Auditors: Students permitted to enroll in a course without being required to fulfill the normal requirements in that course when it is taken for credit. No credit is granted. Audited courses will be recorded on the official transcript. Those interested in pursuing further knowledge of a particular topic, yet not pursuing a degree or additional credits, are invited to audit any of the elective courses offered. Abbreviated admissions credentials are required of those students who are only auditing classes. To enroll, a person simply comes to the school, registers, and pays the audit fee for each course. No application is required, and the person need not have completed a bachelor's degree. The school reserves the right to limit the number of students in any class.

It is recommended that auditors do all reading and written assignments and prepare for each class. If assignments are submitted on their due dates, faculty may provide feedback on prepared work but will not assign grades. An auditor is required to follow the Excel attendance policy to receive audit credit.

Cohort courses must be audited by students who have transferred credits from an accredited institution reflecting the same course. No more than 6 credits per major can transfer into a cohort.

Transfer Student: Trinity accepts credit earned at other accredited institutions with some minor exceptions. Transfer credit may be granted for "C" or better work from an accredited Bible college, college, or university. Trinity will accept a maximum of 64 credits earned at a two-year degree granting institution. Nonaccredited course work pursued following matriculation into the EXCEL program will not be accepted as transfer credit toward satisfaction of program requirements. Thirty of the last 45 hours must be earned at Trinity.

Trinity is regionally accredited by the North Central Association of Colleges and Schools. Generally, other institutions accept credits from regionally accredited institutions. However, the receiving institution always determines the acceptance of credit.

Finances

College Tuition and Other Expenses

EXCEL Program: 2005-06 Tuition per Credit Hour

Business Administration	\$365
Christian Ministry	\$335
Communication and Organizational Leadership	\$335
Elementary Education	\$335
Organizational Leadership	\$335
Psychology	\$335
General Education and Elective Courses	\$335
Course Retake (all programs)	\$335

Health Insurance

An international student must show proof of insurance prior to, or on the day of, registration. If the student does not currently have a health insurance plan of his or her own, Trinity offers a health insurance plan for all students. International students are required to have health insurance either through an outside plan or through Trinity. For additional information, contact the business office of the TIU South Florida Campus.

Fees

Transcript Fees

Official transcript (sent out within 7-10 business days upon arrival of request)	\$5.00
Official transcript ("Rush") (sent out within 24-48 hours of request)	\$15.00

Transcripts (including rush orders) will be sent via U.S. Mail. If other service is requested (e.g., FedEx, UPS), there will be an additional charge to cover the cost of that service.

Registration Fees

Late Registration

Charge for students who register after the assigned day of registration.

Regular students	\$100.00
Audit students	\$50.00

Other Fees

Application

A nonrefundable fee must accompany student's application form \$25.00

Audit Fee (per credit hour) \$40.00

Challenge Exams \$200.00

EXCEL offers the option of completing free elective credit by taking Bible subject exams. At time of application there is a nonrefundable administrative fee of \$50. A charge of \$150 (\$50 per credit hour) is collected at time of testing.

CLEP Administrative Fee \$15.00

The South Florida Campus is a CLEP open test center and available for any student desiring to take an exam. Anyone desiring to take a CLEP exam must supply the nonrefundable administrative fee with the application. There is a cost payable to "CLEP" beyond that of the university's administrative fee that is due at the time of testing.

Confirmation

A nonrefundable fee submitted following offer of admission to acknowledge acceptance and intent to register: \$75.00

Deferment

All student accounts are charged a deferment fee of **1 percent per month** on any outstanding balance. Deferment fees are assessed on the last working day of every month.

Employment Reimbursement

Charged each semester to students wishing to defer payment on account due to employer tuition reimbursement: \$100.00

If payment-in-full is received within thirty days of registration, the \$100 fee is waived.

Evaluation \$25.00

Charged for evaluating the official transcripts and educational standing of a student. The fee may be used toward the application fee if the student later applies to the EXCEL program.

Extension \$100.00

Students within 15 credit hours of graduation at the time of the graduation deadline expiration may request a six-month extension without submitting to new catalog requirements.

Graduation \$75.00

Charged to all students during the semester prior to their anticipated graduation. This fee includes the cost of the diploma, evaluation of application for degree, and other graduation expenses.

NSF Charge \$25.00

Charged for each check returned by the bank.

Prior Learning Assessment Petition \$50.00

Charged per Prior Learning Assessment (PLA) petition for credit. Each petition can be for no more than 4 credit hours. An additional \$50 is charged for each credit hour petitioned.

Reactivation \$250.00

The process for any student whose core requirement was completed but stopped attending for one year or longer and is still within their completion deadline. The student must pay the specified fee for evaluation of their file and follow registration procedures. Providing that the major in which they were enrolled is still being offered, reactivation will allow a student to continue following their initial catalog requirement.

Readmit \$100.00

Students who stopped attending for one year or longer and are not within their completion deadline. This also applies for withdrawals. To readmit, a student must complete the initial admissions process and come in under the current-year catalog.

Withdrawal

Charged when withdrawing from a course in writing, within the allotted time frame: \$25.00

Charged when administratively withdrawn after missing the first two class sessions: \$200.00

The University reserves the right to modify charges without notice.

Financial Assistance

Financial aid is a source of monetary support provided by various agencies (federal, state, and local governments, universities, community organizations, and private corporations or individuals) to help students meet the cost of attending college. It includes gift-aid (grants and scholarships) and self-help (loans and student employment).

- Grants are awards based on financial need that do not have to be repaid.
- Scholarships are nonrepayable awards that may be based on merit, special talent, or financial need.
- Student loans are available to students and/or their parents at low interest rates with the option to defer payment until after graduation or after the student drops below half time.
- Student employment allows students to earn money toward their education by working part time while attending school.

Applying for financial aid is a lengthy process. Your application will not be reviewed until **all** documents required to complete the file are received in the Financial Aid Office.

1. **The Free Application for Federal Student Aid (FAFSA or FAFSA-R).** This application is available at local high schools and community college and university financial aid offices. It is completed by the student or the student's family and mailed to the Central Processor for processing in the envelope provided. Students also can complete the FAFSA online at www.fafsa.ed.gov. Results of the federal analysis are sent directly to the

student in the form of a Student Aid Report (SAR).

Remember to list Trinity International University as the first college in question 86 and use the Title IV School Code 012314 in step six of the FAFSA or FAFSA-R. You must include the school code so that the Trinity Financial Aid Office can process your file.

2. **Trinity International University Financial Aid Application.** This form can be obtained from the Financial Aid Office.
3. **Applicable Loan Forms.** Statement of Borrower's Rights and Responsibilities and Federal Stafford Promissory Note is available from the Financial Aid Office.

All forms and any other required documents should be filed as soon as possible after January 1. Some programs have limited funding, so it is strongly recommended that students apply early. In addition, students who are eligible to receive outside educational assistance, such as Veterans Administration benefits and Vocational Rehabilitation Assistance, are expected to apply for this assistance directly from the appropriate agencies.

Financial aid is not automatically renewed each year. To be considered for financial assistance from one year to the next, all students must reapply. Federal aid, state aid, and institutional aid in the form of grants, scholarships, and Stafford Plus loans are granted for semesters occurring between August and July. Because EXCEL does not follow a traditional academic calendar, some groups begin during the spring semester. In such a case, the first application for financial aid provides funds for only one semester. The student must reapply for financial aid for the following two semesters. Since the amount and type of aid are based on the family's financial situation each year, it is quite possible that financial aid awards will change from one year to the next.

Satisfactory Progress

A student must make Satisfactory Academic Progress in order to be eligible for financial aid. This policy defines minimum standards for grade point average, ratios of completed credits to attempted credits and maximum time frames for completing a degree. This complete policy is printed in the Award Terms and Conditions Handout.

An EXCEL student whose cumulative grade point average (GPA) falls below 2.0 is not eligible for financial aid.

In addition to satisfactory progress requirements, a student also must complete the following number of credit hours (with grades of A, B, C, or D) in order to receive financial aid. A student may not receive more than ten semesters of institutional financial aid.

At the End of Semester	Credit Hours Completed	At the End of Semester	Credit Hours Completed
1	6	6	69
2	18	7	82
3	30	8	95
4	43	9	110
5	56	10	126

Admission to the University

Your request for financial aid will not be considered until you are accepted as a student for the term during which you wish to receive financial aid. (You do not have to be accepted to apply for financial assistance.)

Federal Funds

TIU students may be eligible to participate in the following four programs:

Pell Grant. To be considered for this grant, the student must complete the FAFSA and send it to the Federal Processor. Once the FAFSA is processed, the Student Aid Report (SAR) will be generated and sent directly to the student. The student is instructed to review the SAR for any needed corrections. The TIU Financial Aid Office will evaluate the electronic SAR to determine the student's eligibility. Students may be eligible for awards ranging from \$400 to \$4,050 per academic year.

Federal Supplemental Educational Opportunity Grant (FSEOG). To be eligible, the applicant must be a full-time student at TIU and show a financial need as reported on the SAR. Awards range from \$ 100 to \$1,000 per academic year.

Subsidized and/or Unsubsidized Stafford Loans, and Plus Loans. Students and parents of students may apply for low-interest loans with special repayment terms based on a continued financial need as shown on the SAR and subsequent awards. For further information, please contact the Financial Aid Office.

Honor Awards and Scholarships

Trinity International University makes tuition scholarships available to students who demonstrate special ability or financial need. The university reserves the right to limit the number of scholarships awarded in any program.

Note: All awards are based on annual eligibility. If a student becomes eligible between fall and spring semesters of an academic year, awards given will be half of the annual eligible amount. All scholarships are based on full-time enrollment.

College Tuition Payment Policies

Budget Planning

Shortly after notification of admission, a confirmation fee of \$75.00 is required.

Trinity has a payment plan to help finance today's college education. All students are expected to pay their bill in full or to arrange a payment plan on or before registration day. MasterCard, Visa, Discover and American Express are accepted forms of payment.

Trinity Alternative Payment Plan (TAPP)

Total semester costs may be paid in convenient equal monthly payments over five months. The first payment must be made at registration. Subsequent payments must be made on the first of each month thereafter through the semester.

All student accounts are charged a deferment fee of 1 percent per month on any outstanding balance. Deferment fees are assessed on the last working day of every month. In addition, a \$25.00 late fee will be charged for any payment received more than ten days late. The last payment will probably be slightly larger due to these fees.

Employer Reimbursement

If a student's employer provides tuition reimbursement, contact the EXCEL office for the "Employer Reimbursement Form." Two methods of payment are acceptable for employer reimbursement:

Employer to Student

If the employer agrees to pay the student directly, the student must establish a payment plan with the university and pay monthly.

