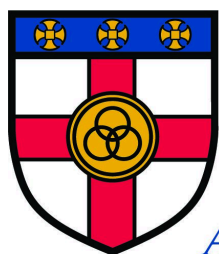


# Academic Catalog

## 2024-25

311 11 St • Ambridge, PA 15003

724.266.3838 | [www.tsm.edu](http://www.tsm.edu)



**Trinity**  
Anglican Seminary  
*A School of Theology for Ministry*

### **Legal Disclaimer**

The information in the Academic Catalog is current as of July 1, 2024 for the academic year 2024-2025. Any modifications after this date override the content of this document.

Trinity Anglican Seminary reserves the right at all times, at its sole discretion, to review, modify, amend, or alter any provision of this Catalog.

## Table of Contents

General Information.....	5
Trinity's Vision, Purpose, and Values.....	5
Trinity's Statement of Faith.....	6
Covenant at Trinity.....	7
Biblical Theology at Trinity.....	8
Trinity's Place in the Church.....	9
Trinity's History.....	9
Trinity's Approval, Accreditation, and Memberships.....	10
Academic Information.....	10
Admissions.....	10
Academic Partnerships.....	15
Programs of Study.....	15
Doctor of Ministry Program Information.....	17
Master's Degree Program Information.....	24
Master of Sacred Theology (STM).....	24
Master of Divinity (MDiv).....	26
Master of Arts (Religion) (MAR).....	34
Diploma and Certificate Programs.....	41
ACADEMIC POLICIES.....	44
Standards of Academic Freedom at Trinity.....	44
Grading Policy.....	45
Writing Standards.....	47
General Program Policies.....	49
Administrative Information.....	61
Academic Services.....	61
Student Billing.....	61
Financial Aid.....	64
Course Descriptions.....	68
General Information.....	68
Biblical Interpretation Courses.....	68
Biblical Language Courses.....	69
Church History Courses.....	69
Mission Courses.....	70
Old Testament Courses.....	72
New Testament Courses.....	72
Pastoral Theology Courses.....	73
Research and Writing Courses.....	75

Systematic Theology Courses.....	76
Doctor of Ministry (DMin) Courses.....	79
Master of Sacred Theology (STM) Courses.....	80
Certificate Courses.....	83
Faculty and Staff.....	83
<b>STUDENT HANDBOOK.....</b>	<b>87</b>

# General Information

## Trinity's Vision, Purpose, and Values

Trinity is an evangelical seminary in the Anglican tradition. In this fractured world, we desire to be a global center for Christian formation, producing outstanding leaders who can plant, renew, and grow churches that make disciples of Jesus Christ. To this end we are forming Christian leaders for mission.

The values that undergird this vision are:

1. Welcoming evangelical, charismatic, and catholic streams: We welcome students and faculty who long for a church that is evangelical in faith, catholic in order, and Spirit-driven in mission. We have a vital commitment to students from the Anglican Church in North America (ACNA) and also to students from The Episcopal Church (TEC) and from other Anglican jurisdictions both in North America and abroad. We also welcome students from other Christian traditions.
2. Upholding a strong evangelical and Anglican identity: We stand in the great Anglican evangelical tradition that is rooted in the primacy of the Scriptures and the doctrine of salvation by grace alone through faith alone, and which is foundationally expressed in the classic Book of Common Prayer.
3. Serving the church faithfully: We are committed to serving the church by preparing men and women to be leaders for its mission, its renewal, the planting and growth of congregations, and the proclamation of the never-changing truth in an ever-changing world.
4. Providing excellent teaching and scholarship: We hold high standards of excellence in teaching and scholarship, believing that these will further both personal maturity and practical effectiveness in mission.
5. Planting deep formational roots in our community: We value the deep formation in Christian ministry that is possible in the residential degree programs of the school. In addition, we believe in being flexible and innovative in providing theological education by extension, with a global reach through the internet and off-campus classes and conferences.
6. Engaging in active discipleship: We believe that the discipleship of the whole person is essential preparation for ministry. We commit to fostering in all our seminarians— whether men, women, single, married, married with children—spiritual and emotional maturity, integrity, grace, and holiness of life.
7. Creating lifelong learners: We are committed to building a life-long community of learning among our graduates and other Christian leaders, aimed at constantly improving their knowledge and ability as servants of Jesus Christ and His church.
8. Trusting God's provision: We believe that “money follows ministry,” and therefore are accountable to our partners in ministry for careful stewardship of God's money. We prayerfully rely on God's provision and the generosity of His people in providing quality theological education at a reasonable cost for this and future generations.

# **Trinity's Statement of Faith**

We affirm our belief in historic Christianity as revealed in the Scriptures and summarized in the three Creeds (the Apostles', the Nicene, and the Athanasian) and the Thirty-Nine Articles. We recognize the need today for reaffirming the following beliefs:

## **The Holy Trinity**

The mystery of the Holy Trinity, namely, that the one God exists eternally in the three persons, Father, Son, and Holy Spirit; and has so revealed Himself to us in the Gospel.

## **The Lord Jesus Christ**

The full deity and full humanity of our Lord Jesus Christ, God Incarnate, who by reason of His birth of the Virgin Mary, sinless life, atoning death, bodily resurrection, glorious ascension, and triumphant reign, is the only Mediator between God and Man.

## **The Holy Scriptures**

The trustworthiness of the canonical books of the Old and New Testaments as "God's Word written," which contain all things necessary for salvation, teach God's will for his world, and have supreme authority for faith, life, and the continuous renewal and reform of the church.

## **Justification and Sanctification**

The justification of the repenting and believing sinner as God's gracious act of declaring him righteous on the ground of the reconciling death of Christ, who suffered in our place and rose again for us; and sanctification as the gracious continuing activity of the Holy Spirit in the justified believer, perfecting his repentance, nurturing the new life implanted within him, transforming him into Christ's image, and enabling him to do good works in the world.

## **The Christian Church**

The church as the Body of Christ, whose members belong to the new humanity, are called to live in the world in the power of the Spirit, worshiping God, confessing His truth, proclaiming Christ, supporting one another in love, and giving themselves in sacrificial service to those in need.

## **Spiritual Gifts and Ministry**

The calling of all Christians to exercise their God-given gifts in ministry, and to work, witness, and suffer for Christ; together with the particular call of ordained ministers, who, by preaching, teaching, and pastoral care, are to equip God's people for His service, and to present them mature in Christ.

## **The Gospel Sacraments**

The sacraments of Baptism and Holy Communion as "visible words" which proclaim the Gospel, and are means of grace by which faith is quickened and strengthened; in particular, the significance of the Lord's Supper as a communion in the Body and Blood of Christ, who offers Himself to us in the action of this sacrament, so that by faith we may feed on Him in our hearts and offer ourselves to Him in gratitude for our salvation through His cross; also, the openness of the Lord's Table as the place where all baptized believers, being one in Christ, are free to celebrate their common salvation in the Lord, and to express their common devotion to His person and His service.

## **The Return of Christ**

The personal return in glory of our Lord Jesus Christ at the end of this age for the resurrection of the dead, some to life, some to condemnation, for the glorification of His church, and for the renewal of the whole creation.

## **Covenant at Trinity**

We, the students, faculty, and staff do covenant to serve the Lord and each other, according to our several callings, in the following ways:

### **Worship**

We commit ourselves to the discipline of private and public worship. We will spend daily time in prayer and biblical meditation. The students and faculty shall attend the weekly community Eucharist (unless excused), Morning Prayer before morning classes, Evening Prayer after afternoon classes, and as often as possible at other times when present on campus. Staff are also welcome to participate. Students and faculty will also participate in appointed Quiet Days.

