

ACADEMIC INFORMATION

Academic Information

The following academic information pertains to TIU Global programs at the master's level (certificate, MA(TS), MDiv, ThM) and doctoral level (DMin, PhD).

Academic and Personal Advisement

From the time of admission, students are encouraged to begin consulting their Program Director for academic advisement. Students are ultimately responsible for their program progress as outlined in the catalog at the time of their admission and should carefully consult the catalog as they plan their coursework.

Academic Catalog

Students admitted to Trinity Global master's-level and doctoral-level programs are subject to the program requirements of the catalog current at the time of initial enrollment (matriculation). Students may elect to complete the program requirements of a subsequent catalog; however, the catalog change policy requires that students complete all degree requirements under any subsequent catalog selected. Students must choose one catalog or the other, not a combination of two. If a student withdraws and is readmitted, or finishes one program and is admitted into a second one, the student is subject to the program requirements current at the time of re-enrollment.

Students are advised to retain the current catalog at the time of their initial enrollment. Careful consultation of this publication will facilitate timely program completion.

Although the catalog is not a legal contract, it does outline institutional policies, procedures, and regulations and describes requirements that students must meet before qualifying for a degree.

Regarding curricular offerings, students should note that requirements for an academic program in effect for the year in which the first enrollment (matriculation) occurred are applicable if the student continues to attend, provided the degree is complete within seven years of that first catalog date.

When curricular changes are made, students may follow either the original or changed curriculum requirements. However, students must choose one catalog or the other, not a combination of two. Reasonable substitutions will be made for discontinued or changed courses.

Academic Integrity

The community is committed to integrity in all areas of life, including academic integrity, which we believe is essential in the search for and promotion of truth. The pursuit of truth is integrally connected with values of the community, which include respect for individual intellectual contributions, the development of God-given talents, and the building of relationships in community in a spirit of trust. Therefore, academic integrity is upheld in the community and any form of cheating or plagiarism, including the use of generative AI tools without faculty permission and proper citation, is considered a violation of academic integrity.

Trinity Global offers several programs through in affiliation with Trinity Western University. To ensure consistent application of policies and procedures, students who are dually enrolled in these programs will be governed by definitions of Academic Fraud and Academic Misconduct

listed in the Trinity Western University Academic Calendar. Allegations of academic misconduct will be handled consistently with the policies of the current Trinity Western University Academic Calendar that apply to students in graduate programs.

Academic Load

Master's Level

A master's-level student is considered full-time academic status if they are registered for at least 9 units within a semester. Students will be considered part-time if they are enrolled in 1–8 units. Half-time is defined as 5–8 units. Note that tuition fee structures and academic load structures differ.

The normal course load for full-time master's students is 9 to 14 units. Registration for more than 18 semester units requires a student to be in good academic standing with a cumulative GPA above the minimum required for graduation in the student's academic program. Students employed more than twenty hours per week are advised against enrolling for a full-time academic load.

Doctoral Level

A doctoral-level student is considered full-time academic status if they are registered for at least 8 units within a semester. Students will be considered part-time if they are enrolled in 1–7 units. Half-time is defined as 4–7 units. Note that tuition fee structures and academic load structures differ.

The normal course load for full-time doctoral students is 8 to 14 units. Registration for more than 18 semester units requires a student to be in good academic standing with a cumulative GPA above the minimum required for graduation in the student's degree program. Students employed more than twenty hours per week are advised against enrolling for a full-time academic load.

Active Student Status

Program students are expected to maintain active enrollment each semester. Student accounts must also be in good standing for a student to remain active and able to register for the next semester.

Students who need to pause enrollment should request a Leave of Absence or, if departing permanently, complete a Withdrawal.

Students who have not maintained active enrollment or a Leave of Absence for more than three cumulative years may be subject to the requirements of a more recent catalog upon return and may be required to reapply. Readmission is not guaranteed.

Leave of Absence

A student who needs to temporarily suspend enrollment should request a Leave of Absence (LOA) from the Program Director. An LOA may be granted for personal, financial, or other reasons, with the expectation that the student will return to their program.

A cumulative total of up to three years of on-leave status may be granted. Time spent on leave does not count toward the program's statute of limitation. Students on approved leave remain in their program of admission; however, campus services may be limited during the leave period.

A student who does not return to continuous enrollment following an approved leave may be considered to have withdrawn from the program.

Withdrawal

A student who wishes to withdraw from their program with no intention of returning should submit a formal withdrawal request to the Program Director.

If a withdrawn student wishes to return at a future date, they must reapply for admission. Readmission is not guaranteed. Students who are readmitted are subject to the program requirements in effect at the time of re-enrollment.