Employer to University

If the employer agrees to make payments directly to the university, the following regulations apply:

- A letter of verification from your employer stating the company's policy and terms for tuition reimbursement must be submitted prior to beginning classes.
- A tuition reimbursement invoice will be sent to the student or employer after each course is completed. It will include the following information: student's name, ID number, course title, amount of tuition, and any applicable fees. Grades will be obtained from the records office. The student is responsible for submitting the invoice to the employer and seeing that payment is made to Trinity. Checks should be made payable to "Trinity International University."
- The student will be billed for tuition at the beginning of the semester. The 1 percent deferment fee each month will **not** be charged. Instead, a \$100.00 Tuition Reimbursement Fee will be added to the student's account each semester at the time of registration to cover all deferment charges during the semester. The fee may be waived if the amount is paid in full within thirty days of the beginning of the semester.

Student Accounting

A \$25.00 charge will be assessed for any check returned by the bank. Students with two returned checks in a given semester will be required to pay by cash or certified check only until the following semester, when cleared.

The current semester's bill **must** be paid in full by the end of the semester. Enrollment in future semesters may be denied for noncompliance to this financial policy.

All balances owed to the school MUST be paid in full prior to releasing transcript and diploma from Trinity International University.

Trinity International University EXCEL Refund Policies

Withdrawal

Refunds are based on the date that **written** notification of withdrawal is received at the EXCEL office.

Prior to first session	100% refund minus \$25.00
Through 25% of the course	75% refund minus \$25.00
Through 50% of the course	25% refund minus \$25.00
After 50% of the course	No refund

Students who have enrolled for an entire semester will receive a full refund minus \$25.00 on all classes that have not started.

Statutory Pro Rata Refund Policy

Calculation of the refunds to Title IV funds for students attending Trinity International University must be determined using the pro rata formula based on the percentage of the enrollment period remaining after the student withdraws. Calculations of refunds to the Title IV funds will be made up to the 60 percent point in any given period of enrollment. The order of distribution of refunds is specified as follows:

1. To outstanding balances on Unsubsidized Federal Stafford Loan, Subsidized Federal Stafford Loan, Federal PLUS Loan
2. To the Federal Pell Grant
3. To the Federal Supplemental Educational Opportunity Grant
4. To other Title IV assistance
5. To the student

For additional information on refunds to Title IV sources, please contact the Financial Aid Office.

Dropping Courses

Before changing from full-time to part-time status, students should contact the Financial Aid Office to determine the effect on aid.

Academics

Academic Information

Accreditation

The Trinity International University South Florida Campus is licensed by the Commission for Independent Education, Florida Department of Education (license #2605). Additional information about Trinity International University may be obtained by contacting

Commission for Independent Education
 State of Florida
 2650 Apalachee Parkway
 Tallahassee, Florida 32312
 850.245.3200
www.firn.edu/doe/cie

The South Florida Campus, as a branch campus of Trinity International University, is accredited by the North Central Association of Colleges and Schools. Additional information about the accreditation of Trinity International University may be obtained by contacting

North Central Association of Colleges and Schools
 30 North LaSalle Street, Suite 2400
 Chicago, Illinois 60602-2504
 312.263.0456
www.ncahigherlearningcommission.org

Grade Point Average

Academic grade point averages are computed as follows:

A+, A	4.0 grade points per semester hour credit
A-	3.7 grade points per semester hour credit
B+	3.3 grade points per semester hour credit
B	3.0 grade points per semester hour credit
B-	2.7 grade points per semester hour credit
C+	2.3 grade points per semester hour credit
C	2.0 grade points per semester hour credit
C-	1.7 grade points per semester hour credit
D+	1.3 grade points per semester hour credit
D	1.0 grade points per semester hour credit
D-	0.7 grade points per semester hour credit
F	0.0 grade points per semester hour credit

Grade point average (GPA) is calculated by multiplying the point value of the grade earned in a course by the number of semester credit hours of the course, adding the resulting figures for each course completed, then dividing by the total number of credit hours of all the courses. Only grade points earned at Trinity International University are used in determining the grade point average unless the student is being considered for honors at graduation. (See "Graduation Honors" for details.)

Grades

The purpose of grading in education is to give feedback concerning the accomplishment of course goals. The university needs an assessment of how well a particular individual or group is accomplishing the objectives of a course. It also seeks a sense of how well the chosen instructional design is working. Employers and others outside the institution often use grades as an indicator of knowledge gained of a particular subject. Students find grades useful in assessing their own progress in learning a subject. Grades are one external indicator of the extent of learning with respect to particular course objectives. They are not meant to be interpreted as indicators of intelligence, ability, or individual worth.

Trinity International University strives to assign grades as fairly as possible. In order to foster a degree of uniformity between faculty members and to help students understand its definition of each grade, the following descriptions are offered:

A = Clearly stands out as excellent performance. Has unusually sharp insights into material and initiates thoughtful questions. Sees many sides of an issue. Articulates well and writes logically and clearly. Integrates ideas previously learned from this and other disciplines. Anticipates next steps in progression of ideas.

Example: “A” work should be of such a nature that it could be put on reserve for all students to review and emulate.

B = Demonstrates a solid comprehension of the subject matter and always accomplishes all course requirements. Serves as an active participant and listener. Communicates orally and in writing at an acceptable level for an undergraduate. Work shows intuition and creativity.

Example: “B” work indicates good quality of performance and is given in recognition of solid work; a “B” should be considered a good grade and awarded to those who submit assignments of lesser quality than the exemplary work described above.

C = Quality and quantity of work in and out of class is acceptable. Has marginal comprehension, communication skills, or initiative. Requirements of the assignments are addressed at least minimally.

D = Quality and quantity of work is passable but weak. Elements of the assigned work may be missing or unsatisfactory.

I = An “I” indicates a four-week extension for completion of course requirements in cases of serious illness, emergency, or impairment of a student’s ability to perform satisfactorily. The grade automatically becomes “F” unless all course requirements are satisfactorily completed and a grade is turned in to the office within five weeks from the due date of the last assignment. An “incomplete” is at the discretion of the professor, not the student.

F = Quality and quantity of work in and out of class is unacceptable for an undergraduate student.

Example: This work does not qualify the student to progress to a more advanced level of work.

P = A passing grade indicates that the student has performed at a “C-” or higher level of scholastic achievement. The “P” grade is not computed into the Trinity grade point average (GPA).

W = indicates an official withdrawal from class.

A student may elect to repeat any course in which a grade of “C-” or lower is earned, provided that the repeated course is taken at Trinity in a regularly scheduled class. All grades will be retained on a student’s transcript. A course for which credit has been earned, when repeated, may produce an improved grade but will not provide additional credit. The best grade for a repeated course will count toward graduation requirements and the cumulative GPA. A course in which credit is earned may be repeated only once.

AU = Audit: indicates regular involvement in the intellectual investigation of a course, even though academic credit is not received and hours are not counted in the computation of grade point average.

NCA = No Credit Audit: indicates that requirements were not satisfactorily fulfilled for an audit course.

Grading

Course paper due dates and the grading time period granted to the instructor mean that a course grade may not be available to the student until approximately five weeks after the last course session. Students will be informed of the final course grade by the instructor. At the end of the semester, students will receive an official grade report from the university. If more frequent official reports are needed, or if special notification for employers is required, arrangements can be made by contacting the Records Office.

All assignments are expected on or before the date when they are due. The accelerated nature of the class schedule makes flexibility in this area harmful to the student. If circumstances make timeliness impossible, the student should contact the instructor as much in advance as possible. If the instructor is not contacted prior to the due date, a grade of “F” for the assignment will result.

Graduation Honors

Graduates who attain a cumulative grade point average of 3.50 or above for all work completed at Trinity are recognized as follows: *cum laude* (3.50); *magna cum laude* (3.70); and *summa cum laude* (3.90). In the case of transfer students, such as in EXCEL, graduation honors shall be calculated on the basis of Trinity hours and hours appearing on transcript(s) of all other colleges attended. In no such case, however, will the honors designation exceed that which would be granted on the basis of Trinity hours alone.

Honors announced at Commencement shall be determined on the basis of work completed by April 1 of the semester in which the graduation exercises are scheduled. The diploma and transcript will reflect honors earned in all undergraduate work.

Library

Trinity's South Florida Campus library supports the undergraduate and graduate academic programs offered at the campus. It is particularly strong in the areas of Bible, theology, and Christian ministry. In addition it provides resources for psychology and counseling, business, education and communications. It also seeks to provide books and authors that confront the current issues of the day from an evangelical Christian perspective.

Academic libraries support the instructional programs of colleges, universities, and community colleges. Generally these libraries contain a greater number of specialized research materials than the typical public library. The higher the degrees offered by the school, the greater is the breadth, depth, and research orientation of the collection. Trinity students apply for a Southeast Florida Library Information Network (SEFLIN) card through the Trinity library. This card provides access to use and to request borrowing privileges from specific libraries in the South Florida region.

Reports of Academic Progress

Complete academic records are maintained by the office of the Registrar. Semester grades are issued at the end of each semester. Cumulative records are issued only upon written request.

Scholastic Status

An academic evaluation of student progress is made late in each term of all EXCEL programs to determine if the student will be able to complete successfully all EXCEL program requirements. This evaluation is conducted to protect students from continuing further with the program who ultimately would fail the program requirements.

Degree program student: The student must have a minimum GPA of 2.0 for the cluster courses before being allowed to register for the next term of EXCEL.

Elementary Education major: The student must maintain a 2.5 GPA in the program.

Academic Probation: A student who's Trinity cumulative GPA is below 2.0 at the end of the first semester. Academic probation is for only two semesters.

Academic Dismissal: A student who's cumulative GPA remains below the required level at the end of a probation term is subject to academic dismissal.

Student Class

Freshman	0-25 hours of college credit
Sophomore	26-57 hours of college credit
Junior	58-91 hours of college credit
Senior	92+ hours of college credit

Semester Hour Credit

Trinity International University operates on a semester credit hour system.

Transferability of Credits Earned

Although the Trinity International University South Florida Campus is licensed by the Council of Higher Education Institutions of Florida and, as a branch campus of Trinity International University, Deerfield, Illinois, is accredited by the North Central Association of Colleges and Schools, the transferability of credits taken at Trinity to other colleges or universities is at the discretion of the accepting institution. It is the student's responsibility to confirm whether or not credits taken at Trinity will be accepted by another college of the student's choice.

VA Education Benefits Recipients

An enrolled student receiving VA education benefits is subject to all established regulations as outlined in the Code of Federal Regulations. As such, a VA student who has not maintained a 2.0 grade point average at the end of any grading period will be placed on academic probation for a maximum of two consecutive semesters. If the VA student has not raised his or her grade point average at that time, VA will be notified and all benefits will be terminated. Note that satisfactory progress and academic enrollment at Trinity International University is dependent on the university standards, not the standards of the Veteran's Administration. Although the above statement applies to funding from the VA, it does not apply to the academic standards of Trinity International University. Additional requirements for Veteran's Administration students regarding academic progress will be communicated in writing to the VA student recipients each academic year.