### **Family and Community Life**

Those of us who are married commit ourselves to spend a responsible amount of time with our spouses and children. Those who are single will establish and maintain a local network of friends for prayer, fellowship, and support. We pledge ourselves to sexual fidelity in marriage, defined as one man and one woman, and chastity in the single state.

As members of Christ's Body, we will involve ourselves in the community life of the School, so that we may rejoice, laugh, and weep together. We will attend Advisee Groups or Fellowship Groups as a significant part of this mutual submission to one another.

We will seek to love one another as Christ loves us. We will refuse to gossip but instead speak words of encouragement. We will confront one another openly and seek reconciliation when offense has been given.

### **Study**

We are gathered as a community of learning. Students will attend assigned classes, Dean's Hour lectures, the Mission Conferences, and all other requirements of the Academic Catalog. We will take seriously our worship of the Lord with our minds in all our studies.

### **Service to the World**

While specifically gathered for study, we are also gathered for mission and service to those outside of the School. We commit ourselves to devote regular time, talent, and treasure to personal evangelism, neighborly visitation, and public service.

We thank God for our common calling in covenant with Him and with each other. We ask for help from our closest associates—family members, co-workers and friends—to be faithful to our commitments, and we trust that the Holy Spirit will guard and guide us in this task.

## Biblical Theology at Trinity

Biblical theology provides the central focus of our curriculum and our life together at Trinity. Noting that scholars have used this term in a variety of ways over the years, we provide the following summary to articulate our basic understanding of biblical theology.

The writings of the Bible come from a variety of authors who wrote over a large span of time, in different places, using a variety of genres, and at different stages of the unfolding drama of redemption. Biblical theology recognizes this diversity but affirms that there is an organic unity in the canon amidst this diversity, such that the Scripture does speak with a unified voice regarding God and the divine purposes.

As the *New Dictionary of Biblical Theology* by T. Desmond Alexander and Brian S. Rosner explains:

We engage in our task as biblical theologians from within a living tradition of the Christian church. Biblical theology is principally concerned with the overall theological message of the whole Bible. It seeks to understand the parts in relation to the whole and, to achieve this, it must work with the mutual interaction of the literary, historical, and theological dimensions of the various corpora, and with the interrelationship of these within the whole canon of Scripture. Only in this way do we take proper account of the fact that God has spoken to us in Scripture.

Therefore, we make use of the tools of historical-grammatical exegesis, but we do so from within the church, with the presuppositions of faith expressed in the canonical texts themselves. We seek to allow each part of Scripture to make its own contributions to the whole, while at the same time, in keeping with classic Anglicanism, we also seek not, as the *New Dictionary of Biblical Theology* puts it, to “so expound one place of Scripture, that it be repugnant to another” (Article XX). That is, the diversity is enriching rather than contradictory. In this way, “biblical theology explores the Bible’s rich and many-sided presentation of its unified message. It is committed to declaring ‘the whole counsel of God ... [in order] to feed the church of God’ [Acts 20:27-28].”

Thus, our understanding of biblical theology finds the unity of Scripture in Christ as both the center and the goal of God’s acts of creation and redemption to which the Bible bears divinely revealed witness.

This view of Scripture is at odds with the teaching of a number of scholars who do not believe there is a unity to Scripture. Many of those in leadership in mainline churches have been trained in the view that the Bible is radically self-contradictory, and, accordingly, they do not believe Scripture can provide authoritative guidance for us. Rather, we are left to pick and choose which bits we find helpful to express what we believe.

In contrast, our understanding of biblical theology puts us in line with the church throughout history, including classic Anglican faith and practice. It also helps guard against misuses of the Bible such as proof-texting, playing off the Old Testament against the New, and moralizing in ways that are at odds with the gospel. This view does not mean that all issues of interpretation become clear; there are a number of topics on which members of the faculty disagree with one another. But this approach to Scripture does ground and make clear the foundational issues of the gospel and provides fruitful context in which to explore disagreements over other issues.

Biblical theology plays a vital role in giving the School and our graduates clarity and confidence in the message of the Bible for our lives and ministries, while also helping us recognize the areas in which faithful disagreement and dialogue are appropriate. Biblical theology helps us appropriate and promote through



teaching and preaching “the whole counsel of God” (Acts 20:27) and not just our own favorite themes. Biblical theology provides criteria by which to discern God’s work throughout church history, as well as in our own day. Biblical theology enables us to grasp the major themes of Scripture which are essential for doing systematic theology and apologetics. It helps us to see the pattern of life to which God calls us in Christ, thereby providing essential content and perspective for the pastoral care of individuals and for the guidance of communities of believers in their worship, life, and mission. Biblical theology helps us trace out the mission of God from Creation to New Creation, providing the revelation we need to understand our identity and purpose in life, both as individuals and corporately as the Body of Christ.

At Trinity, biblical theology provides the central focus of our curriculum and our life together through providing the interpretive key to Scripture so that we might be guided by God through its revelation.

## **Trinity’s Place in the Church**

Trinity is a school established in the Anglican evangelical tradition and firmly rooted in the mainstream of the Anglican Communion. Though Trinity is an Anglican seminary, we seek to serve all those committed to the advance of the gospel.

Our primary calling is to train leaders and ministers who will bring about renewal in individual lives, parishes, dioceses, and the church as a whole. In addition, we are committed to using the unique resources of a seminary to address the painful and controversial issues before our church. Our faculty is committed to engaging the needs and concerns of the day and helping the church discern faithful, biblical answers.

In the diversity of our faculty, staff, and students, we experience the tensions inherent in living with different ways of expressing faithfulness in the world. We strive to live in Christian charity, “agreeing to disagree agreeably” in the service of the gospel and in the expectation that by refusing to let potentially divisive issues separate us, we will be a model for the church.

## **Trinity’s History**

Trinity was founded during the renewal movement of the 1960s and 1970s. Leaders of that movement saw the need for a school founded on the authority of the Bible, trust in the leading of the Spirit, and a commitment to knowing Christ and making him known.

Trinity began operating in September 1976, using rented classrooms at a local business college near Pittsburgh. Alfred Stanway, Bishop of Central Tanganyika, was its first Dean and President. Trinity began with a very small faculty and only 17 students.

Within two years, land was purchased, and a small campus began to take shape. Under the guidance of its second Dean and President, John Rodgers, Trinity established itself as a reputable center for renewal and study within the Episcopal Church, and Trinity was accredited by the Association of Theological Schools in 1985.

Since that time, each Dean and President has left a distinctive mark on the School, improving the programs and positioning Trinity as a global center for Christian formation. Some notable accomplishments include the physical expansion of the campus, the addition of a Doctor of Ministry, and the development of online education.

Today, Trinity has 13 full-time faculty, 18 full-time staff, and over 200 full-and part-time students enrolled residentially and online. Trinity's trusted adjunct faculty contribute expertise to our programs. Currently, more than 1,600 Trinity alumni serve around the U.S. and the world.

Trinity is located in the borough of Ambridge, Pennsylvania. Ambridge is a former steel town approximately 18 miles northwest of Pittsburgh, rich with a variety of ethnic and religious traditions. The surrounding region is a mix of urban, suburban, and rural areas. Downtown Pittsburgh offers the cultural activities, commerce, and energy typical of major American cities.

