

# Academic Information



*B. David Benedict, Ph.D.  
Vice President for Academic Affairs*



*Zachary T. Ranes, B.A.  
Registrar and Assistant Dean*

## ACCREDITATION AND MEMBERSHIP

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

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

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

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

## ACADEMIC POLICIES

### Registration

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

### Adding, Dropping, or Withdrawing from Courses

Changes in a student's schedule may be made during the first full week of classes without charge or penalty. A Drop/Add Form signed by the student and the student's advisor must be submitted to the Registrar's Office during the first week. Courses may not be added after the first full week of classes. Students may withdraw from a course with a "W" until the 10th Friday of the semester.

Withdrawals will be effective on the date the student delivers a completed Withdrawal Form to the Registrar's Office during regular business hours.

Some possible consequences of withdrawing from a course are 1) loss of tuition and fees paid for the course, 2) loss of work study hours, 3) loss of on-campus housing, and 4) loss of some veteran's benefits.

### Grade Forgiveness

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

### Grade Appeal Policy

Grades are determined solely on the basis of the academic performance of each student according to pre-established criteria determined by the course instructor and consistent with College policies. Grade determination is the prerogative of the instructor and students should be aware that the evaluation and grading of academic performance is subject to the professional judgment of each instructor. Considerable personal discretion is required in these judgments - a justifiable margin of difference can exist between the evaluations made by two or more professionals of the same person's academic performance. Students are entitled to compare their work in the course with the criteria applied in deciding the final grade for the course. Accordingly, the course instructor is required either to return major papers and examinations to students or to make such available for students until the end of the following term. Spring semester materials are to be available until the end of the all semester.

A student may object to a course grade for one or more of the following reasons: 1) the methods or criteria for evaluating academic performance, made explicit by

the instructor at the beginning of the course, usually in a course syllabus or as subsequently modified by the instructor, were not actually applied in determining the grade, 2) the grade was determined or influenced by criteria other than those explained by the instructor, or 3) the grade was incorrectly computed.

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

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

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

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

Upon receipt of the appeal the Vice President for Academic Affairs will forward all materials to the instructor of the course for a written response within two weeks. A copy of the response will be forwarded to the student. The Committee will then meet and may request oral clarification from either the instructor or the student at a meeting.

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

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

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

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

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

### Transfer Students

Students who have been enrolled in other institutions of higher education may apply to Trinity College to be admitted as transfer students. Official transcripts of student records from previous institutions must be sent directly from the institution to the Office of Admissions of Trinity College. It is the responsibility of the applicant to initiate the requests for transcripts. Students from other institutions may apply for the transfer of credits taken prior to their admission to Trinity College, provided the classes are compatible with their declared programs.

### Transferability of Credits

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

Students from approved institutions of higher education will be given credit for courses which are applicable for the student's course of study at Trinity, provided that such courses were completed with a grade of "C" or better. Grades earned in transferred courses are not used in computing the student's Trinity College grade point average.

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

### Advanced Credit by Testing

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

- 1) **Advanced Placement Examinations** are given by the College Entrance Examination Board. Students take Advanced Placement courses in high school and may take the AP Examination at the end of each course. Students receiving a score of 3 or 4 will earn three semester hours of credit in the related subject area. Students receiving a score of 5 will earn six semester hours of credit in the related subject area.
- 2) **College Level Examination Placement (CLEP)** is a means by which students may earn college credit by obtaining a minimum score on an examination.

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

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

All literature or composition tests must include the optional essay in order to gain credit.

- 3) **Defense Activity for Non-Traditional Education Support (DANTES)** is a system of examinations offered by the Educational Testing Service by which students may obtain credit in particular subject areas.
- 4) **Educational Experiences in the Armed Services** are recommendations given to veterans that suggest equivalent course credit for experience and training in the armed services.

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

### Placement Testing

The College uses ACT or SAT scores for placement in various courses. The brackets used for placement into particular courses are as follows:

Course Placement	ACT Reading/English Subscores	SAT Verbal
ENC 0010 Basic English	16 or below	Below 440
ENC 1101 Freshman Composition I	17-26	440-600
ENC 1102 Freshman Composition II	27-36	600-800

Incoming students must take a proficiency exam to measure their computer skills. Those who do not receive a passing grade must take the non-credit Introduction to Computers course (CMPU 0301). Incoming students also take the Bible Content Test and those who score 115 or above are exempted from Life and Revelation of Christ (BIBL 2301) and Law and History (BIBL 1311). Students exempted from courses based on these tests are freed from those particular course requirements and may take the credits as open electives. The total number of credits necessary to graduate from Trinity College is unchanged.