Academic Policies

Academic Honesty

All work submitted for evaluation in the EXCEL program must represent the student's own thinking. If ideas or words are taken from another source, the student is expected to document the source of the thought or words following the APA guidelines. To borrow another's words or ideas without giving proper credit is plagiarism and in academia is a very serious form of dishonesty. Plagiarism and cheating will result in an automatic "F" for the work submitted. A record of the violation will be placed in the student's file. Repeated incidents of academic dishonesty could result in expulsion from the university.

Attendance

1. Because of the accelerated nature of the EXCEL courses, students are encouraged to attend every class session. Missing a single class means that a significant portion of the contact with the faculty member and the learning community has been lost. **For this reason, in all EXCEL 5-8 week courses, students missing more than one class period will receive no credit for the class and a grade of "F" will be recorded. In addition, for all 2-4 week courses, students missing one class period will receive no credit for the class and a grade of "F" will be recorded. The course must then be retaken in order to receive credit.**
2. In the event a class is missed, students may be required to do additional work outside class to make up for the missed classroom interaction. Any student missing more than thirty minutes of a course session will be considered absent for the full course session. Participation points are earned and calculated in the final grade of a course based in part on on-time attendance at each session. Excessive tardiness and each absence may impact a student's final grade.
3. Students may miss no more than two sessions during a given semester, regardless of the circumstances. If a student misses more than two class sessions during a given semester, the student may be required to meet in person with the academic advisor to discuss continuance in the program. Students are responsible to monitor their own attendance to make sure that they do not exceed two absences per semester. The EXCEL Records Office also will monitor attendance and notify the EXCEL Director when a student exceeds two absences for a given semester.

Confidentiality of Records

Trinity complies with the Family Educational Rights & Privacy Act (FERPA). Information regarding Public Law 93-380 is disseminated to the student body each academic year. See "Family Educational Rights and Privacy Act of 1974" under University Policies.

Credits-In-Escrow

This policy permits transfer students from nonaccredited colleges/universities and technical/vocational schools to receive acceptance of their credits based on their Trinity performance. The following are guidelines for accepting credits-in-escrow:

- Full-time enrollment for the first semester
- Grade point average of 3.0 ("B") for the first three courses in EXCEL
- Credits being transferred must reflect a grade of "C" or better

Upon satisfactory completion of the above criteria, the student will be granted credit for the courses that are transferable within our established transfer policy.

Enrollment Limitations

Only students admitted to a particular EXCEL major or minor may enroll in courses in those clusters. Elective courses and courses within the general education clusters are open to all admitted EXCEL students who meet the qualifications.

Grievance Process

A student who has a complaint about teaching, academic assignments, or grading should first discuss the matter with the instructor. Every effort should be made to resolve the difficulty at the lowest level possible. If the matter cannot be satisfactorily resolved with the instructor, the student may appeal to the director of Academic Operations and then, if necessary, to the campus Executive Director and SFC Academic Council. Generally this will require submission of a written and signed explanation of the issues and the evidence that would support a change or exception. This step must be initiated by the student no later than two months after the event in question. Failing

resolution, the student may submit a written appeal to the University Academic Dean. Any student who has an academic grievance will be expected to abide by these policies. This grievance process is reviewed at orientation.

A student may appeal the interpretation or implementation of any college regulation that relates to admission, academic standards and requirements, and graduation by submitting a formal written appeal to the chair of the Academic Council of Schools in Trinity College on the Deerfield Campus. Such an appeal must be based on the existence of unusual or extenuating circumstances that have prevented the student from achieving the normal college standard, and evidence of such circumstances must be presented with the appeal. Students who feel that a grievance is unresolved may refer their grievance to the Executive Director, Commission for Independent Education, 2650 Apalachee Parkway, Tallahassee, FL 32312 (805.245.3200).

Weather-related Cancellations

Cancellation of EXCEL classes is rare because each class session represents a significant portion of a given course. A decision to cancel EXCEL classes due to weather will be made prior to 3:30pm on the day of the weather problem. If inclement weather should arise subsequent to that time, classes will be conducted for those able to attend. The student should use his or her own discretion in determining whether to attend given travel conditions, keeping in mind that classes missed may affect the final grade. You may learn of weather-related cancellations by listening to SPIRIT-FM (89.7) or by calling any EXCEL staff office. The EXCEL staff directory can be reached by calling 305.770.5100.

Withdrawal

A student who wishes to withdraw from a course or from the entire program must notify the EXCEL Records Office **in writing**. Otherwise, the student will continue to be billed for the expenses of the class. The notification should take place as soon as possible in order to maximize any refund due (see “Trinity International University EXCEL Refund Policies” on page 25) and minimize any additional charges. Written correspondence may take the form of a letter, fax, or email. Verbal notification may alert the office; however, no action is taken until written communication is received. It is the student’s responsibility to assure that the withdrawal process has been initiated. Failure to do so may result in an “F” for the course. A student must notify the office of withdrawal prior to the last class session. Withdrawal from a course is not permitted after the last class session.

Alternative Sources of Credit

Challenge Exams

Designed for gaining college credit through a departmental subject examination. Currently there are several of these exams available in the area of biblical studies. The exams may be used only for free electives. Any student interested in the exam must file an application for each exam. An administrative fee is required at the time of application, and the charge for the exam will be due at the time of testing.

College Level Examination Program (CLEP)

CLEP scores (subject examinations only) may be accepted for credit upon the recommendation of the EXCEL office. The TIU South Florida Campus is an open CLEP testing center and available for any student desiring to take a CLEP exam. A student may not earn Trinity credit under CLEP for a course that he or she had previously audited at TIU. The test in English composition may not be used to satisfy the university’s writing requirement.

Electives

Elective classes may be taken in order to further tailor a degree to a student’s interests. These electives are designed for students currently enrolled.

Prior Learning Assessment

The university recognizes learning gained through various life experiences. If that learning were gained at the college level, the student may petition for college credit validating that learning.

The EXCEL academic advisors work with each student to determine the potential number of credits a student may pursue through Prior Learning Assessments (PLAs). Students needing to complete credit hours toward graduation requirements may be eligible to petition up to 32 hours of credit through PLAs. Each petition can be for no more than 4 credit hours. PLAs divide into two categories:

1. Business and Professional Training (BPTs): demonstrate college-level learning through documented nontraditional educational experience (e.g., conferences and workshops)
2. Life Learning Paper (LLP): demonstrate college-level learning through previous life-changing events (e.g., divorce, leadership, ministry)

Upon completion of the appropriate documentation, the student submits the PLA to the EXCEL Records Office. The documentation is then forwarded to a faculty reader qualified to evaluate the subject matter. The faculty reader determines if the documentation needs to be rewritten or the amount and level of credit to be awarded, if any. The faculty reader then returns the PLA to the EXCEL Records Office. The student is notified of the results via mail. The process takes approximately six to eight weeks.

Students should refrain from contacting the EXCEL Records Office regarding the status of the PLA until eight weeks have elapsed.

The title of each PLA-awarded credit appears on the student's transcript. Lower-division PLAs bear the appropriate three alpha character department designation followed by the numeric coding 100E. Upper-division PLAs have the numeric coding 350E.

Programs of Study

Time Frame

The amount of time a student has to complete all degree requirements under the catalog that is current at the time of matriculation depends on the point in the undergraduate degree at which the student entered the EXCEL program. Exceeding the allotted time frame means that a student must meet the requirements of a new catalog if it has changed. For this reason, it is best to proceed at a reasonable pace. The following indicates the time allotted under a particular catalog and set of requirements:

Number of credits earned at time of entry	Number of years to complete under a given catalog
Less than 26 credits	7 years
26 to 58 credits	5 years
Greater than 58 credits	3 years

Extension of Expiration Date

If a student does not complete the graduation requirements by the expiration date, the file automatically becomes inactive. A six-month extension beyond the expiration date may be granted under certain circumstances: (1) student is within 15 hours of graduation prior to expiration date; (2) student informs EXCEL Records in writing **before** the expiration date of his or her plan to complete requirements within the six-month extension. An extension fee of \$100 is charged to the student's account upon approval of the extension.

Reactivation

An inactive student may request reactivation by writing to the Director of Academic Operations indicating an interest in returning to the EXCEL program. The student must pay a \$250 reactivation fee. The file will be reassessed and the student will be informed about the new graduation requirements based on the current catalog. The student then has three years from the date of reactivation to complete these requirements.

Commencement Participation

The South Florida Campus of Trinity International University has an annual commencement ceremony in May. College policy permits participation in the ceremony for students who are within 6 credits of meeting graduation requirements. To qualify for the "six-hour plan" a student must be enrolled in courses yielding credits sufficient to be within 6 hours of graduation requirements by the day prior to commencement. These courses may be taken at Trinity or another accredited school whose spring term ends no later than Trinity's final exam day. If the student is seeking to qualify for the "six-hour plan" by taking a correspondence course, CLEP test, or challenge exam, the credit **must** be received in the EXCEL office by April 1. Prior learning assessment papers must be received in the EXCEL office by March 15 to qualify. Students are responsible for monitoring their graduation plans to meet the required deadlines.

General Education

For all Majors

In order to assure a well-rounded liberal arts education, Trinity College requires EXCEL students to gain understanding in a variety of fields. The requirement is 45 credit hours of general studies. (The Elementary

Education Major requires 48 credit hours.) The requirements may be met through transfer credit, credit for prior college-level learning, electives, general education courses, or credit by examination. Some of the requirements also may be met through courses required in a specific major.

Interdisciplinary Studies (IDS 105E) 3 hrs

Biblical Studies* 6 hrs
(3-credit course related to the Old Testament and 3-credit course related to the New Testament)

***Pre- not post-matriculation transfer work is acceptable. Bible challenge exams will not be accepted to fulfill requirement.**

Psychology 3 hrs
(General Psychology or Developmental Psychology)

Social Sciences 6 hrs
(Representing at least two of the following fields: Anthropology, Economics & Business, Education, Political Science, Psychology, Sociology, Health & Wellness, Nutrition)

Humanities* 12 hrs
(Representing at least three of the following fields: Art, English, Foreign Language, History, Literature, Music Theory, Philosophy)

***Applied subjects (i.e., applied music, dance, drama) not acceptable to meet requirement.**

College Writing 6 hrs

Science* 3 hrs
(From any of the following: Geology, Astronomy, Biology, Chemistry, Physics, Earth Sciences—must have significant lab or field work component)

***Except Elementary Education major, where 6 credit hours are required.**

Math or Computer Science* 3 hrs

***The math requirement is college algebra, its equivalent, or above.**

Intercultural Study 3 hrs
To fulfill the intercultural study requirement, students must give evidence of exposure and sensitivity to diverse cultures. This may be accomplished through any of the following means:

- International study, travel, or internship with learning documented through a life learning paper
- Domestic intercultural study or work, with learning documented through a life learning paper
- One year of college-level foreign language study
- A college-level course (minimum 3 hrs) emphasizing intercultural studies; examples of courses offered through the EXCEL Program: Culture and Communication (COM 400E), Urban Sociology (SOC 335E), Acts from a Sociological & Cross Cultural Perspective (BI 432E), Race & Ethnic Relations (SOC 330E)

General Education Elective Courses

Students who enroll in EXCEL with general education deficiencies are encouraged to take one or more of the General Education Courses in order to meet requirements. Students should work with an academic advisor to determine which courses best fit their graduation plan. The General Education Courses do not meet the entire general education requirements.