## Trinity's Approval, Accreditation, and Memberships

Trinity's degree programs are approved by the Pennsylvania Department of Education (PDE). Trinity is accredited by the Commission on Accrediting (COA) of the Association of Theological Schools (ATS) in the United States and Canada. Trinity is also a member of the Colleges and Universities of the Anglican Communion (CUAC), the International Association of Continuing Education and Training (IACET), the Association of Doctor of Ministry Educators (ADME), the Evangelical Council for Financial Accountability (ECFA), and the American Theological Library Association (ATLA).

## Academic Information

### Admissions

The Admissions Office is on campus to help prospective students and applicants discern their call to ministry, their readiness for academic work, and their appropriate course of study to pursue. Trinity admits persons who have committed their lives to Jesus Christ, who want to serve him in the fellowship of his church, and who have demonstrated gifts for Christian ministry. We admit qualified students without discrimination by race, sex, age, handicap, color, or national or ethnic origin.

### Academic Qualifications for Admission

**Applicants to the Doctor of Ministry (DMin) program** should have an ATS-accredited Master of Divinity degree, Master of Arts in Religion degree, or other graduate theological degree with a GPA of at least 3.0. They should be able to demonstrate prior completion of significant and competent ministry service, and the motivation and ability to pursue further study at the doctoral level.

**If an applicant to the DMin program does not meet the regular admission criteria**, the DMin Committee will evaluate the applicant in the following areas: (a) the ability to interpret Scripture and the theological tradition of one's ministry context, (b) the capacity to understand and adapt one's ministry to the cultural context, (c) a basic self-understanding of one's ministerial identity and vocational calling, (d) a readiness to engage in ongoing personal and spiritual formation for one's ministry, (e) an accredited master's degree (or its educational equivalent) in an area related to one's ministry setting or vocational calling, and (f) significant ministerial experience that enables the applicant to engage as a ministry peer with other students in this advanced professional doctorate.

Applicants to the DMin program who do not have a minimum GPA of 3.0 in their master's degree (or its educational equivalent) may be offered conditional admission at the discretion of the DMin Committee.

**Applicants to one of the master's or diploma programs** should have completed a bachelor's degree in the Arts or Sciences. Applicants to the Master of Sacred Theology program should have completed a Master of Divinity degree, Master of Arts in Religion degree, or their equivalent, and show evidence of aptitude for advanced theological study.

**Applicants to our diploma or master's programs who do not have a completed bachelor's degree** but who are otherwise qualified for seminary training may be considered for conditional admission to the seminary at the discretion of the Admissions Committee. The Admissions Committee will evaluate such applications on a case-by-case basis. If the Admissions Committee decides to extend an offer of conditional admission, they will then determine the appropriate criteria of conditional admission. Applicants should contact the Director of Admissions for further instructions.

**Applicants to one of our certificate programs** are not required to have a completed bachelor's degree, but should be prepared to study at the undergraduate level.

**English Proficiency Policy for International Applicants**

International applicants are required to take the TOEFL (Test of English as a Foreign Language) exam and submit their official scores to the Admissions Office. The TOEFL iBT is strongly preferred, though the TOEFL Essentials and IELTS Academic exams are also accepted. The minimum required TOEFL iBT score is 90 for doctoral applicants and 80 for all other applicants. The minimum required TOEFL Essentials score is 9.5 for doctoral applicants and 8.5 for all other applicants. The minimum required IELTS Academic score is 7 for doctoral applicants and 6.5 for all other applicants.

International applicants whose first language is English and who are citizens of the United Kingdom, Canada, Australia, or New Zealand are not required to take the TOEFL exam.

International applicants who (1) are unable to take the TOEFL exam, or (2) have successfully completed a post-high school degree in the English language from an accredited institution in the United States, United Kingdom, Canada, Australia, or New Zealand within the last five years are welcome to complete and submit the *TOEFL Waiver Request Form* with their application. The *TOEFL Waiver Request Form* is provided by the Admissions Office upon request. Waiver requests will be considered on a case-by-case basis once an application is otherwise complete. Applicants whose requests are considered may be required to complete additional work or submit additional documentation as part of the approval process.

**Application Materials**

When applying to Trinity, prospective students are required to submit the following:

Programs	Application Materials
Doctoral	<ul style="list-style-type: none"><li>● Application form</li><li>● Application fee</li><li>● Résumé</li></ul>

	<ul style="list-style-type: none"> <li>● Signed <i>Statement of Faith</i> and <i>Trinity's Covenant</i></li> <li>● Official transcripts from all previously-attended graduate schools</li> <li>● Spiritual autobiography essay</li> <li>● Writing sample essay</li> <li>● Financial preparedness essay</li> <li>● Academic preparedness essay</li> <li>● Three reference letters</li> <li>● Official TOEFL score (international applicants only)</li> </ul>
Diploma & Master's	<ul style="list-style-type: none"> <li>● Application form</li> <li>● Application fee</li> <li>● Résumé</li> <li>● Signed <i>Statement of Faith</i> and <i>Trinity's Covenant</i></li> <li>● Official transcripts from all previously-attended undergraduate and graduate schools</li> <li>● Spiritual autobiography essay</li> <li>● Writing sample essay</li> <li>● Thesis proposal essay (STM applicants only)</li> <li>● Three reference letters</li> <li>● Postulancy Letter or Church Endorsement Form (those seeking ordination only)</li> <li>● Official TOEFL score (international applicants only)</li> </ul>
Certificate	<ul style="list-style-type: none"> <li>● Application form</li> <li>● Application fee</li> <li>● Résumé</li> <li>● Signed <i>Statement of Faith</i> and <i>Trinity's Covenant</i></li> <li>● Personal statement essay</li> <li>● One reference letter</li> <li>● Postulancy Letter or Church Endorsement Form (those seeking ordination only)</li> <li>● Official TOEFL score (international applicants only)</li> </ul>

Depending on the program to which the applicant is applying, additional forms or documents may be required. Applicants should refer to the appropriate Application Checklist document at [tsm.edu/apply](http://tsm.edu/apply) for a detailed list of required materials and instructions.

The Admissions Committee reserves the right to require additional reference letters, essays, interviews, or other documentation at their sole discretion.

The Admissions Office protects applicants' privacy by limiting access to their application materials to Admissions Committee members and those employees of Trinity officially concerned with the admission

process. Application materials are not made available to any other persons or agencies without written consent from the applicant. Trinity will not disclose the identity of individual applicants when providing any agency with required statistical data.

## **Applicants Seeking Ordination**

If the applicant is seeking ordination through any denominational structure, he or she must also submit a Postulancy Letter or Church Endorsement Form for his or her application.

- **For those seeking ordination within the Anglican or Episcopal Church:** Postulants of any diocese or judicatory should have a letter from their bishop confirming this sent to the Admissions Office. If not a postulant of any diocese, or if still in process with any diocese, the applicant should have a completed copy of the Church Endorsement Form sent to the Admissions Office.
- **For those seeking ordination within the North American Lutheran Church (NALC):** If you are an entranced or endorsed NALC candidate, please submit a copy of your letter from the Candidacy Committee to the Admissions Office. If you have NOT yet been entranced, please have a completed copy of the Church Endorsement Form sent to the Admissions Office.
- **For those seeking ordination within other denominations or churches:** If you are seeking ordination within your own denomination, please have a copy of the Church Endorsement Form sent to the Admissions Office.