Capstone Events and Extensions

Most Trinity Global programs require a capstone event e.g., a professional project, major or integrative paper, comprehensive exam, thesis, dissertation, or a combination of these. Note carefully the requirement in your program curricula and consult with your Program Director as to the precise guidelines for that event.

Some capstone events are completed during the semester of enrollment; however, others may extend one or more semesters beyond the original semester of enrollment. Students whose capstone extends beyond the original semester must enroll in the appropriate Capstone Extension course to maintain their active student status. Students who fail to register for a Capstone Extension course are charged late registration fees for each semester in which they failed to register.

Course Attendance

Consistent attendance is expected of all students. Each instructor establishes attendance requirements for each course, which are outlined in the course syllabus. Students are responsible for understanding and adhering to those requirements. Excessive absences may affect a student's grade at the instructor's discretion.

Course Registration and Course Withdrawal

Course registration dates are announced annually. Courses may not be added after the second week of classes. After the add date, course withdrawals will be assigned a "W" grade during the first 50 percent of class meetings. Thereafter an "F" is assigned.

Note: Students are encouraged to review the Refund Policy in this Catalog before dropping or withdrawing from classes. Tuition and financial aid deadlines may be independent from academic deadlines.

Course Repeat Policy

Students may elect to repeat courses to improve their GPA. Courses specifically designed for repeated enrollment, such as topics courses where the content changes each semester, are not subject to this policy. When possible, courses should be repeated with a different instructor. The highest grade earned will be calculated in the GPA. No additional credits will be earned for the repeated course.

Course Substitutions and Program Modifications

Students who wish to substitute a course for a program requirement or modify their degree plan must obtain approval from their Program Director. Substitutions and modifications are evaluated on a case-by-case basis and are not guaranteed. Approved changes are documented in the student's academic record.

Degree Combinations / Second Degree

Students may pursue more than one degree at Trinity Global, subject to program availability and approval. Students pursuing a second degree must meet the full admission and degree requirements for that program. Some credits may be shared between degrees, as determined by the

relevant Program Directors and within the limits established by the institution.

Students wishing to pursue a degree combination should consult with their Program Director prior to enrollment in the second program.

Examinations

Policies regarding examinations, including scheduling, format, and makeup procedures, are determined by the instructor and communicated in the course syllabus. Students who have a conflict or extenuating circumstance affecting an examination should contact their instructor as soon as possible.

Students with documented disabilities who require examination accommodations should contact the appropriate student services office to request accommodations in accordance with applicable law. Students are encouraged to make accommodation requests well in advance of any examination.

Expulsion or Dismissal

A student may be dismissed from Trinity Global for academic or non-academic reasons, including but not limited to academic dishonesty, failure to meet academic standards, or conduct incompatible with the mission and community standards of the institution. Dismissal decisions are made by appropriate institutional leadership and communicated to the student in writing.

Students who are dismissed may appeal the decision by submitting a written appeal to the appropriate academic officer within a specified timeframe, as communicated in the dismissal notice.

Field Education and Practicum

Field education and practicum experiences involve supervised work in a field-based ministry. A variety of these educational experiences are available. All are designed to:

- Integrate classroom studies with field-based ministry.
- Aid in acquiring, reinforcing, and refining ministry knowledge and skills.
- Assist in the assessment and development of Christian character, spirituality, ministerial call, and identity.

Field education and practicum experiences are guided by a field supervisor who serves as a mentor. Opportunities for students are abundant and diverse. Field education and practicum courses may be taken in any semester and anywhere in the world under the primary supervision of a field-based mentor.

Field education is a program requirement in most TIU Global programs, and can be taken optionally for practical experience in any master's-level program. All new students enrolling in their first field education or practicum course must complete a one-time orientation online. Field education can be repeated beyond what is required for each program.

Field education courses require a thirteen-week commitment with a minimum of three to five hours per week. Practicum experiences require a thirteen-week commitment and 100 hours of field work per academic credit unit.

Students with extensive ministry experience (two or more years full time) prior to enrolling who wish to request a waiver of field education or an advance substitution of practicum requirements are encouraged to inquire with their Program Director.

Students should begin seeking a placement early, before registering for a field education or practicum course, as it may take time to find an appropriate ministry opportunity.

General Graduation Requirements

To be eligible for graduation, students must satisfy all of the following:

- Complete all coursework required by their degree program with a cumulative GPA that meets the minimum standard established by the program.
- Fulfill any additional program-specific requirements, such as comprehensive examination, thesis, dissertation, or capstone project.
- Be in good academic standing at the time of graduation.
- Have no outstanding financial obligations to the institution.
- Submit an application for graduation by the published deadline.