Graduation Application

In order to graduate from a degree program, students must submit an Intent to Graduate Form and pay the nonrefundable graduation fee. Application for graduation must be submitted one year prior to the expected date of graduation. Students who do not submit an application for degree will not be processed for graduation. If a student finds that he or she will be unable to complete the program requirements in time to graduate as originally planned, a new application for degree must be submitted ninety days prior to the next intended graduation date. The original graduation fee is then applied to the later date.

Graduation Dates and Program Completion

A student may complete degree requirements and graduate from Trinity at three periods in the year: (1) May Commencement (spring), (2) August 31 (summer), and (3) mid-December (fall). The first and third dates fluctuate each year. Degree program requirements must be completed according to the following schedule to meet a given graduation date:

Academic Task	Summer Graduation (August 31)	Fall Graduation (Mid-December)	Spring Graduation (May Commencement)
	Latest Submission Dates		
Application for Degree	One year before (by August 1)	One year before (by December 1)	One year before (by April 1)
	NOTE: Changing the graduation date after completing this form REQUIRES the submission of a new Application for Degree form no later than 90 days prior to anticipated degree date.		
Prior Learning Assessments	July 1	November 1	March 15
	NOTE: Does not allow time for PLA rewrites or additional submission if credit awarded is less than petitioned.		

Graduation Requirements

To be eligible to receive the Bachelor of Arts degree through the EXCEL program of Trinity College, students must meet the following requirements within the time frame stated above:

- 126 semester hours of credit. Included in this are those hours required in general education and the student's major field of study. A maximum of 12 hours of applied music (except music majors), 4 hours of Preparation for College Studies (PCS) classes, 4 hours of drama production, 6 hours of human performance and wellness activity courses, and 12 hours of internship will count toward graduation.
- A cumulative Trinity grade point average of 2.00. General education requirements and requirements in the major shall each be completed with a minimum of 2.00 GPA. For the BA degree in Elementary Education, a GPA of 2.5 is required unless otherwise specified.
- Successful completion of the EXCEL general education requirements.
- Acceptance into a major and fulfillment of the requirements of that major.
- Successful completion of ENG 111E or equivalent with a grade of "C" or better.
- At least 30 of the last 45 hours must be taken at Trinity.
- One calendar year prior to the date that a student intends to complete all degree requirements, an "Intent to Graduate" form must be submitted to the Records Office for review and verification of degree completion. This document is available either online or in the Records Office.
- Attendance at Commencement. Permission to graduate *in absentia* (in absence) must be obtained from the Director of Academic Operations of the South Florida Campus.

Academic Majors

Four majors are offered in the EXCEL Program. Each major serves as good preparation for graduate school.

Christian Ministry: A major designed specifically for persons who are currently involved in a ministry and who wish to serve the church more effectively. The major takes eighteen to twenty months to complete the course work.

Elementary Education: A major that allows students to earn the Bachelor of Arts degree along with the needed credits to qualify for elementary certification from the State of Florida. The major takes twenty to twenty-two months to complete. This time frame includes student teaching.

Organizational Leadership: An interdisciplinary major that prepares students to lead more effectively through the development of communication, organizational, and analytical skills. Through a thoughtful blend of theory and application, students are able to understand how to work effectively as leaders in organizations, including business, social service, educational, and religious organizations. Throughout the major, students are encouraged to bring insights from experience into the classroom and to apply learning from the classroom in the workplace. The sequence of courses in the major concludes with an integrative capstone course that encourages the integration of learning and faith within the workplace. The major can be finished in eighteen to twenty months.

Psychology: This major is designed to provide understanding and perspective of professional psychology, as well as the challenges and problems of living. It is a foundational study for graduate school and for everyday life. The major takes eighteen to twenty months to complete.

Requirements for Academic Majors

Christian Ministry Major

The major consists of 41 credits and can be completed in sixty-six weeks of classes (approximately eighteen to twenty months). An additional 9 elective credits in the area of biblical and religious studies, Christian education and missions, Greek, or Hebrew are required. Other courses from departments other than those listed may fulfill this elective requirement on appeal if the student can demonstrate that the courses directly aid in ministry. IDS 105E is a prerequisite.

A student is eligible to take the final reflective internship after completing at least 25 credits in the major. This reflective internship may be taken during the third term, although most students will do it during the time they are taking their final elective courses.

Goals

In addition to the goals that span the entire EXCEL curriculum, the Christian ministry major has these unique goals:

- **Biblical Foundation:** a broad grasp of God's revelation as recorded in Scripture and its doctrinal and practical implications
- **Theoretical Foundation:** understanding of various theories and principles that directly or indirectly relate to the practice of Christian ministry
- **Issues Analysis:** awareness of key issues and divergent approaches related to the varied tasks of Christian ministry and the ability to delineate a critically reflective stand on issues
- **Applied Christian Ministry Intervention:** ability to analyze Christian ministry situations, diagnose problems, and design effective interventions that are theoretically grounded, biblically informed, and fundamentally ethical

Program Specifics

PSY 315E	Life Assessment	3 cr	5 wks
BI 420E	Progress of Redemption I (OT)	4 cr	7 wks
BI 425E	Practical Application of Biblical Hermeneutics	3 cr	5 wks
BI 421E	Progress of Redemption II (NT)	3 cr	5 wks
BUS 440E	Leading and Managing	4 cr	7 wks
BRS 325E	Doctrine and Evidence	3 cr	5 wks
PSY 375E	Foundations of Christian Counseling	3 cr	5 wks
BI 432E	Acts from a Sociological and Cultural Perspective	3 cr	5 wks
CM 325E	Evangelism in a Postmodern World	3 cr	5 wks
CM 330E	Discipleship Across the Lifespan	3 cr	5 wks
BI 318E	The Epistles and the Practical Christian Life	3 cr	5 wks
BI 305E	The Prophetic Voice	3 cr	5 wks
CM 446E	Reflective Internship in Christian Ministry	3 cr	2 wks
Total for Core Courses		41 cr	66 wks
Christian Ministry Electives		9 cr	
Total for Major		50 cr	

Elementary Education Major

The major consists of 51 credits and can be completed in twenty to twenty-two months. Course work provides needed credits to qualify for elementary certification from the State of Florida. IDS 105E is a prerequisite.

Goals

In addition to the goals that span the entire EXCEL curriculum, the elementary education major has these unique goals:

- **Theoretical Foundation:** understanding of the varied education trends and methods in the educational world and ability to apply that understanding to practical teaching situations
- **Issues Analysis:** awareness of key issues in the field of education and ability to delineate a critically reflective stand on those issues
- **Applied Communication Intervention:** ability to analyze actions, diagnose problems, and design effective and ethical educational interventions

This major provides students with the skills, attitudes, and credentials necessary to enter elementary school teaching. Students who successfully complete the major are prepared to meet the requirements for certification in Florida public schools in accordance with the State of Florida Teacher Certification rules.

Program Specifics

ED 240E	Foundations of Education	3 cr	5 wks
ED 260E	Educational Psychology/Human Development	3 cr	5 wks
ED 230E	Exceptional Children	3 cr	5 wks
COM 112E	Speech	3 cr	5 wks
ED 339E	Fundamentals of Elementary Education	2 cr	3 wks
ED 110E	Technology for Teachers	2 cr	3 wks
ED 305E	Reading Fundamentals	3 cr	5 wks
ED 330E	Reading: Literacy Development and Assessment	3 cr	5 wks
ED 234E	Children's Literature	2 cr	3 wks
MA 200E	Mathematical Concepts	4 cr	8 wks
ED 347E	Elementary Math Methods	2 cr	3 wks
ED 351E	Language Arts Methods	2 cr	3 wks
ED 346E	Elementary Science Methods	2 cr	3 wks
ED 342E	Health and Physical Education Methods	2 cr	3 wks
ED 348E	Elementary Music Education	2 cr	3 wks
ED 344E	Social Studies Methods in the Elementary Classroom	2 cr	3 wks
ED 307E	Elementary Art Education	2 cr	3 wks
ED 400E	Student Teaching in the Elementary School	9 cr	9 wks

Total for the major		51 cr	77 wks
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Note: During the semester of student teaching, the student must be available during regular school hours and not be employed full-time. This is an intense time of work, and student-teachers must give full attention to teaching.

Organizational Leadership Major

Organizational Leadership is an interdisciplinary major that prepares students to lead more effectively through the development of communication, organizational, and analytical skills. Through a thoughtful blend of theory and application, students are able to understand how to work effectively as leaders in organizations, including business, social service, educational, and religious organizations. Throughout the major, students are encouraged to bring insights from experience into the classroom and to apply learning from the classroom in the workplace. The sequence of courses in the major concludes with an integrative capstone course that encourages the integration of learning and faith within the workplace. The major can be finished in approximately eighteen to twenty months. IDS 105E is a prerequisite.

Goals

In addition to the goals that span the entire EXCEL curriculum, the psychology major has these unique goals:

- **Theoretical Foundation:** understanding of the varied trends and methods as related to communication, leadership and organization and fostering an ability to apply that understanding to practical situations in business, social service, educational and religious settings; also provides preparation to enter graduate-level educational programs
- **Issues Analysis:** awareness of key issues and ability to delineate a critically reflective stand on those issues

- **Applied Communication Intervention:** ability to analyze actions, diagnose problems, and design effective and ethical interventions

This major provides students with the skills, attitudes, and credentials necessary to be more effective in the workplace and to pursue graduate-level education.

Program Specifics

PSY 371E	Dynamics of Group Behavior	4 cr	7 wks
COM 221E	Business and Professional Communication	4 cr	7 wks
COM 310E	Interpersonal Communication	4 cr	7 wks
BUS 300E	Ethical Leadership	4 cr	7 wks
BUS 346E	Organizational Behavior	4 cr	7 wks
BUS 328E	Quantitative Skills for Managers	4 cr	7 wks
BUS 440E	Leading and Managing	4 cr	7 wks
COM 335E	Intercultural Communication in a Global Context	4 cr	7 wks
BUS 446E	Applied Leadership Case Study	4 cr	7 wks
Total for major		36 cr	63 wks

Psychology Major

The major consists of 40 credits with, as a prerequisite, 3 of the credits completed by transfer. The major can be completed in sixty-three weeks of classes or approximately eighteen to twenty months. Only 9 credits of the major may be used to satisfy general education requirements. IDS 105E is a prerequisite.