## **Admission Interview**

Qualified applicants may be invited to participate in an admission interview. This interview may be conducted in-person on Trinity's campus, or via a phone or video conference call at the discretion of the Admissions Office. Spouses are encouraged to attend the interview, if possible.

When an applicant participates in an admission interview, he or she will work with the Admissions Committee to discern the applicant's calling to ministry and seminary, and the best program to pursue. The Admissions Committee normally consists of the Director of Admissions, one staff member, and one faculty member. An applicant may also meet with other faculty members as necessary for his or her intended degree. Following the admission interview, the applicant will be notified with a formal letter regarding his or her admission decision.

## **Application Policy for Previously-Enrolled Students**

The following application requirements are for applicants who were previously enrolled at Trinity within the last five years, who withdrew their enrollment, and who now desire to reapply. A student's enrollment at Trinity is considered withdrawn if he/she is inactive for a complete academic year, transfers to a different school, or indicates in writing to the Registrar's Office that he/she desires his/her enrollment to be withdrawn.

### *Application Requirements*

- Application form
- Application fee
- Résumé

- One reference letter (Clergy, Layperson, OR Business/Academic)
- Essay: The essay should provide an overview of the applicant's story since leaving Trinity and his/her reasons for wanting to re-enroll. It should be 1-2 pages in length.
- Official transcripts (if applicable): Updated transcripts should be submitted from any school(s) the applicant has attended since leaving Trinity.

Upon the completion of the application file, the Admissions Committee may invite the applicant to participate in an admission interview. This interview may be conducted in-person on Trinity's campus, or via a phone or video conference call at the discretion of the Admissions Office. Spouses are encouraged to attend the interview, if possible.

## STM Application Requirements for Current Students

The following requirements are for applicants currently enrolled in a master's program at Trinity who desire to apply to the STM program.

### *Application Requirements*

- Application form
- Application fee
- Academic reference letter: This reference letter should be completed by a faculty member at Trinity who serves in the department in which the student wishes to complete his or her STM focus.
- Academic writing sample
- Essay: The essay should be 1-2 pages in length and should provide an overview of (a) the applicant's interest in pursuing the STM program and (b) their proposed research topic.

Upon the completion of the application file, the Admissions Committee may invite the applicant to participate in an admission interview. This interview may be conducted in-person on Trinity's campus, or via a phone or video conference call at the discretion of the Admissions Office. Spouses are encouraged to attend the interview, if possible.

## Course Delivery Methods

In addition to regular residential courses, Trinity delivers online courses and week-long residential Intensives.

### *Online courses*

Trinity meets the needs of students studying at a distance from our Ambridge campus through online courses, bringing the ethos of Trinity within reach for those who choose not to relocate to the Ambridge campus. We offer online courses on a rotating basis each fall, spring, and summer. Online courses follow the Student Calendar and operate on a weekly schedule. Online courses may require a synchronous (real-time) commitment that varies by course. Specific course expectations are included in each course syllabus.

### *Intensives*

Trinity offers week-long residential Intensives in January and June. Students registered for an Intensive have assignments prior to and following the Intensive.

Degree	Assignments Begin	Assignments Due
--------	-------------------	-----------------

DMin	3 months prior to Intensive	90 days following Intensive
STM	2 months prior to Intensive	60 days following Intensive
Master's level	1 month prior to Intensive	30 days following Intensive

## Academic Partnerships

In addition to general course delivery, Trinity delivers courses through the following partnerships:

- **North American Lutheran Seminary (NALS).** Trinity houses the North American Lutheran Seminary and offers Lutheran degree, diploma, and certificate tracks for Lutheran students.
- **Evangelical Presbyterian Church (EPC).** Trinity offers a Presbyterian MDiv track for Evangelical Presbyterian Church students in the Presbytery of the Alleghenies.
- **Grove City College (GCC).** Grove City College graduates who complete approved GCC courses with a final grade of B+ or higher may be admitted to Trinity with Advanced Standing.
- **Church Army USA (CAUSA).** Church Army evangelists may apply to earn a Diploma of Evangelism (DEV) or a non-credit Certificate of Evangelism (CEV) that combines theological training with hands-on ministry practice.
- **Arthur Turner Training School (ATTS).** Arthur Turner Training School in Iqaluit, Canada provides training for ministry in the Canadian North, supported by Trinity faculty and resources.

## Programs of Study

Trinity's programs of study are designed to equip men and women for their role within the Body of Christ. Whether you are an experienced pastor or a new Christian, whether you hold a doctorate or a high school diploma, if God has called you to a time of study at Trinity, we have a program for you.

### Degrees, Diplomas, and Certificates

**Doctor of Ministry (DMin).** Enhances the ministry of those already holding a Master of Divinity or other graduate theological degree providing equivalent academic background.

**Master of Sacred Theology (STM).** Provides an opportunity for advanced study for those planning to pursue a PhD, to develop more fully an area of expertise in a theological discipline.

**Master of Divinity (MDiv).** Prepares students for ordained ministry.

**Master of Arts (Religion) (MAR).** Provides education in a specific theological discipline in preparation for lay ministry or further study.

**Diploma.** A short course of study at the Master's level focusing on one aspect of ministry, such as Anglican studies or Diaconal studies.

**Certificate.** A non-credit, non-degree program that enhances the faith and knowledge of the student who does not want or is not prepared for Master's level work.





# Doctor of Ministry Program Information

The Doctor of Ministry (DMin) program provides clergy and other ministry leaders with advanced-level training in their field of ministry. Required Intensives and many elective Intensives are offered twice a year during January and June. Intensives are designed with pre- and post-coursework to be completed at home. However, students who are local or regional may take advantage of the tiered residential courses offered during fall and spring semesters.

## Learning Outcomes

- Students will recognize and identify the biblical theology evident in the coursework.
- Students will be able to identify and articulate a distinct ministry problem.
- Students will demonstrate the ability to reflect biblically and theologically about identified problems.
- Students will demonstrate the ability to apply their learning from the biblical and theological reflections to the identified problem.

## Admission Requirements

- An ATS-accredited Master of Divinity degree, Master of Arts in Religion degree, or other graduate theological degree with a GPA of at least 3.0.
- Demonstrate prior completion of significant and competent ministry service
- Motivation and ability to pursue further study at the doctoral level.

For further admission requirements, please see the Admissions section under Academic Information.

## Policy on Duration and Length of Program

All or most of the coursework shall be completed through Intensive courses, offered in January and June. As previously stated, students who are local or regional may take advantage of the tiered residential courses offered during fall and spring terms. Normally, the degree shall require an average of three but not more than six years to complete. Students may request an extension beyond the six-year limit by writing to the DMin Administrator, who in turn will discuss any pertinent issues with the DMin Committee. The maximum length of the program is eight years.

## Graduation Requirements

The DMin degree is a 36-to-39-credit program consisting of:

- Nine theological courses (27 credits)
- RW901 Final Project Preparation (3 credits)
- RW950 Proposal Coaching (3 credits)
- RW999 Final Project (6 credits)

Of the nine theological courses, four are required and five are electives. The four required courses are BI900, DM900, ME900, and ST900.

## **The English Bible Exam (EBE) and DMin 900**

Prior to the residential week for DMin 900, students are required to take the online EBE which usually takes 45-90 minutes to complete. The link for the exam will be sent to students by the DMin Administrator as soon as the term opens. If you have any questions, you can contact the DMin Administrator at [dmin@tsm.edu](mailto:dmin@tsm.edu).