### Florida's Statewide Course Numbering System

Courses in this catalog are identified by prefixes and numbers that were assigned by Florida's Statewide Course Numbering System (SCNS). This numbering system is used by all public postsecondary institutions in Florida and 38 participating non-public institutions. The major purpose of this system is to facilitate the transfer of courses between participating institutions. Students and administrators can use the online Statewide Course Numbering System to obtain course descriptions and specific information about course transfer between participating Florida institutions. This information is at the SCNS web site at <http://scns.fldoe.org>.

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

The course prefix and each digit in the course number have a meaning in the Statewide Course Numbering System (SCNS). The list of course prefixes and numbers, along with their generic titles, is referred to as the "SCNS taxonomy." Descriptions of the content of courses are referred to as "statewide course profiles."

#### Example of Course Identifier

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

## General Rule for Course Equivalencies

Equivalent courses at different institutions are identified by the same prefixes and same last three digits of the course number and are guaranteed to be transferable between participating institutions that offer the course, with a few exceptions. (Exceptions are listed below.)

For example, a survey course in social problems is offered by 56 different postsecondary institutions. Each institution uses “ENC\_101” to identify its freshman composition skills course. The level code is the first digit and represents the year in which students normally take the course at a specific institution. In the SCNS taxonomy, “ENC” means “English Composition,” the century digit “1” represents “Freshman Composition,” the decade digit “0” represents “Freshman Composition Skills,” and the unit digit “1” represents “Freshman Composition Skills I.”

In the sciences and certain other areas, a “C” or “L” after the course number is known as a lab indicator. The “C” represents a combined lecture and laboratory course that meets in the same place at the same time. The “L” represents a laboratory course or the laboratory part of a course, having the same prefix and course number without a lab indicator, which meets at a different time or place.

Transfer of any successfully completed course from one participating institution to another is guaranteed in cases where the course to be transferred is equivalent to one offered by the receiving institution. Equivalencies are established by the same prefix and last three digits and comparable faculty credentials at both institutions. For example, ENC 1101 is offered at a community college. The same course is offered at a state university as ENC 2101. A student who has successfully completed ENC 1101 at the community college is guaranteed to receive transfer credit for ENC 2101 at the state university if the student transfers. The student cannot be required to take ENC 2101 again since ENC 1101 is equivalent to ENC 2101. Transfer credit must be awarded for successfully completed equivalent courses and used by the receiving institution to determine satisfaction of requirements by transfer students on the same basis as credit awarded to the native students. It is the prerogative of the receiving institution, however, to offer transfer credit for courses successfully completed that have not been designated as equivalent. **NOTE:** Credit generated at institutions on the quarter-term system may not transfer the equivalent number of credits to institutions on semester-term systems. For example, 4.0 quarter hours often transfers

as 2.67 semester hours.

## The Course Prefix

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

## Authority for Acceptance of Equivalent Courses

Section 1007.24(7), Florida Statutes, states:

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

## Exceptions to the General Rule for Equivalency

Since the initial implementation of the SCNS, specific disciplines or types of courses have been excepted from the guarantee of transfer for equivalent courses. These include varying topics courses that must be individually, or applied courses in which the student must be evaluated for mastery skill and technique. The following courses are exceptions to the general rule for course equivalencies and may not transfer. Transferability is at the discretion of the receiving institution:

- A. Courses not offered by the receiving institution.
- B. For courses at non-regionally accredited institutions, courses offered prior to the established transfer date of the course in question.
- C. Courses in the \_900-999 series are not automatically transferable, and must be evaluated individually. These include such courses as Special Topics, Internships, Practica, Study Abroad, Thesis and Dissertations.
- D. College preparatory and vocational preparatory courses.
- E. Graduate courses.
- F. Internships, practica, clinical experiences and study abroad courses with numbers other than those ranging from 900-999.
- G. Applied courses in the performing arts (Art, Dance, Interior Design, Music, and Theatre) and skills courses in Criminal Justice are not guaranteed as transferable.