Goals

In addition to the goals that span the entire EXCEL curriculum, the psychology major has these unique goals:

- **Theoretical Foundation:** understanding of the varied trends and methods in the field of psychology and fostering an ability to apply that understanding to practical situations in psychological settings; also provides preparation to enter graduate level psychology programs
- **Issues Analysis:** awareness of key issues in the field of psychology and ability to delineate a critically reflective stand on those issues
- **Applied Communication Intervention:** ability to analyze actions, diagnose problems, and design effective and ethical psychological interventions

This major provides students with the skills, attitudes, and credentials necessary to enter various entry-level psychological care settings and is preparatory to graduate-level psychology programs.

Program Specifics

PSY	Introduction to Psychology/General Psychology (prerequisite) (May be met by transfer credit)	3 cr	
PSY 315E	Life Assessment	3 cr	5 wks
PSY 220E	Interpersonal Skills Training	3 cr	5 wks
PSY 321E	Psychology of Learning	3 cr	5 wks
PSY 300E	Personality Theories	3 cr	5 wks
PSY 335E	Human Development: Childhood	3 cr	5 wks
PSY 337E	The Psychology of Adolescence	3 cr	5 wks
PSY 255E	The Psychology of Addiction	3 cr	5 wks
PSY 240E	Human Sexuality	3 cr	5 wks
PSY 310E	Abnormal Psychology	3 cr	5 wks
PSY 285E	Statistics	4 cr	8 wks
PSY 340E	Experimental Psychology	3 cr	5 wks
PSY 440E	Integration of Psychology and the Christian Faith	3 cr	5 wks
Total for the major		40 cr	63 wks

Courses

Prior Learning Assessment

XX 100E **Prior Learning Assessment**

Life Learning Paper (LLP) or Business and Professional Training (BPT) documentation petitioned and approved for lower-division academic credit toward the appropriate academic division. The PLA documentation summarizes the prior learning that has taken place through formal education, technical training, and other learning experiences. Prerequisite: matriculation. *One to four hours.*

XX 350E **Prior Learning Assessment**

Life Learning Paper (LLP) or Business and Professional Training (BPT) documentation petitioned and approved for upper-division academic credit toward the appropriate academic division. The PLA documentation summarizes the prior learning that has taken place through formal education, technical training, and other learning experiences. Prerequisite: matriculation. *One to four hours.*

Bible

BI 110E **Understanding the Old Testament**

A survey of the various types of literature in the Old Testament, examining samples of each and applying methods of interpretation common to all Old Testament literature and specific to each genre. Satisfies Old Testament biblical general education requirement or Christian Ministry elective. Prerequisite: none. *Three hours.*

BI 120E **Understanding the New Testament**

An overview of the various types of literature in the New Testament (gospel, historical narrative [Acts], letter and apocalypse), the methods of study appropriate to each, with application to specific texts, and New Testament content. Satisfies New Testament biblical general education requirement or Christian Ministry elective. Prerequisite: none. *Three hours.*

BI 305E **The Prophetic Voice**

The prophetic books of the Old Testament, along with the Revelation of St. John, will be surveyed. Special attention will be given to the role and message of the prophets in ancient Israel, as well as to the implications of that message to life today. Christian Ministry core. Satisfies Old Testament biblical general education requirement. Prerequisite: none. *Three hours.*

BI 312E **Life of Christ**

A study of the life of Jesus Christ, with emphasis on crisis events. Attention is given to the uniqueness of each of the four Gospels, to the development in Jesus' ministry, and to the topics of Messiahship, kingdom of God, discipleship, and controversy. Satisfies New Testament biblical general education requirement or Christian Ministry elective. *Three hours.*

BI 314E **Torah (Genesis to Deuteronomy)**

A study of the first five books of the Old Testament, with special attention given to the theology and topology implicit in the early narratives, the covenant, and the civil and religious law of the Hebrew people. The beginnings of God's redemptive plan will be explored. Satisfies Old Testament biblical general education or Christian Ministry elective requirement. *Three hours.*

BI 318E **The Epistles and the Practical Christian Life**

The practical outworking of Christian theology and piety in terms of character, ethics, worldview, and church community in contemporary society will be discussed in light of the Pauline and general epistles. Students will be challenged to come to terms with the consequences of belief in day-to-day life in the church and society, just as the early church was challenged by these great apostolic letters. Christian Ministry core. Prerequisite: none. *Three hours.*

BI 400E **Romans**

A study of the background, content, and theology of Paul's letter to Rome; emphasis is placed on the development of major themes of the book. Satisfies New Testament biblical general education requirement or Christian Ministry elective. *Three hours.*

BI 401E **The Church: Organization and Function**

An examination of the church as an organization. The course highlights biblical principles of church structure and function and provides a conceptual model for students. Prerequisite: none. *Three hours.*

BI 405E New Testament Theology

An in-depth study of the central tenants of the Christian faith, with emphasis on the doctrines of God, the church, sin, and salvation. Satisfies New Testament biblical general education requirement or Christian Ministry elective. *Three hours.*

BI 415E Theological Issues

An examination of theological issues within selected categories of systematic theology, with an emphasis upon the key doctrines in each category as viewed from differing theological perspectives. Satisfies New Testament biblical general education requirement or Christian Ministry elective. *Three hours.*

BI 420E Progress of Redemption I (OT)

A study of God's plan of redemption as it progressively unfolds. This theme is traced through the Old Testament to discover God's purpose and methods in dealing with His people. Christian Ministry core. Satisfies Old Testament biblical general education requirement. *Four hours.*

BI 421E Progress of Redemption II (NT)

A continuation of the study of God's plan of redemption as it progressively unfolds in the New Testament record. How God acts in human history is seen in the Life of Christ, and how God speaks is observed through the epistolary records. Finally the progress of redemption and process of revaluation is brought in the climax of history. Christian Ministry core. Satisfies New Testament biblical general education requirement. *Three hours.*

BI 425E Practical Application of Biblical Hermeneutics

Principles of biblical hermeneutics are applied to various genre, styles, and types of biblical writing. Particular emphases are placed upon critical analysis, interpretation, and application of selected passages. Christian Ministry core. Prerequisite: none. *Three hours.*

BI 430E The Book of Acts

A study of the background, content, and theology of the early church as found in Acts. Emphasis is placed on the development of the early church, missionary journeys, and the relationship of the gospels and epistles to the historical events in Acts. Satisfies New Testament biblical general education requirement or Christian Ministry elective. *Three hours.*

BI 432E Acts from a Sociological and Cultural Perspective

This course examines the book of Acts, with special emphasis on the Apostle Paul's missionary journeys, Paul's journeys are used as a basis for the study of different cultures and worldviews. Students analyze the relationships of the Gospel and the Church to culture, for the consideration of the issues involved in communicating the Gospel in today's multiethnic and multiclass society. Christian Ministry core. Satisfies New Testament biblical or Intercultural Studies general education requirement. *Three hours.*

Biological Science

BIO 145E Human Biology

A study of basic principles of biology, cells, genetics, anatomy and physiology, and the human impact on the environment. Special emphasis will be given to understanding anatomy and physiology as it pertains to the workings of the human body and its response to disease. This course is suitable for nonscience majors and includes laboratory experience. Not for credit toward a major in biological sciences. Satisfies Science general education requirement. *Four hours.*

BIO 300E Environmental Conservation

An ecological approach to the study of conservation of natural resources as related to current environmental problems. Significant fieldwork is required. Satisfies Science general education requirement. Lab component included. *Three hours.*

BIO 450E Biological Lab

This course is designed for the student who has had previous course work in biology but has not benefited from significant lab or fieldwork in that discipline. Prerequisite: previous course in biology. *One hour.*

Biblical and Religious Studies

BRS 325E Doctrine and Evidence

The major doctrines of the historic Christian faith are explored, looking closely at their varied expressions in the diverse Christian communions. Critical examination of theological issues and supporting evidence will be central to the content. Christian Ministry core. Prerequisite: none. *Three hours.*

Business

BUS 300E Ethical Leadership

A foundational course that explores leadership in the context of a Christian worldview. There will be an emphasis on the ethical decision-making in organizational settings and on the development of character. Organizational Leadership core. Prerequisite: none. *Four hours.*

BUS 328E Quantitative Skills for Managers

An introduction to the financial and data analysis skills needed by managers. Basic principles of accounting, budgeting, and finance will be covered. Students will learn how to gather, organize, analyze, and present data that are useful for evaluation and decision-making in organizations. Organizational Leadership core. Prerequisite: none. *Four hours.*

BUS 346E Organizational Behavior

A study of theory and practice regarding the structure of organizations and their development. Different forms of organization will be reviewed as to situations appropriate to their use and the changes they commonly encounter in their life cycles. Special emphasis will be placed on leading organizational change through an understanding of organizational culture, learning organizations, strategic planning, overcoming resistance to change, and creativity. Organizational Leadership core. Prerequisite: none. *Four hours.*

BUS 400E Human Resource Development

This course will emphasize the importance of training and development in organizations. The primary issues involved in analyzing needs, developing curriculum, and implementing a training program will be studied and discussed. Prerequisite: none. *Three hours.*

BUS 440E Leading and Managing

A study of leadership skills and organizational management. Emphasis will be placed on both visionary and situational leadership. Simulation activities will assist in learning about various topics such as leadership styles, management by objectives, appraisal of self and others, conflict resolution, and negotiation. Christian Ministry and Organizational Leadership core. Prerequisite: none. *Four hours.*

BUS 441E Team Dynamics and Management

An examination of work groups, quality circles, self-managed work teams, and other formal and informal collections of individuals. The course will explore the qualities and activities that foster high productivity within these groups. Prerequisite: none. *Three hours.*

BUS 442E Servant Leadership Concepts

Drawing from both Scripture and contemporary leadership literature, students will evaluate the notion of "servant as leader" and look at possible models for its implementation within contemporary organizations. Prerequisite: none. *Three hours.*

BUS 446E Applied Leadership Case Study

A capstone course for the Organizational Leadership major designed to help students integrate organizational leadership principles, concepts, and skills and apply them to an actual organizational problem they are currently encountering. Case study principles will be utilized. Organizational Leadership core. Prerequisite: none. *Four hours.*

BUS 492E Intercultural Approaches to Human Resources Management

An identification of cultural groups in the community, describing their traits and value systems, noting their influence in work-related settings. Attention is placed on management in an intercultural context. Prerequisite: none. *Three hours.*

Chemistry

CH 200E Chemistry for the Consumer

A study of the fundamental concepts of chemistry, with particular application to the substances in our everyday world. Material to be covered will include atomic structure, chemical bonding, nuclear energy, chemical reactions, and an introduction to organic chemistry. Laboratory is included. Satisfies physical science, or elective deficiency. Prerequisite: none. *Three hours.*

Computer Information Systems

CIS 101E Introduction to Personal Computing

A course designed to introduce students to the use of the personal computer. Rudimentary competency in the use of utility, word processing, database, and spreadsheet software will be expected, as will the use of a standard graphical user interface as a result of hands-on experience. Satisfies math/computer science general education requirement. Prerequisite: none. *Three hours.*