One of the core values of Trinity is biblical theology which emphasizes that there is one overarching story being told in the Bible from Genesis to Revelation. That is, God in Christ is reconciling all things to Himself in Heaven and on earth (Col 1:20). Having a strong grasp of the content and meaning of the Bible is essential to success in the program. Consequently, the English Bible Exam (EBE) is part of DM900 to serve as a diagnostic tool to help students as they consider which courses to take during the program. The exam must be completed as a part of the required pre-seminar coursework and will constitute 5% of the final grade.

The exam consists of 10 questions in each of these 10 categories: Bible Introduction, Pentateuch, OT Historical Books, OT Poetic Books, OT Major Prophets, OT Minor Prophets, Gospels, Book of Acts, Pauline Epistles, and General Epistles & Revelation. The 100 multiple-choice questions are generated randomly from a pool of 1,000 questions. *Results will be shared by category with the student only.*

For Intensives, each course involves three phases:

1. Pre-course reading of at least 1,500 pages plus written assignments varying by course.
2. A one-week Intensive on-campus course consisting of at least 37.5 hours of supervised instruction.
3. Post-course assignments, some involving critical reflection papers, others involving practical projects in one's context of ministry.

## **Electives**

Elective courses will be offered which will allow each candidate to give a particular emphasis to his/her program. Areas of concentration include but are not limited to:

- Preaching
- Apologetics
- Liturgy/Worship
- Spiritual Formation/Leadership
- Catechesis
- Mission/Evangelism

Occasionally, other learning venues are offered for travel study and are available for DMin credit. These offerings include the Ecclesiology & Ethnography Conference held in Durham, UK (PT910) in September. Also, on occasion, online courses are tiered to allow study at the master's and doctoral levels.

## **Late Work Policy**

All students have the responsibility to complete their academic work in a timely manner and to comply with all course requirements set by their instructor in the course syllabus, including deadlines for assignments and

papers. Students must not, in any circumstance, assume that late submission of work will be overlooked or treated casually.

#### *Late work and extensions*

Instructors, with the Vice President for Academic Affairs's approval, may grant extension of due dates to the official end of term. Thus, if students have made a mutually acceptable prior arrangement with an instructor, they may, with the instructor's permission, submit required coursework up to the official date for the end of term. When students expect to submit required coursework later than the due date assigned by the instructor, but before the official end of term, the student must communicate this to the instructor *in writing*, stating the extenuating circumstances, to obtain permission for late submission, on or before the assigned due date or stated examination day of a given term. A copy of this request must be approved by the Vice President for Academic Affairs and submitted to the Registrar's Office to be kept in the student's file. The instructor may impose a condition that the grade to be assigned be reduced, depending upon the reason for the requested extension. The instructor shall clearly signify any such condition to the student, including the amount of reduction, at the time the agreement is made.

#### *Incompletes*

Extensions beyond the official end of term will involve an *Incomplete* and may be obtained only upon written petition to the Vice President for Academic Affairs and Registrar's Office, with an indication of the support of the course instructor for such an extension. (See policy on *Incompletes*.)

### **Attendance Policy**

DMin students needing to miss part of their Intensive due to illness, funeral, etc. must communicate with the professor prior to the absence. DMin students cannot miss more than three hours of the course (10 %). Any absence may result in grade reduction. The professor is given full authority to outline more stringent requirements in the syllabus that supersede this policy.

### **Inactive Student Status**

A student is considered to be inactive if not taking classes for an entire academic year (June and January Intensives). Students inactive for two consecutive Intensives shall be considered withdrawn and must follow the reinstatement policy to continue their studies at Trinity.

### **Leave of Absence**

A student who anticipates the need to suspend study for more than one term must submit a letter to the Vice President for Academic Affairs and Director of the DMin Program requesting a formal leave of absence and indicating the intended date of return. Failure to obtain an approved leave of absence will necessitate reinstatement to the degree program. (See policy on *Inactive Student Status*.)

### **Reinstatement**

When a student is withdrawn from the School and desires to be reinstated, the student must petition the Vice President for Academic Affairs and Director of the DMin Program in writing for permission to re-enroll, and may be required to provide appropriate updated admissions materials. If a student is asked to

withdraw for academic or other reasons, the student must re-apply through the Admissions Office; the faculty must approve final readmittance.

## **Policy for Maximum Number of Credits per Annum**

The Association of Theological Schools (ATS) standards for completion of a Doctor of Ministry program state that the degree can be completed in no fewer than three years and no longer than six. Most students undertake 9 to 12 credits per year, finishing coursework in approximately three years, allowing two years as a DMin Candidate for writing the thesis project. While 12 credits per year is normative, a student wishing to accelerate progress may petition the Director of the DMin Program to request as many as 15 credits maximum in a calendar year. The Director of the DMin Program, in consultation with the Vice President for Academic Affairs, will review the student's academic history to make an assessment on the viability of the request.

## **Procedure for Tiered Course Requirements**

If a DMin student wishes to take a master's course at the DMin level as an elective, he/she should contact the DMin Administrator, who will seek approval from the Director of the DMin Program and the Vice President for Academic Affairs. If the professor is also agreeable, an updated syllabus will be provided describing the additional reading and writing required.

## **Transfer Credits**

At the time of admission, a DMin candidate may request to transfer up to 12 credit hours of work from another accredited DMin program where the grade earned is a *B* or higher. An official transcript and at least the course descriptions, preferably a syllabus, should be submitted to the Director of the DMin Program. There is no fee for this evaluation.

## **Degree-Specific Requirements**

### *Candidacy*

A student shall advance to the status of *Candidate* when the student satisfies three requirements:

- Successful completion of 10 courses (30 credits), one of which is RW901
- Articulation of a general idea for the Final Project and its methodology
- Approval of the Doctor of Ministry Oversight Committee to advance to Candidacy

### *Course Sequence and Time Limitations*

The DMin program requires that all work be completed within a six-year period. A minimum of one course per year is obligatory to remain an active student in good standing. The sequence of course participation is flexible, subject to the following requirements:

- All students are required to take the orientation course, DM900 Listening and Trusting in an Age of Complexity, as one of their first two courses (preferably the first course, as it sets the foundation for DMin studies) in the first year of their DMin program.

- Before registering for RW901 Final Project Preparation, students are required to complete nine courses, including the required core courses (BI900, DM900, ME900, and ST900).
- Students are expected to register for RW999 Final Project when they are notified of the successful completion of RW901. Those students will be assigned a project supervisor upon registration for RW999. Students needing additional coaching will register for RW950. RW950 can be waived for those students whose proposals from RW901 are deemed as exceptional by the DMin Director and the DMin Committee. Students are expected to complete their thesis project within one to two years of their completion of RW901. Extensions beyond this may be granted by the Director for a special cause. Students desiring an extension must apply to the Director and pay full course tuition for every additional semester beyond the normal two-year time limit. Extension tuition is not an eligible cost for a student loan or scholarship.

Please see the DMin Course Planning Chart on the Trinity website to aid in planning your participation in the DMin program.

### **Diploma in Advanced Pastoral Leadership (DAPL) Policy**

Students completing RW901 submit a Thesis Project Proposal to the DMin Committee for review. The Thesis Project Proposal is due no later than March 15 for review at the April meeting of the DMin Committee. In the event that the proposal is not yet clear enough to proceed with formal research and requires revision, the student must resubmit a revised proposal within a three-month window from the date it was returned by the DMin Committee. At the discretion of the DMin Director and the DMin Committee, the student may be required to enroll in RW950.