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

### Courses at Nonregionally Accredited Institutions

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

### Catalog Requirements

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

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

### Declaration of Major

In order to enter one of the majors offered by the college, students must complete a Declaration of Major Application some time after successful completion of 12 semester hours of credit. Transfer students who have previously earned 12 semester hours of credit may declare a major immediately. Students who wish to change their major must complete a Change of Major Application. Both applications may be obtained from the Registrar's Office. Students on academic probation may not declare or change a major. Students must complete at least 50% of course work in the major in residence at Trinity College. Students may declare more than one major but should be aware that this may extend their program of study at the College beyond four years.

### Transient Students

Students desiring to take special instruction outside the College must request permission from their academic advisor and must be authorized by the Registrar. This permission needs to be granted for each course. A Transient Student Letter may be obtained from the Registrar's Office.

### Auditing Classes

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

### Academic Advising

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

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

requirements. The college catalog should be studied carefully so that each student will be fully aware of all academic policies and procedures.

### Academic Load

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

### Class Schedule

Trinity is on the semester plan with two semesters of sixteen (16) weeks each in the academic year. Classes meet for 50 minutes per week per credit. Most classes meet twice a week on either Tuesdays and Thursdays or Wednesdays and Fridays. A few classes meet once per week on Mondays or in the evening.

### Class Cancellation Policy

Each class requires a minimum enrollment of five students. If registration for a specific class falls below five students, it is the policy of Trinity College to cancel the class.

### Class Attendance

Students are expected to be present in class to assure the effectiveness of the educational process. Students obtain information, insights, and differing perspectives from class sessions. It is also expected that students will contribute to class discussion and content.

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

Group Absence Forms for college events such as athletics or touring groups must be secured by the coach or team leader and presented to one's professors in advance of the absence.

If, for some reason, a professor does not show up for

class, students must wait fifteen minutes. If the professor still has not come and the class has not been advised otherwise, class is dismissed.

### Veterans Attendance Policy

Excused absences will be granted for extenuating circumstances only. Excused absences must be substantiated by records in students' files.

Early departures, class cuts, tardies, etc., for any portion of any hour are counted as a full hour of absence.

Due to Federal regulations, veterans exceeding three (3) days of unexcused absences in a calendar month will have their veterans benefits terminated for unsatisfactory attendance.

### Residency Requirements

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

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

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

### Policy on Correspondence Work

No more than 15 semester hours may be accepted for work taken online or by correspondence. Courses taken online or by correspondence must be approved in advance and in writing by the Vice President for Academic Affairs. No online or correspondence courses in homiletics are accepted. All online and correspondence work is subject to the college's criteria on accredited institutions, academic quality, and examination methods.

### Classification of Students

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

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

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

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

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

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

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

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

#### **Americans with Disabilities Act**

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

#### **Academic and Final Probation**

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

#### **Academic Suspension**

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

#### **Academic Dismissal**

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

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

A student whose GPA is below 2.0 in the semester in which they have been reinstated from suspension as the result of an appeal will be dismissed for an indefinite period. The student may not apply for readmission for one calendar year.

#### **Plagiarism**

In conducting their work, students are always encouraged to consult appropriate references and may even be asked to work with other students on assignments. Students must always be aware, however, that submitting any material prepared by another person, without proper acknowledgment, as part of one's own homework assignment, paper or exam is considered plagiarism. It is the student's responsibility, when they



put their name on a piece of work, to distinguish between what is theirs and what is not, and to credit those who have in any way contributed. If students have any questions or doubts about what plagiarism entails, or about how to acknowledge source materials, they should feel free to consult their professor or the Vice President for Academic Affairs.

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

## Grading System

Courses at Trinity are evaluated in one of two ways:

### 1. By letter grade and grade points:

Letter Grade	Grade Points Per Hour	Explanation
A	4.0	Superior, marked initiative
A-	3.7	
B+	3.3	Excellent, above average
B	3.0	
B-	2.7	
C+	2.3	
C	2.0	Fair, satisfactory
C-	1.7	
D+	1.3	
D	1.0	Poor, less than average
D-	0.7	
F	0	Failure, unsatisfactory
INC	0	Class work incomplete
VWD	0	Student withdrew

### 2. By non-letter grade basis with no grade points:

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

Graduation is based not only on the accumulation of credit hours, but also on the student's Grade Point Average (GPA). This is determined by dividing the total grade points earned by the total hours attempted. Failed

courses (F) are included in the division and therefore lower the overall GPA. This negative impact on the GPA can be eliminated by the student retaking the course involved and earning a passing grade.