Christian Ministry

CM 325E Evangelism in a Postmodern World

Prevailing cultural, sociological, and philosophical trends in America are explored with the goal of examining how these trends are impacting the Church and its evangelistic mission. Students will critically examine various approaches to evangelism and church growth in light of the prevailing culture. Christian Ministry core. Prerequisite: none. *Three hours.*

CM 330E Discipleship Across the Lifespan

The central Church mission of “making disciples” will be analyzed in light of current trends in social and developmental psychology. Interpersonal communication and educational theory will be examined and applied. Christian Ministry core. Prerequisite: none. *Three hours.*

CM 446E Reflective Internship in Christian Ministry

A capstone course for the Christian ministry major designed to help students integrate biblically based Christian ministry principles, concepts, and skills and apply them to actual church or parachurch experiences in a mentored-ministry context. Case study methodology will be utilized to aid reflection. Christian Ministry core. Prerequisite: none. *Three hours.*

CM 175E Foundations of Youth Ministry

An exploration of biblical, educational, and philosophical foundations of youth ministry. Current youth culture and developmental needs of adolescents will be examined in light of these foundations. Students will be required to develop a personal theory of ministering to youth through biblical education, personal evangelism, and relational discipleship. Satisfies Christian Ministry elective. Prerequisite: none. *Three hours.*

Communication

COM 112E Speech

Principles of effective oral communication. Experience in preparation and delivery of several original addresses. Elementary Education core. Prerequisite: none. *Three hours.*

COM 221E Business and Professional Communication

This course covers the fundamentals of both written and oral communication within organizations. It includes theory while emphasizing practical and varied applications simulating a broad range of professional and organizational situations. Particular attention is paid to persuasive writing, group presentations, and the appropriate use of technology. Organizational Leadership core. Prerequisite: none. *Four hours.*

COM 310E Interpersonal Communication

An examination of the foundation of interpersonal skills. Relational skills, learning theory, and personality styles will be studied. These concepts will be applied to leadership in a variety of organizational settings. Prerequisite: none. *Four hours.*

COM 330E Gender and Communication

Students review current research regarding differences and similarities in female and male verbal and nonverbal communication patterns in a variety of settings, including marriage and work. Prerequisite: none. *Three hours.*

COM 335E Intercultural Communication in Global Context

Culture-based differences regarding communication, values, lifestyles and leadership are explored. Emphasis is given to overcoming barriers and embracing intercultural communication. Special attention is paid to the global nature of organizations and the impact of culture in the work environment. Organizational Leadership core. Prerequisite: none. *Four hours.*

Education

ED 110E Technology for Teachers

The utilization of educational technology, with an emphasis on individual and cooperative learning, integration of disciplines, and learning styles. Students become familiar with application software, teaching methods, and unit and lesson planning that integrate technology in the elementary classroom. Elementary Education core. Prerequisite: none. *Two hours.*

ED 230E Exceptional Children

A survey course considering the gifted and those challenged by mental retardation, visual impairment, hearing impairment, learning disabilities, physical problems, behavior problems, speech and language development and those who are culturally disadvantaged. Elementary Education core. Prerequisite: none. *Three hours.*

ED 234E Children's Literature

Language development in the areas of oral and written communication, including a survey of significant aspects of literature for elementary school children. Elementary Education core. Prerequisite: none. *Two hours.*

ED 240E Foundations of Education

A survey of education in the United States from historical, philosophical, and sociological perspectives. Attention is given to the role of education in a culturally diverse society. Elementary Education core. Prerequisite: none. *Three hours.*

ED 260E Educational Psychology/Human Development

Consideration of the psychological foundations of learning. Emphasis is on the physical, cognitive, social, and psychological development of children and adolescents. Elementary Education core. Prerequisite: none. *Three hours.*

ED 305E Reading Fundamentals

Theories and methodologies for understanding the reading process and facilitating effective reading instruction in grades K-6. It includes the development of comprehension, vocabulary, and word attacking skills. Elementary Education core. Prerequisite ED 339E. *Three hours.*

ED 307E Elementary Art Education

Prepares meaningful and creative art activities for an elementary classroom. Principles, materials, and methods of art for elementary children are compared. Elementary Education core. Prerequisite ED 339E. *Two hours.*

ED 330E Reading: Literacy Development and Assessment

Advanced application of theory and methodology of reading instruction in grades K-6, including assessment issues and prescriptions to increase reading performance. Elementary Education core. Prerequisite: none. *Three hours.*

ED 339E Fundamentals of Elementary Education

Presentation of the basic principles of teaching, classroom management, lesson plans, unit building, instructional methods, and use of materials in various content areas. Elementary Education core. Prerequisite: none. *Two hours.*

ED 342E Health and Physical Education Methods

A study of methods and content of teaching health and physical education in grades K-6. Elementary Education core. Prerequisite: ED 339E. *Two hours.*

ED 344E Social Studies Methods in the Elementary Classroom

A course encompassing the scope, content resources, methods, and interdisciplinary application of teaching social studies in the elementary classroom. Elementary Education core. Prerequisite: ED 339E. *Two hours.*

ED 346E Elementary Science Methods

A study of the methods of teaching science in the elementary school, with particular emphasis on the topics, organization, and administration of science in grades K-6. Elementary Education core. Prerequisite: ED 339E. *Two hours.*

ED 347E Elementary Math Methods

A survey of the teaching of mathematics, including discussion of the role of math education in society, as well as the process, basic principles, and philosophies of math education in grades K-6. Elementary Education core. Prerequisite: ED 339E. *Two hours.*

ED 348E Elementary Music Education

Methods and materials for teaching the fundamentals of music on the elementary level. Music literature is surveyed and evaluated. Elementary Education core. Prerequisite: ED 339E. *Two hours.*

ED 351E Language Arts Methods

Methods and materials for teaching language, writing, vocabulary development, spelling and handwriting. Elementary Education core. Prerequisite: ED 339E. *Two hours.*

ED 400E Student Teaching in the Elementary School

Observation and teaching in an elementary school classroom under the direct supervision of a qualified cooperating teacher and a college instructor. This capstone experience is designed to aid the student teacher to bring together theory and practice. This course requires nine (9) weeks of observing/teaching in a classroom and participating in a student teaching seminar. Elementary Education core. *Nine hours.*

English

ENG 111E Critical Thinking and Writing

Intensive practice in academic writing, with emphasis on the writing process. Students will enhance skills in idea development and in the effective organization and expression of ideas in various expository contexts. Some grammar and word usage will be included. Satisfies humanities, college composition, or elective credit deficiency. Prerequisite: none. *Three hours.*

ENG 222E Studies in Fiction

Close analysis of short stories, novellas, and novels. Prerequisite: ENG 111E or equivalent. Satisfies Humanities general education requirement. Prerequisite: none. *Three hours.*

ENG 305E Argumentation and Persuasive Speaking

This course is designed for students who wish to improve their ability to structure analytical arguments and communicate persuasively. Students will examine major theories of argumentation and persuasion as related to oral communication in cultural, political, organizational and interpersonal settings. Special attention is given to audience analysis, message structure, and effective delivery of student's speeches, as well as to practical analysis of rhetorical discourse in popular culture. Satisfies Humanities, elective, Oral Communication, or credit deficiency. Prerequisite: none. *Three hours.*

ENG 355E Literature and Ideas

Designed to introduce the non-English major to the richness of thought expressed through various types of creative literature. The course will trace one particular idea through various periods and genre of literature. Satisfies Humanities general education requirement. Prerequisite: none. *Three hours.*

ENG 368E Writing and Research

A second-level writing course that further develops writing and critical thinking skills. Emphasizes tools and logic of information access, documentation style, and critical use of source material. Satisfies Humanities general education requirement. Prerequisite: ENG 111E or equivalent. *Three hours.*

ENG 400E Writing Fiction

Analysis and practice of fiction writing techniques, which culminates in the development of a portfolio of short stories. Classes follow a workshop format. Satisfies Humanities general education requirement or credit deficiency. Does not satisfy college composition requirement. Prerequisite: ENG 111E or equivalent. *Three hours.*

ENG 441E Business Writing

A practice-oriented approach to contemporary business writings, with an emphasis on case studies simulating a broad range of business settings. Attention will be given to topics such as current issues in intercultural communication. Satisfies Humanities general education requirement or credit deficiency. Does not satisfy college composition requirement. Prerequisite: ENG 111E or equivalent. *Three hours.*

History

HI 121E United States History I

A study of the political, social, and economic development of the United States from the discovery of America to Reconstruction. Satisfies Humanities general education requirement. Prerequisite: none. *Three hours.*

HI 340E History of Christianity

A survey of the history of the Christian Church from the New Testament to the present. Approximately equal time is spent on the early, medieval, Reformation, and modern periods. Satisfies Humanities general education requirement or Christian Ministry elective. Prerequisite: none. *Three hours.*

HI 362E Contemporary World Affairs

A broad survey of the domestic and world scene since 1945, with an emphasis on current developments and patterns for the future. Satisfies Humanities general education requirement. Prerequisite: none. *Three hours.*

Health and Personal Wellness**HPW 200E The Wellness Lifestyle**

A study of attitudes and behaviors that enhance the quality of life and maximize one's potential for personal growth and health management. Topics include exercise, nutrition, stress, mental and emotional health, prevention and control of disease, substance use and abuse, accident prevention and safety, community health, environmental health, human sexuality, family life education, and the aging process. Satisfies Social Science general education requirement Prerequisite: none. *Three hours.*

Interdisciplinary Studies**IDS 100E Introduction to Christian Living/Thinking**

This course is an introduction to living and thinking as a Christian in the world of ideas and lifestyle. It focuses on the concept of "worldview" as a vision of and for life. Satisfies Christian Ministry elective requirement. *Three hours.*

IDS 105E Foundations for the Adult Learner

Prerequisite for all majors. This course focuses on the knowledge, skills, attitudes, and values required to maximize the benefit of education for adults. Concepts include the basic principles of adult development, learning approaches, personality, and work/life management. The ideas of Christian liberal arts education, learning in community, and lifelong learning as spiritual journey are explored. Various assessments and self-exploration tools will be used to aid goal-setting, writing placement, and advising. Prerequisite: none. *Three hours.*

Math**MA 101E Mathematical Analysis**

This course deals with concepts related to algebra, equations and inequalities, functions and graphs, systems of equations, and exponential and logarithmic functions as applied to practical life problems. Satisfies Math general education requirement. *Three hours.*

MA 200E Mathematical Concepts

This course is designed especially for elementary education majors. Content includes all concepts normally emphasized in the contemporary elementary school. Special concern is given to the introduction and development of the operations on the set of whole numbers by using appropriate teaching methods. Credit obtained in this course is not applicable toward meeting the general education requirement of the college except for those who certify with a major in elementary education. Satisfies Math/Computer general education requirement. Prerequisite: none. *Four hours.*

MA 333E Applied Business Statistics

A course designed to help students analyze and interpret quantitative data. Application of statistical concepts to business-related process control, quality control, and research will all be explored. Satisfies Math general education requirement. *Three hours.*