If a resubmitted proposal requires additional revision, the student must resubmit the proposal no later than three months from the date it was returned by the DMin Committee. If the student fails to resubmit the proposal within the three-month window without either taking a leave of absence or receiving prior approval from the DMin Director, the student may be recommended for a Diploma in Advanced Pastoral Leadership (DAPL) in place of earning a doctoral degree. Students are permitted a maximum of three proposal submissions.

When a student fails to demonstrate adequate evidence of progress based on feedback provided by the DMin Committee from one submission to the next, the student may be recommended for a DAPL in place of earning a doctoral degree.

When a Candidate is in the writing process of the Final Thesis Project, the DMin Director and Program Administrator will communicate with the candidate and the Candidate's supervisors regularly for reports of progress. If the Candidate has not communicated with the supervisor within a three-month window, the candidate will be considered as not progressing and may be recommended for a DAPL in place of completing the thesis project and earning a doctoral degree.

The purpose of this policy is to encourage students' continual progress in the research and writing phase of the DMin program.

After successful completion of 30 credits in the program, the student may request to be recommended to receive a DAPL in place of completing their doctoral degree.

## **Final Project (RW999)**

After the student has been accepted as a *Candidate* by the Doctor of Ministry Oversight Committee, the student will write the Final Project which will serve as the culmination of the program, and in which the student will demonstrate competence in both a theological area and a specialized area of ministry related to the student's interest. The research project will include both biblical and theological reflection and an analysis of an aspect of the practice of ministry. An important criterion for the paper will be the integration of the project's theological foundation with the practice of ministry as an original contribution to the literature of applied theology. Candidates will plan to devote approximately one to two years for the completion of the Final Project (RW999).

The DMin degree shall be awarded with the approval of the faculty after the successful completion of the Final Project and its oral defense before the Final Evaluation Committee. This committee shall be comprised of the Candidate's Final Project supervisor, an internal reader, and an external reader.

## **Non-Matriculated, Guest, and Alumni Students**

Because the DMin program utilizes the building of collegial relationships among students through weeklong Intensives, it is not possible to allow for auditing of courses. However, those students who have not yet been accepted into the program (non-matriculated students) may request permission from the Director of the DMin Program to take DMin courses for credit as follows:

- Any qualified minister who is considering applying for entrance to the program may take one course with the permission of the Director.
- Any minister who has already earned a DMin degree may take any course with the permission of the Director.
- Any DMin student from another seminary may take up to two courses in the program with permission of the Director.

## **Parish Support**

Students are encouraged to recruit a support or accountability group from their place of ministry. This group should meet periodically with the student to hear about progress in the program. It is hoped that, if the student is in parish ministry, the lay leadership board and congregation will consider this course of study a benefit to both their pastor and the congregation, as well as to the wider church. As such, the congregation, through its lay leadership, is strongly encouraged to provide their pastor with financial assistance.

## **DMin Curriculum (36 to 39 credits)**

DMin level courses have a 9xx identification. All courses receive three credits, unless noted otherwise after the title. Most courses are offered through Intensives, held in January and June, but local and regional students have the option of taking tiered residential courses as electives during fall and spring terms.

*Core Courses (24 credits)*

BI900	Using the Bible in Ministry and Mission
DM900	Listening and Trusting in an Age of Complexity
ME900	Ministry in Missiological Perspective
ST900	Evangelical Theology for a Pluralistic Age
RW901	Final Project Preparation
RW950	Proposal Coaching (requirement may be waived at the discretion of the Director of the DMin program in the event that the Final Project proposal from RW901 is of exceptional quality)
RW999	Final Project (6 credits)

*Electives (15 credits)*

Five General Elective courses at the DMin level

**See full course descriptions under Course Descriptions.**

# Master's Degree Program Information

## Master of Sacred Theology (STM)

The Master of Sacred Theology (STM) is an advanced academic degree designed for those who have earned a Master of Divinity (MDiv) degree or other graduate theological degree providing equivalent academic background. The STM is designed to provide concentrated and advanced studies in one of the theological disciplines. The degree may enhance academic qualifications for future doctoral study or provide those in ministry further formal theological training to deepen a scholarly understanding in a particular theological area.

### Learning Outcomes

- The student will be able to articulate an Anglican understanding - or the understanding of another tradition - of biblical, historical, systematic, and pastoral theology.
- The student will demonstrate the ability to carry out research from original sources.
- The student will be equipped to successfully transfer acquired knowledge and skills to others.

### Admission Requirements

- Master of Divinity degree, Master of Arts in Religion degree, or their equivalent
- Evidence of aptitude for advanced theological study
- Master-level research paper in English demonstrating an acceptable level of competency in research and writing

For further admission requirements, please see the Admissions section under Academic Information.

### STM Curriculum (24 Credits)

The STM degree program is 24 credit hours. STM students complete the following course requirements:

- BI800 Biblical Interpretation (3 credits)
- CH825 Early Church History (3 credits)
- Four 800-level courses (12 credits)
- RW801 Theological Research and Writing (3 credits)
- RW850 Academic Thesis (3 credits)

### Duration and Location of Study

Students complete the STM in one to two years. The maximum allowable time to complete the STM is four years. Coursework may be completed during the Fall and Spring semesters or during January and June Intensives. A minimum of two STM courses must be completed on-campus through Intensives or other residential study. Students may complete a maximum of two independent studies approved by the STM Director and supervising professor.



## Advising and Thesis

Upon entering the program, an STM student will be assigned a faculty advisor. As a part of RW 801 and in consultation with the advisor, the student should approach a potential thesis supervisor. STM students defend a thesis of 75-100 pages in length.

## Language Requirements

Prior to thesis registration, STM students may be required to demonstrate competency in a secondary research language.

- Students concentrating in **Old Testament** studies *must* demonstrate competency in Biblical Hebrew (at least nine credits, including Hebrew exegesis, or the equivalent) and sufficient knowledge of Greek (at least six credits, or the equivalent) before beginning the program.
- Students concentrating in **New Testament** studies *must* demonstrate competency in Greek (at least nine credits, including Greek exegesis, or the equivalent) and sufficient knowledge of Biblical Hebrew (at least six credits, or the equivalent) before beginning the program.
- Students concentrating in **Church History** *may be* required to demonstrate competency (at least six credits, or the equivalent) of the primary language needed for the study of the period of concentration (Greek, Latin, or Coptic for the Patristic Period, Latin for the Medieval Period) or the location of the church whose history they are studying.
- Students concentrating in **Systematic/Historical Theology** *may be* required to demonstrate language competency depending on their area of concentration.
- Students concentrating in **Practical Theology** *may be* required to demonstrate language competency depending on their area of concentration.

## Transfer Credits

Up to six credits from an accredited theological graduate program may be transferred to the STM program. Transferred credits cannot fulfill the requirement to complete two residential courses. Only post-Master's coursework with a grade of *B* or higher may be eligible for transfer credit. Transferability of credits is at the discretion of the Vice President for Academic Affairs.

## Master of Divinity (MDiv)

The Master of Divinity prepares students for ordained ministry or for other specialized leadership roles. A Lutheran Track, in conjunction with the North American Lutheran Seminary, and a Presbyterian Track, in partnership with the Evangelical Presbyterian Church, are available.