Doctoral students must additionally satisfy all requirements specific to their degree program, including any residency, candidacy, or final project defense requirements as outlined in the program curriculum.

Grading

Trinity Global master's-level and doctoral-level programs use a letter grade system on a 4.0 scale. The following grades and grade point values apply:

Grade	Points
A+	4.3
A	4.0
A-	3.7
B+	3.3
B	3
B-	2.7
C+	2.3
C	2
C-	1.7
D+	1.3
D	1
D-	0.7
F	0

Additional grade designations include, but are not limited to:

AU (Audit): Students may enroll in a course without fulfilling the normal course requirements. Faithful attendance is expected.

CP (Completed): Indicates the student has completed work toward a thesis, major project, or practicum hours during the semester. No credit is granted. Not calculated into the GPA.

CR (Credit): Represents successful completion of a course offered on a credit/no credit basis. These hours apply toward program requirements but are not calculated in the GPA. Only courses so designated in the catalog are offered CR/NC.

INC (Incomplete): Indicates a temporary delay in grade assignment due to extenuating circumstances beyond the student's control. See Incomplete Coursework policy.

INP (In Progress): Indicates the student is currently completing coursework. Not calculated into the GPA.

NC (No Credit): Represents failure to successfully complete a course offered on a credit/no credit basis. These hours are calculated as attempted but do not apply toward program requirements and are not calculated in the GPA.

P (Pass): Assigned in Pass/Fail courses. Pass grades are not calculated into the GPA.

W (Withdrawal): Indicates that a student withdrew from a course after the initial add period and during the first 50 percent of class meetings. Not calculated into the GPA.

Students who wish to appeal a grade should contact their instructor first. If the matter is not resolved, the student may submit a written appeal to the appropriate academic officer.

Incomplete Coursework

When a student is unable to complete course requirements due to extenuating circumstances beyond their control, the instructor may grant additional time to complete outstanding work. To be eligible, the student must have participated in a substantial portion of the course and be able to complete outstanding requirements within a reasonable timeframe, normally not to exceed the following semester. The instructor will identify a default grade at the time the extension is granted; if outstanding work is not completed by the agreed deadline, that default grade will be assigned.

International Students

International students must maintain valid legal status in the United States to remain enrolled in their academic programs. To support this status, students are required to maintain full-time registration during all required terms. Eligible programs of study must feature standard, in-person delivery modes as the primary instructional method. Consequently, international students are prohibited from pursuing programs, such as certificates, that are not explicitly designed to be completed via full-time status and in-person course modalities.

Additionally, students must satisfy all institutional curricular requirements to qualify for off-campus employment authorization. No off-campus work may begin without prior official approval by a Designated School Official.

Probation and Dismissal (Academic)

Students are expected to maintain satisfactory academic progress throughout their program. A student whose cumulative GPA falls below the minimum required by their program will be placed on academic probation. Students on probation will be notified in writing and given a specified period in which to raise their GPA to the required minimum.

A student who fails to meet the conditions of academic probation within the designated timeframe may be dismissed from their program. Dismissal decisions are communicated in writing and may be appealed in accordance with the institution's appeal process.

Residency Requirements

A minimum number of credit hours must be completed through Trinity Global coursework to fulfill residency requirements for each degree program. Transfer credits, advanced standing, and other credits applied toward a degree may not exceed the limits established by the program.

Doctoral programs may have additional residency requirements, including periods of intensive on-campus participation. Specific residency requirements are outlined in each program's curriculum.

Statute of Limitation / Program Extension

All degree programs must be completed within a maximum time frame established by the program. Students who are unable to complete their degree within the allotted time may petition for a program extension. Extensions are granted at the discretion of the appropriate academic officer and are not guaranteed.

Coursework completed outside the maximum time frame may no longer count toward degree requirements at the discretion of the program. Students in this situation may be required to retake affected courses.

Students who have withdrawn or been dismissed and wish to return to Trinity Global must apply for readmission. Readmission is not guaranteed, and previously completed coursework will be evaluated at the time of readmission.

Transcripts and Records

Trinity Global maintains academic records for all enrolled and former students. Students may request official transcripts through the Registrar's Office. Transcript requests are subject to applicable fees and processing times.

Student academic records are maintained in accordance with applicable federal and state law, including the Family Educational Rights and Privacy Act (FERPA). Students have the right to inspect and review their academic records and may submit requests to correct inaccurate information.