Philosophy**PH 350E Asian Religious Thought**

Historical survey of the origins and growth of the major Asian religions. Beliefs, practices, and worldviews of the major traditions will be examined, with attention given to understanding the underpinnings of the lifestyles, ideologies, and communication patterns of various Asian peoples. Comparisons and contrasts with Western and Christian-based perspectives will be offered. Satisfies Humanities or Intercultural Study general education requirement. Prerequisite: none. *Three hours.*

Political Science

POL 250E American Government

This course surveys the structure, function, and principles of federal, state, and local government. National and state constitutional principles specifically considered. Special attention is paid to the historical development of governmental institutions in America. Satisfies Social Science general education requirement. Prerequisite: none. *Three hours.*

Psychology

PSY 140E Introduction to Psychology

Prerequisite to the Psychology Major. A survey of the field of psychology: major orientations (neurobiological, behavioral, cognitive, psychoanalytic, and humanistic); historical developments; views of personhood; scientific procedures; and relevance to everyday life. Prerequisite: none. *Three hours.*

PSY 220E Interpersonal Skills Training

A skills training approach to the development of interpersonal relationships. Students will learn skills in expressing themselves, active listening, responding, supporting, and challenging in nonjudgmental ways through group experiences. Students will have the opportunity to evaluate their interpersonal style, will receive input from each other, and make changes in the way they interact with others. Psychology core. Prerequisite: Introduction to Psychology. *Three hours.*

PSY 240E Human Sexuality

Interdisciplinary examination of the physiological, cultural, and psychological bases of human sexual behavior, with attention devoted to the student's development of a personal perspective toward sexuality that integrates Christian faith and moral integrity. Psychology core. Prerequisite: Introduction to Psychology. *Three hours.*

PSY 255E The Psychology of Addiction

A survey of various forms of addictive (drug, alcohol, sex, gambling food, relationship, and others). Numerous theoretical approaches to addiction and the addictive personality are considered. Individual, family, group (including Twelve Step programs), behavioral modification, and other possible treatment interventions are assessed. Psychology core. Prerequisite: Introduction to Psychology. *Three hours.*

PSY 285E Statistics

An examination of both descriptive and inferential statistics. Specific topics include the scientific method, frequency distributions, measures of central tendency and variability, correlation and regression, random sampling and probability, nonparametric inferential tests, and parametric inferential tests, including two-way analysis of variance. Psychology core. Satisfies Math general education requirement. Prerequisite: none. *Four hours.*

PSY 300E Personality Theories

This course acquaints students with theories and theorists having the greatest impact on the understanding of human personality. Some theories covered will be those developed by Freud, Jung, Adler, Rogers, Skinner, Erikson, Sullivan, and Allport. Personality assessment, current personality research, and philosophical approaches to theory building will also be discussed. Psychology core. Prerequisite: Introduction to Psychology. *Three hours.*

PSY 310E Abnormal Psychology

A study of history, definitions, and issues related to abnormal behavior. Major emphasis is on behavioral, existential, and physiological approaches. Psychology core. Prerequisite: Introduction to Psychology. *Three hours.*

PSY 315E Life Assessment

A study of adult development, with emphasis on one's personal life and preparing for the future. In-class exercises serve to elicit vocational goals among students and help to realistically plan for the future. The course includes preparation of a portfolio that may be used to earn credit for prior learning. Christian Ministry core. Prerequisite: none. *Three hours.*

PSY 321E Psychology of Learning

A study of the philosophy, history, methodology, theory, and research of learning. Applications of learning principles to Christian living, counseling, and education are also considered. Psychology core. Prerequisite: Introduction to Psychology. *Three hours.*

PSY 335E Human Development: Childhood

A study of human development as the product of both maturational and environmental influences. Emphasis is on the theories and research findings that pertain to preadolescence. Biological and environmental factors regarding

physical, perceptual, cognitive, social, moral, and emotional development will be discussed. Psychology core. Prerequisite: Introduction to Psychology. *Three hours.*

PSY 337E The Psychology of Adolescence

An interdisciplinary study of human development from puberty to early adulthood. Physical, cognitive, and personality development will be examined, both from the social and research point of view. Application will be encouraged for students who plan to work with adolescents. Psychology core. Prerequisite: Introduction to Psychology. *Three hours.*

PSY 340E Experimental Psychology

A study of psychology as a natural science. Experience is provided in planning experiments by forming hypotheses, selecting and controlling variables, and preparing materials for the experimental task. The student carries out a research project and reports the results in written or oral form. Psychology core. Prerequisites: Introduction to Psychology and PSY 285E Statistics. *Three hours.*

PSY 371E Dynamics of Group Behavior

Students will examine small group behavior and how it affects organizational effectiveness. The structure and function of groups within various types of organizations, including businesses and churches, will be considered. Group formation, teams, group roles, decision-making, problem-solving, conflict resolution, cohesion and disintegration are explored. Organizational Leadership core. Prerequisite: none. *Four hours.*

PSY 375E Foundations of Christian Counseling

This course familiarizes the student with principles and techniques of counseling in ministry settings with a focus on counselor characteristics, problem-management skills, common counseling problems, multicultural dynamics and various issues involved in the counseling process. Special emphasis will be placed on the unique contribution of biblical truths to counseling. Christian Ministry core. Prerequisites: none. *Three hours.*

PSY 402E Adult Development

A study of human development encompassing late adolescence through old age. Physical, perceptual, cognitive, social, and emotional changes will be considered along with major issues and life decisions faced during adulthood. Satisfies Psychology or Social Science general education requirement. *Three hours.*

PSY 440E Integration of Psychology and the Christian Faith

A discussion seminar on (1) foundational integrative methodologies regarding the discipline of psychology and the Christian faith, (2) topics of general interest such as lifestyle, counseling, parenting, and leadership. Emphasis will be on practical applications to situations confronting the Christian today. Psychology core. Prerequisites: A minimum of 15 semester hours of psychology course work to include Introduction to Psychology. *Three hours.*

Sociology

SOC 221E Marriage and Family

Marriage and the family in historic and contemporary society, including the changes in family structure, function, and roles. The problems of dating, courtship, and marriage in modern American society are presented and related to biblical principles. Satisfies Social Science general education requirement. Prerequisites: none. *Three hours.*

SOC 330E Race and Ethnic Relations

This course provides a sociological perspective on intergroup relation between different ethnic groups. Cultural-based differences regarding communication style, lifestyle, and ideology are explored, as well as the mechanism of discrimination as they influence power structures inhibiting equality. The history and current experiences of some of the ethnic groups represented in the United States are examined. Satisfies Intercultural Study or Social Science general education requirement. Prerequisites: none. *Three hours.*

SOC 335E Urban Sociology

An examination of the urbanization process, the dynamics of the urban "explosion," and its implications worldwide. Particular attention is given to subcultural groupings and to the social and subcultural interactions that characterize the urban experience. The inherent problems of urban growth and the enactment of firsthand exposure to the urban environment are examined. Satisfies Intercultural Study or Social Science general education requirement. *Three hours.*

Official Policies

Academic Integrity

The community at Trinity International University promotes a commitment to integrity in all areas of life. Academic integrity is essential in the search for and promotion of truth. This pursuit of truth, while being an important goal in itself, is integral to other essential beliefs foundational to the Trinity community: (1) all individuals, being in the image of God, are to be respected for their intellectual contributions; (2) the use of one's God-given talents is the responsibility of every individual, and, for the Christian, excellence is a sacrifice to the Lord Jesus Christ to the glory of God; and (3) relationships within our community are to be nurtured in an environment of trust.

Therefore, any form of plagiarism and cheating will not be condoned within the Trinity community. Plagiarism, whether intentional or indirect, gives the impression that the words or ideas in a person's writings are one's own, whereas in reality they are taken from someone else's written or oral presentation(s), even when a reference to the original source is made in footnotes or bibliography. Cheating is an expression of fraud and deception, as the student gives the impression of doing better on quizzes or exams than he or she deserves.

Plagiarism or cheating has a negative effect on the Trinity community in that it does not promote truth, breaks the relationship of trust, does not encourage the individual to develop his or her creative talents, and erodes the moral fiber so vital in an academic community. For a further description, see the *Student Handbook*.

Any student who breaks the standard of academic integrity by cheating or plagiarism will be dealt with severely by the faculty and staff and will be reported to the Associate Dean of Students. This may result in a failure of the course, expulsion from the institution, or a revocation of a degree already granted by Trinity.

Acceptable Use Policy Summary for Technology and Telecommunication Systems

The following summarizes major points contained in the Acceptable Use Policy. Students are responsible for abiding by the complete text contained within the "Terms and Conditions for University Technology and Telecommunications Systems - Acceptable Use Policy." Please visit our web site at http://tiunet.tiu.edu/it/policy/content/conduct/trinity_aup.pdf or request a copy from the Dean of Students office. This policy supercedes all other policies and applies to all individuals with respect to the acceptable use of University networks, phone systems, computer systems, and technology.

The University network and systems are to be used primarily for activities related to the educational mission of the University. Personal use of the network is limited to email and browsing Web pages, providing such use complies with these Terms and Conditions and does not, at the University's discretion, utilize excessive capacity of resources, or in the case of employees, interfere with the employee's work. For any other personal use, written approval is required from the Student Services office.

Computer login and phone PIN (Personal Identification Number) account holders are responsible for any activity originating from their accounts. Your computer and account may be used:

- For authorized network access to university systems and resources that are used for curricular, academic, and administrative activities
- For email and access to Worldwide Web pages

Official notifications made by University offices are increasingly made using email, rather than by paper memos sent through the University mail services. Email used for such notifications will be delivered to the recipient's University email account. **Employees and students are expected to read their University email and are strongly encouraged to use their University email accounts for all communication within the University to ensure reliable and secure delivery.**

University personnel can and will access files when necessary for maintaining the University network and computer systems. Every effort will be made to respect the privacy of user files, and the contents of user files will be examined only when it is required by law or by the policies of the University.

You may not use University computers, networks, system resources, and phones:

- For commercial or business purposes
- For accessing or distributing defamatory, abusive, obscene, sexually oriented/ pornographic, threatening, racially offensive or illegal material. Any access to such materials by way of the University Internet connection will be blocked, logged, and reported
- For any activity which interferes or inhibits the use of the network or University systems by others

- To connect nonauthorized private networks. University networks may not be modified, extended, or used in any manner that violates a federal, state, or local law or a University policy

Additionally, you may not use University computers, networks, and system resources:

- For unauthorized browsing or exploring, or making other unauthorized attempts to view data, files, or directories belonging to TIU or to other users
- To transmit, use, or serve unauthorized software
- To violate copyrights of documents or media
- For misuse of message boards or any web-based community
- For computer tampering or unauthorized alteration of data, identification, or credentials
- For introducing deviant software (viruses, worms, etc.) into the University network and systems

Students and employees who do not comply with the “Terms and Conditions for University Technology and Telecommunications Systems - Acceptable Use Policy” are subject to disciplinary action. The University reserves the right to cooperate fully with local, state, and federal officials in investigations relating to information accessed or distributed using University computing systems, the University network, the University phone system, or the University Internet connection.