### Learning Outcomes

- Goal 1 - **Biblical Formation:** Trinity graduates will be faithful interpreters and expositors of God's Word written.
- Goal 2 - **Theological Formation:** Trinity graduates will be faithful proponents of the apostolic faith, which has been transmitted through church history and received in the Anglican tradition. Students from orthodox church bodies will be grounded in the apostolic faith as it has been received in their respective traditions.
- Goal 3 - **Spiritual Formation:** Trinity graduates will be faithful practitioners of the Anglican Way of Christian spirituality as expressed in the Book of Common Prayer.
- Goal 4 - **Pastoral Formation:** Trinity graduates will be faithful ministers of Christ's church who have clarity regarding God's call to ministry, and are well equipped to lead others in prayer, worship, teaching, and service.
- Goal 5 - **Missional Formation:** Trinity graduates will be skilled interpreters of culture who can translate and effectively communicate the gospel within diverse communities.

### Admission Requirements

- A completed bachelor's degree in the Arts or Sciences
- A sense of call to full-time Christian leadership and the gifts needed for ordained ministry
- The capability to benefit from Trinity's rigorous program
- A working knowledge of the Bible

For further admission requirements, please see the Admissions section under Academic Information.

### Graduation Requirements

The Master of Divinity degree will be awarded upon completion of the following:

- 94 course credits
- Cross-cultural immersion
- Ministry apprenticeship

Recommendation from the faculty is also required.

Students may transfer up to 60 graduate credits from another ATS accredited institution at the discretion of the Registrar's Office and the Vice President for Academic Affairs.

## Location and Duration of Study

At least 24 credits must be completed at the Ambridge campus during a student's course of study. The remaining 70 credits can be completed in residence, online, through contextualized church-based education, or through transfer credits. The program requires a minimum of three academic years of full-time study or its equivalent. The maximum time limitation to complete this degree is ten years.

## Grade level

Matriculated students are designated Junior, Middler, and Senior according to these criteria

Junior (1st year)	0-30 credits
Middler (2nd year)	31-63 credits
Senior (3rd year)	63-94 credits

## Degree-Specific Requirements

### *Cross-Cultural Immersion*

With cultural diversity increasing, Christian leaders need to learn how to thrive in a cross-cultural context. Trinity's MDiv students are required to go on a Trinity-approved cross-cultural immersion as part of their education and must complete the Cross-Cultural Immersion form.

Students must meet with the Director of the Stanway Institute for World Mission and Evangelism to discern an appropriate cross-cultural immersion at some point during their time at Trinity. Suitable cross-cultural immersions are regularly offered by mission agencies and churches. Cross-cultural immersions not sponsored by Trinity may qualify; however, the trip must have the approval of the Director of the Stanway Institute and the Director of Student Life. Supporting documentation such as a letter or email from the person leading the immersion must be provided.

To be eligible, an immersion must last for a minimum of two weeks, and the student will need to demonstrate clearly that the immersion will take place in a cross-cultural context, whether in North America or overseas. On occasion, previous cross-cultural immersion experience (no more than 12 months prior to enrollment at Trinity) will be considered as meeting this requirement, if approved by the Director of the Stanway Institute. In cases where students cannot travel, the student may petition the Director of the Stanway Institute for an exception and develop an alternative course of action.

### *Language Requirements*

Students must demonstrate a working knowledge of the Greek and Hebrew languages. Students may demonstrate this through passing the proficiency test given by arrangement with the Biblical Studies faculty or by successfully completing BL631 and BL632 (Hebrew I and II) and BL651 and BL652 (Greek I and II). In addition, all students must pass either OT700, a Hebrew exegesis course or NT700, a Greek exegesis course.

### *Ministry Apprenticeship*

Prerequisites: PT550 (may be corequisite), BI500, and one Systematic Theology course

A ministry apprenticeship is a crucial part of the preparation for ministry. The primary objective is to provide a context for the integration of theory with practical field experience. Each student enrolled in the MDiv program must complete a ministry apprenticeship. It is recommended that a student participates in a ministry apprenticeship during his/her second year of study. A supervised ministry apprenticeship should consist of at least 120 contact hours of approved ministry experience (150 contact hours if taken for credit). Placement should be discussed with and approved by the Pastoral Theology (PT) Department Chair or the Ministry Apprenticeship Supervisor. When a Learning Agreement is written it is submitted to the PT Department Chair for approval. . A ministry apprenticeship is an academic requirement that will be recorded on the official transcript of the seminary when it is successfully completed by the student.

The Ministry Apprenticeship can be taken for credit as a Directed Study with additional academic work and increased ministry contact hours (total 150 hours). The Learning Agreement must be submitted and approved by the ministry apprenticeship site supervisor and PT Department Chair in order to receive academic credit for the experience. Contact: PT Department Chair.

## **Non-Academic Degree Requirements of full-time, residential students**

### *Worship*

The students and faculty shall attend at least the weekly community Eucharist (unless excused) and at least five daily offices (Morning or Evening Prayer) each week. In shortened weeks (holidays, etc.), students should attend Morning or Evening Prayer in conjunction with morning or evening classes respectfully. Students and faculty are encouraged to attend as often as possible at other times. Contact: The Chaplain

### *Wednesday Activities*

- Dean's Hour—10:30 a.m. (several times per semester). Contact: Dean and President
- Class Meetings—10:30 a.m. (once per month). Contact: Director of Student Life
- Advisee Groups—12:00 p.m. (weekly). Each full-time, residential student is assigned a Faculty Advisor and Advisee Group. Advisee Groups meet to talk and pray with one another. Contact: Director of Student Life

### *Quiet Day*

Once per year, typically on Ash Wednesday. Quiet Day provides a time for students and faculty to engage in reflection and prayer. Short meditations, offered by our faculty or invited speakers, punctuate the day. Contact: Chaplain

### *Missions Conference*

The Mission Committee, in conjunction with the Stanway Institute for World Mission and Evangelism, sponsors a conference each Fall dedicated to issues and concerns in contemporary mission work. Once every three years all full-time students and faculty must participate in the New Wineskins for Global Mission Conference (in conjunction with the New Wineskins Missionary Network). The 2025 New Wineskins Conference will be held September 17-20, 2025. See the current Academic Calendar for more information. Contact: Director of the Stanway Institute

### *On-Campus Community Service*

Full-time residential students are expected to fulfill at least fourteen hours of approved community service per semester. Taking into consideration student input, assignments are made at the beginning of the semester. Contact: Director of Student Life

### *Chapel Serving*

As part of students' liturgical formation and contribution to the worship life of the community, all students will be assigned to a chapel serving team (Ushers, Officiants/Assistants, Deacon, Acolytes, Sacristans, etc.) every semester. Students can expect to serve in some capacity, liturgically or non-liturgically, each week. Team assignments, rotations, and schedules are at the discretion of the Chaplain and will be designed to meet both the chapel needs and to ensure all students have a chance to be adequately formed in all necessary areas. A student's degree program, denominational affiliation, ordination status, and special circumstances will be considered. Contact: The Chaplain

### *Students Seeking Ordination*

Students seeking ordination should consult the canons or policies of their ordaining body to ensure that electives are used to meet ordination requirements. Non-Anglican students may be allowed to substitute polity courses from their own tradition in place of distinctly Anglican courses.