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

## Incomplete Courses

In case of an emergency situation such as serious illness or death in the family, a student may request a grade of "I" (Incomplete) in a course. In order to do this, a student must complete a Request for Grade of Incomplete Form prior to the end of the semester and it must be approved by the professor and the Vice President for Academic Affairs. All work for courses in which an "I" is given must be completed no later than four weeks into the next semester. After that time, the "I" will automatically become an "F."

## Independent Study

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

The following guidelines will apply:

1. The student should submit to the Registrar a completed Application for Independent Study along with all requested accompanying materials at least one week prior to registering for the course. This application requires the signature of the professor directing the study, the student's advisor, and the Vice President for Academic Affairs. A student may register for an independent study no later than the Drop/Add Period in a semester.
2. Independent study will be limited to a total of six semester hours of the student's total college program.
3. A student must have successfully completed a minimum of 66 semester hours and have a 3.0 GPA in order to be eligible to apply for independent study.
4. Independent study will be considered part of a student's normal course load.
5. Independent studies must be completed in residence.

- Independent studies should contain a minimum of 35 hours of study for each hour of credit requested.

### Directed Study

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

The following guidelines will apply:

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

### Internship

Students enrolled in the Bachelor of Arts degree program are required to participate in a two semester internship program in their specialized fields. The internship program is practical field work in a specialized area of ministry and will be supervised by the student's academic advisor. A written report of the field experience will be submitted at the end of the

second semester and will be graded by the academic advisor. It will be graded with excellent, satisfactory, or unsatisfactory.

### TrinityQuest

Trinity College, through its TrinityQuest program, offers three degree completion majors in modular format in which students meet one day per week for about two years in order to finish their college degree. Generally, incoming students are over 24 years of age and have at least 50 credit hours of previous college course work. The TrinityQuest program offers majors in Management & Ethics, Counseling, and Christian Ministry which lead to the Bachelor of Science degree. Further information about admission requirements and program details may be obtained from the TrinityQuest Offices or the TrinityQuest Adult Education section, page 75, of this catalog.

## RECORDS

### Privacy Rights

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

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

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

### Transcripts

The Registrar keeps a transcript of all credits earned by each student. Transcripts are issued upon receipt of a written request signed by the student and a fee of \$5 is charged for each transcript. A fee of \$25 is charged for each transcript needed on an emergency basis and no

transcript will be issued unless all financial obligations owed by the student to the college have been fulfilled.

### Records Retention Policy

The transcript (permanent record) is the historical record of the student's academic performance at Trinity College. It contains the term-by-term record of enrollment in courses, grades awarded, and degrees conferred. The transcript, along with a record of Christian service activities and credit, is retained permanently in the student's file.

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

## ACADEMIC HONORS

### Presidential Leadership Award

At the conclusion of each school year, certificate awards will be presented to not more than 10% of the student body to form the President's List. To qualify, students must be full-time (12 hours per semester or more), and exhibit exemplary status in academics by earning a minimum of 3.00 Grade Point Average (GPA) for the school year, exhibit Christian conduct above reproach, show a development of spiritual life and attitudes, demonstrate genuine school spirit, and manifest productive Christian service. Administrative officials will determine and announce the names of the students who are selected for the President's List.

### Dean's List

After the conclusion of each semester, students who are full-time and have achieved a Grade Point Average of 3.50 and above are placed on the Dean's List.

### Graduation Honors

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

3.50 to 3.74 Cum Laude/With honors

3.75 to 3.89 Magna Cum Laude/With high honors

3.90 to 4.00 Summa Cum Laude/With highest honors

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

### Retention and Graduation Rates

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

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

Fall 2009 freshmen who returned in Fall 2010: 41%  
 Fall 2008 freshmen who returned in Fall 2009: 67%  
 Fall 2007 freshmen who returned in Fall 2008: 61%  
 Fall 2006 freshmen who returned in Fall 2007: 88%  
 Fall 2005 freshmen who returned in Fall 2006: 52%

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

Fall 2004 freshmen who graduated by May 2010: 29%  
 Fall 2003 freshmen who graduated by May 2009: 34%  
 Fall 2002 freshmen who graduated by May 2008: 40%  
 Fall 2001 freshmen who graduated by May 2007: 40%  
 Fall 2000 freshmen who graduated by May 2006: 17%

## ACADEMIC PROGRAMS

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

### Bachelor of Arts

The Bachelor of Arts is the degree that each four-year graduate of the College receives. Within the B.A., each student selects a major from among Church Ministries (Pastoral Ministry Emphasis, Worship Ministry Emphasis or Youth Ministry Emphasis), Counseling, Elementary Education, General Studies, and Missions. These majors provide thorough Biblical knowledge, advanced theological studies, and professional preparation for various facets of Christian ministry or preparation for further study.