Auxiliary Aids and Services for Students with Disabilities

In compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA), it is the policy of the College to provide effective auxiliary aids, services, and academic adjustments to qualified students with disabilities. The Associate Dean of Students, acting as the institution’s ADA coordinator, assists students with disabilities in obtaining auxiliary aids and services. The Associate Dean of Students in consultation with the Academic Department Chair or School Director and faculty member(s) involved assists students with disabilities by making academic adjustments. Academic adjustments are determined on a case-by-case basis and are subject to review by the Dean of the College.

It is the policy of the College as outlined by the ADA to require from the students supporting diagnostic test results and professional prescriptions for auxiliary aids and services, particularly for those students with hidden disabilities. Documentation for medical/physical disabilities may be satisfied by a physician’s statement that includes, but is not limited to, description of the disability and the limitations it poses for the student. Documentation for hidden disabilities, such as specific learning disabilities, poor hearing, or impaired vision, may include the results of medical, psychological, emotional diagnostic tests, or other professional evaluations to verify the need for auxiliary aids, services, or academic adjustments.

For students with specific learning disabilities, the following is considered reasonable documentation:

1. It must be prepared by a professional qualified to diagnose a learning disability, including but not limited to, a licensed physician, learning disability specialist, or psychologist.
2. It must include the testing procedures followed, the instruments used to assess the disability, the test results, and an interpretation of the test results. If, for example, the disability requires additional time for taking examinations, documentation must state the specific amount of time needed.
3. It must reflect the student’s present achievement level, be as comprehensive as possible, and dated no more than three years prior to the student’s request for auxiliary aids, services, or academic adjustments. Extenuating circumstances may justify reliance on older documentation. The achievement test should sample reading, math/reasoning, writing, adequately measure cognitive abilities using the Wechsler Adult Intelligence Scale-Revised or equivalent, and adequately measure academic achievement using the Woodcock-Johnson Part II, Wide Range Achievement Test, Nelson-Danny or equivalent.
4. It must include test results for the following characteristics: intelligence, vocabulary, reading rate, reading comprehension, memory, and processing skills. The diagnosis must conform to federal and state regulations.

Students with disabilities who believe that their request for auxiliary aids, services, or academic adjustments have not been appropriately addressed by the Dean of Students, should direct their complaints to the Executive Vice President/Provost.

Copyright Policy

The Copyright Permissions Act of 1976 as it may have been or will be amended from time to time requires that permission to reproduce copyrighted materials be obtained from the copyright owner except under very limited circumstances. Faculty, staff, and students of Trinity are expected to comply with the provisions of the state and federal intellectual property laws, such as the Copyright Act. Procedures for obtaining copyright permissions for course materials have been established and should be followed. Copies of this procedure and other information

explaining the Copyright Act as it pertains to copying both course materials and material for personal use are available through the Dean of the College's office.

Drug-free Environment

Trinity is committed to the maintenance of a drug-free environment. We believe that the implementation of a drug-free environment is for the protection of students and employees of Trinity, and we have established the following policy designed to maintain such an atmosphere:

1. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited on the campus in general.
2. Employees or students found to be in violation of a drug-free environment will be subject to appropriate action, including termination or expulsion.
3. If you become aware of a violation of this policy, you are encouraged to report it to the Dean of Students immediately so that the matter can be investigated promptly.

Family Educational Rights and Privacy Act of 1974

The purpose of the Family Educational Rights and Privacy Act of 1974 (Public Law 93-380) is to ensure access to educational records for students and parents while protecting privacy of such records and to control the careless release of educational information.

In accordance with requirements established by the Act also commonly known as the "Buckley Amendment," Trinity International University hereby provides notice of intention to comply fully with the Act and also provides notice to students of their rights under the Act.

In general, the purpose of the Act is to give presently or formerly enrolled students access to their individual educational records maintained at Trinity and to protect such student's right to privacy by limiting the transfer of their records without their consent. "Educational records" are defined as those records, files, documents, and other materials directly related to a student that are maintained by Trinity, or by a person acting for Trinity, in the normal course of business. The Records Office has a full copy of the Act should you desire to review it in full.

The Act clarifies that an institution is not required to grant access to students to certain materials, including the following:

1. Private notes and other materials created by Trinity's personnel, provided they are not revealed to another individual.
2. Medical, psychiatric, or similar records created or maintained by a physician, psychiatrist, psychologist (or other recognized professional acting in such capacity) that are used solely in connection with treatment purposes and only available to recognized professionals in connection with such treatment (provided, however, that a physician or other appropriate professional of the student's choice may review such records).
3. Law enforcement records, which are kept separate from education records, are maintained for law enforcement purposes only and are available only to law enforcement officials. (In each case, student access to such records is at the sole discretion of the individual who maintains these materials.)

It should also be noted that the Act specifically indicates that the legislation does not alter the confidentiality of communications otherwise protected by law. To ensure that the school does not compromise the rights of individuals enjoyed prior to the enactment of the legislation, students and alumni will not be permitted access to materials of an evaluative nature that were received or placed in files prior to November 19, 1974.

Additionally, as provided by the Act, students shall not have the right to see confidential letters and statements of recommendation placed in educational records prior to January 1, 1975, provided that they are used only for the purposes for which they were intended. The Act further stipulates that students do not have the right to see financial records of their parents.

As provided by the legislation, students may voluntarily waive their rights of access to confidential recommendations on or after January 1, 1975, in three areas: admissions, job placement, and receipt of awards. Under no circumstances, however, can a student be required to waive this right.

The legislation also makes clear that the parent or legal guardian of a dependent student, as defined for Federal Income Tax purposes, has a right to information about his or her child without the school's having to seek the student's consent. Thus, upon the written request of a parent or legal guardian of a dependent student, the school will honor this right to the extent that it is required by law.

As provided by the Act, the school retains the right to publish at its discretion the following categories of information with respect to each student presently or previously attending the school: the student's name, address, telephone

listing, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, class level, honors, certificates, degrees and dates conferred, and the most recent previous educational agency or institution attended by the student. Students have a right to inform the school within a reasonable period of time that any or all of this so-called "directory information" should not be released without their prior consent. Requests by the student to suppress from public distribution the above-mentioned information are to be made annually.

As required by the Act, the school hereby provides public notice of its intention to publish this type of information in the annual directory.

In complying with the legislation, the school has adopted the procedures and policies below, in addition to those noted on the previous page:

- A. Except for those parties stated below, no one shall have access to education records without the written consent of the student concerned. The exceptions to the consent requirement are as follows:
1. Other university officials, including faculty, who have legitimate educational interests
 2. Officials of other schools or school systems in which the student intends to enroll, upon condition that the student is notified of the transfer, receives a copy of the record if desired, and has an opportunity for a hearing to challenge the content of the record
 3. Those representatives of the federal government and the state who are identified in the "Act," provided that any data so released are not to include information (including social security numbers) that would permit the personal identification of the students unless otherwise specifically provided by federal law
 4. Those who serve in connection with the student's application for, or receipt of, financial aid
 5. State and local officials or authorities to which such information is specifically required to be reported or disclosed pursuant to state statute adopted prior to November 19, 1974
 6. Organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction if such studies are conducted in such a manner as will not permit the personal identification of students and their parents by persons other than representatives of such organizations, and such information will be destroyed when no longer required for the purpose for which it is conducted
 7. Accrediting organizations in order to carry out their accrediting functions, or by the dean of students or the emergency dean, designated to act in an emergency to protect the health or safety of the student or other persons
 8. To parents of a dependent student as defined in Section 152 of the Internal Revenue Code
 9. To comply with a judicial order or lawfully issued subpoena, subject to the notice provisions of the law
 10. In connection with a health or safety emergency
 11. Information that has been designated as "directory information"
 12. To the parent of a student who is not an eligible student or to the student
 13. To an alleged victim of any crime of evidence, as that term is defined in Section 16 of Title 18, United States Code, of the results of any disciplinary proceeding conducted by an institution of postsecondary education against the alleged perpetrator of that crime with respect to that crime
- B. Records (usually only transcripts) released to any organization, agency, or individual at a student's request shall be transmitted with a notice informing the recipient that such information is released only on the condition that the recipient will not permit any other party to have access to such information without the written consent of the student.
- C. Each office that maintains education records shall maintain a record for each student that shall list all individuals (except institution officials described above), agencies, or organizations that have requested or obtained access to such student's education record.

- D. A student may inspect material belonging to his or her education record solely at the office that is responsible for maintaining such information. Any Trinity employee may require that the student inspect that record only in the presence of the professional or staff person qualified to assist in interpreting the information.

Each Trinity department has the ultimate responsibility for establishing appropriate procedures; however, each Trinity department has been instructed to ask that the student's request be made in writing and, where appropriate, in person. On request, the student may be required to identify him- or herself in filing a request prior to having access to his or her records. The student is obligated to examine the record during reasonable hours at the place the record is maintained and not to interfere with the operation of the office in which the record is being maintained. Under the Act, the school has 45 days from the time of request until it must comply with the request.

Copies of records accessible to students shall be transmitted to the student upon payment of the established fee for issuing such copies. The Act does not preclude the school's right to destroy any records if not otherwise precluded by law, unless prior to destruction the student has requested access. In fact, there is general encouragement to reduce the number of records so that destruction of records is consistent with the spirit of the law.

Firearms

For the safety of all concerned, campus regulations require that no firearms or fireworks are to be kept on the campus. Weapons of any kind are not permitted on campus. You may contact the Executive Office of the South Florida Campus for clarification on specific items. Violators of this regulation will face disciplinary action, which may include dismissal without refund.

Grievance Procedure for Discriminatory and Sexual Harassment Complaints

It is the policy of Trinity International University not to discriminate on the basis of age, disability, color, national origin, race, or sex in student admission and recruitment, educational policies, scholarship and loan programs, employment, and school-administered programs in accordance with applicable laws. It is Trinity's intent to comply 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. In compliance with these provisions, we have established a set grievance procedure to be followed should a discriminatory or harassment situation occur. The Executive Office of the South Florida Campus will be glad to assist you in any such matters and has available for all students a written copy of the official grievance procedures to be followed.

Immunization Requirements

These requirements are designed to prevent the introduction and spread of vaccine-preventable diseases on our campus and the surrounding community.

Posters and Notices

All items posted on campus by students must be approved and stamped by the Executive Administrator.

Referenda and Petitions

Students wishing to initiate petitions or referenda are to work with the Executive Administrator. All referenda and petitions must be submitted to the Executive Administrator and approved by the Administrative Council before being distributed or circulated. All items posted on campus by students must be approved and stamped by the Executive Administrator.

Soliciting

No soliciting is permitted on campus and violations of this should be reported to the Executive Administrator.

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