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

## Core Curriculum

All students planning to receive the B.A. are required to complete the Core Curriculum and any other requirements that are specified for the major they select. The Core Curriculum is divided into four areas, the first three being general education and the fourth being Bible and theology, requiring a total of 94 hours.

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

Students successfully completing the General Studies Core Curriculum will demonstrate:

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

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

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

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

The Core Curriculum is made up of the following courses:

### Area I:

#### Humanities and Fine Arts – 21 Hours

Freshman Composition I	3
Freshman Composition II	3
Introduction to Public Speaking	3
Introduction to Philosophy	3
Literature Elective	3
Literature Elective	3
Fine Arts Elective	3

### Area II:

#### Social and Behavioral Sciences – 13 Hours

Skills for College Success	1
General Psychology	3
History Elective	3
History Elective	3
General Education Elective	3

### Area III:

#### Natural and Computer Sciences and Mathematics – 6 hours

Introduction to Computers <sup>1</sup>	0
Mathematics Course	3
Rhetoric of Science	3

### Area IV:

#### Bible and Theology – 54 Hours

##### *Bible*

Law and History	3
Poetry and Prophecy	3
Life and Revelation of Christ	3
Early Church: History and Letters	3
Romans	3
Hermeneutics	3
Bible and Theology Electives	9

##### *Theological Studies*

Systematic Theology I: Prolegomena, Bibliology, and Theology Proper	3
Systematic Theology II: Christology, Pneumatology, and Angelology	3
Systematic Theology III: Anthropology, Hamartiology, and Soteriology	3

Systematic Theology IV: Ecclesiology, Eschatology, and Contemporary Theology	3
Apologetics	3
Theology Elective	3
<b><i>Interdisciplinary Bible-related</i></b>	
Evangelism and Discipleship	3
World Missions and Religions	3
Senior Research Seminar	3

<sup>1</sup>Requirement may be met by examination, otherwise students must take this non-credit course.

## HONORS PROGRAM

### Purpose

The Trinity College Honors Program offers an opportunity for motivated students to enhance their college experience through participation in four Honors Seminars as part of the General Education curriculum.

### Eligibility

All students are eligible to take courses in the program. Students do need to be aware that the Honors Seminars will be reading and writing intensive.

### Program Content

To complete the Honors Program students take four Honors Seminars over the course of two years. Honors Seminars are Great Books courses in which students read and discuss foundational works in world culture. The professor in an Honors Seminar leads the group in a shared inquiry into the meaning and application of the text being read.

The four Honors Seminars replace Introduction to Science, one Literature Elective, Introduction to Philosophy, and one History Elective in the student's General Education program. This means that the Honors Seminars are not extra courses and they do not add to the total number of credits needed to graduate from the college.

Students have the option of taking less than four Honors Seminars if they wish. Every course that they complete will be designated as an Honors course on their transcript. Students who complete all four seminars will receive an Honors diploma at graduation.

### Great Books Seminars

Here are examples of some of the authors that may be read in each of the Honors Seminars:

- Honors Seminar I: Homer, Herodotus, Aeschylus, Sophocles, Euripides, Thucydides, Aristophanes, Plato, Aristotle.
- Honors Seminar II: Lucretius, Cicero, Vergil, Epictetus, Augustine, Anselm, Bonaventure, Aquinas, Dante, Petrarch, Chaucer, Erasmus, Machiavelli.
- Honors Seminar III: More, Luther, Teresa of Avila, Cervantes, Shakespeare, Bacon, Descartes, Hobbes, Milton, Swift, Hume, Rousseau, Adam Smith.
- Honors Seminar IV: Malthus, Kant, De Tocqueville, Thoreau, Mill, Tolstoy, Marx, Nietzsche, William James, Freud, Weber, Solzhenitsyn.

### How to Enter the Program

To enter the program, simply register for the Honors Seminar offered in a particular semester. You will need to work with your advisor and the Registrar to determine which general education courses will be substituted by the Honors courses you take.