## **MDiv Curriculum (94 credits)**

### *Biblical Interpretation and Languages*

BI500            Biblical Interpretation

BL631           Hebrew I

BL632           Hebrew II

BL651           Greek I

BL652           Greek II

OT700 Hebrew Exegesis **OR** NT700 Greek Exegesis

### *Biblical Studies*

OT500           Introduction to Old Testament (or an OT elective if student has passed the OT exam)

NT500           Introduction to New Testament (or an OT elective if student has passed the OT exam)

OT6XX           Old Testament Elective

NT6XX           New Testament Elective

### *Church History*

CH625           The Early Church

CH635           Medieval and Early Modern Church History

CH645 Anglican and Episcopal History\*

*Systematic Theology\**

ST680 Theology I

ST690 Theology II

ST750 Moral Theology

ST770 The Anglican Way of Theology

STxx Theology Elective

*Mission*

ME500 Introduction to World Mission

ME600 Introduction to Evangelism and Church Planting

*Pastoral Theology*

PT500 Prayer Book Theology

PT600 Conducting Worship in the Prayer Book Tradition

PT550 Homiletics I

PT650 Homiletics II

PT700 Spiritual Formation: Catechesis and Discipleship

PT710 Pastoral Care and Counseling

PT770 Pastoral Administration

*Electives*

Four general electives (12 credits)

*Capstone*

Portfolio of artifacts demonstrating the student has met Trinity's learning outcomes and a final integrative paper written during the student's last term (1 credit)

Please see full course descriptions in the Course Descriptions section.

All MDiv students are required to complete a Ministry Apprenticeship and a Cross-Cultural Immersion.

## **MDiv, Lutheran Track Curriculum (94 credits)**

### *Biblical Interpretation and Languages*

BI500            Biblical Interpretation

BL631            Hebrew I

BL632            Hebrew II

BL651            Greek I

BL652            Greek II

OT700            Hebrew Exegesis **OR**

NT700            Greek Exegesis

### *Biblical Studies*

OT500            Introduction to Old Testament

NT500            Introduction to New Testament

OT6XX           Old Testament Elective

NT6XX           New Testament Elective

### *Church History*

CH625           The Early Church

CH635           Medieval and Early Modern Church History

CH670           Theology and Writings of Martin Luther

CH680           Modern Church (Lutheran Track)

### *Systematic Theology*

ST540            Creeds and Catechisms: An Introduction to Theological Thinking

ST550            Lutheran Confessions

ST660            Introduction to Theology I (Lutheran)

ST670            Introduction to Theology II (Lutheran)

ST755            Moral Theology (Lutheran)

### *Mission*

ME500            Introduction to World Mission

ME600            Introduction to Evangelism and Church Planting

### *Pastoral Theology*

PT550	Homiletics I
PT650	Homiletics II
PT670	Introduction to Lutheran Liturgy
PT700	Spiritual Formation: Catechesis and Discipleship
PT710	Pastoral Care and Counseling
PT770	Pastoral Administration and Leadership

### *Electives*

MDiv, Lutheran Track requires five electives. For full-time residential students, at least one elective must be an NALC June intensive. For online students, at least two electives must be NALC June Intensives.

### *Capstone*

Portfolio of artifacts demonstrating the student has met Trinity's learning outcomes and a final integrative paper written during the student's last term (1 credit)

### *Non-Credit Requirements*

Seven Lutheran Liturgical Practica

All-Seminarian Retreat, for students in the ordination track

Please see full course descriptions in the Course Descriptions section.

All MDiv students are required to complete a Ministry Apprenticeship and a Cross-Cultural Immersion.

## **MDiv, Presbyterian Track Curriculum (90 credits)**

### *Biblical Interpretation and Languages*

BI500	Biblical Interpretation
BL631	Hebrew I
BL632	Hebrew II
BL651	Greek I
BL652	Greek II
OT700	Hebrew Exegesis
NT700	Greek Exegesis

### *Biblical Studies*

OT500	Introduction to Old Testament
-------	-------------------------------



NT500 Introduction to New Testament

OT6XX Old Testament Elective

NT6XX New Testament Elective

*Church History*

CH625 The Early Church

CH635 Medieval and Early Modern Church History

CH646 Modern Church Presbyterian Track

*Systematic Theology*

ST620 Christian Apologetics

ST680 Theology I

ST690 Theology II

ST745 Reformed Theology I

ST746 Reformed Theology II

ST750 Moral Theology

STxxx Theology Elective

*Mission*

ME500 Introduction to World Mission

ME600 Introduction to Evangelism and Church Planting

*Pastoral Theology*

PT550 Homiletics I

PT642 Reformed Worship and Polity

PT650 Homiletics II

PT700 Spiritual Formation: Catechesis and Discipleship

PT710 Pastoral Care and Counseling

PT770 Pastoral Administration and Leadership

PT Elective Pastoral Theology Elective

All MDiv students are required to complete a Ministry Apprenticeship and a Cross-Cultural Immersion.

## Master of Arts (Religion) (MAR)

The Master of Arts (Religion) (MAR) imparts a sound knowledge of theology to prepare the student for lay ministry or further study. MAR students have the option of writing a thesis.

### Learning Outcomes

- Goal 1 - **Biblical Formation:** Trinity graduates will be faithful interpreters and expositors of God's Word written.
- Goal 2 - **Theological Formation:** Trinity graduates will be faithful proponents of the apostolic faith, which has been transmitted through church history and received in the Anglican tradition. Students from orthodox church bodies will be grounded in the apostolic faith as it has been received in their respective traditions.
- Goal 3 - **Spiritual Formation:** Trinity graduates will be faithful practitioners of the Anglican Way of Christian spirituality as expressed in the Book of Common Prayer.
- Goal 4 - **Pastoral Formation:** Trinity graduates will be faithful ministers of Christ's church who have clarity regarding God's call to ministry, and are well equipped to lead others in prayer, worship, teaching, and service.
- Goal 5 - **Missional Formation:** Trinity graduates will be skilled interpreters of culture who can translate and effectively communicate the gospel within diverse communities

### Admission Requirements

- A completed bachelor's degree in the Arts or Sciences
- A sense of call to and the gifts needed for lay leadership in the church
- The capability to benefit from Trinity's rigorous program
- A working knowledge of the Bible

For further admission requirements, please see the Admissions section under Academic Information.

### Graduation Requirements

The MAR will be awarded based on successful completion of 49 credits, with the recommendation of the faculty. MAR students may transfer up to 33 graduate credits from another ATS accredited institution at the discretion of the Registrar's Office and Vice President for Academic Affairs.

### Location and Duration of Study

This degree requires two academic years of full-time study or its equivalent. Coursework may be done on campus, online, and during Intensives. The maximum limitation to complete this degree shall be ten years.

## Grade Level

Matriculated students are designated Junior and Senior according to these criteria:

Junior (1st year) 0-24 credits

Senior (2nd year) 25-49 credits

## Degree-Specific Requirements

### *Cross-Cultural Immersion*

With cultural diversity increasing, Christian leaders need to learn how to thrive in a cross-cultural context. Trinity's MAR students are required to go on a Trinity-approved cross-cultural immersion as part of their education and must complete the Cross-Cultural Immersion form.

Cross-cultural immersions are sponsored on a regular basis by Trinity's Stanway Institute for World Mission and Evangelism and are led by various faculty members and staff during times of the year when regular classes are not scheduled.

Students must meet with the Director of the Stanway Institute for World Mission and Evangelism to discern an appropriate cross-cultural immersion at some point during their time at Trinity. Suitable cross-cultural immersions are regularly offered by mission agencies and churches. Cross-cultural immersions not sponsored by Trinity may qualify; however, the trip must have the approval of the Director of the Stanway Institute and the Director of Student Life. If the trip is not sponsored by Trinity, supporting documentation such as a letter or email from the person leading the immersion must be provided.

To be eligible, an immersion must last for a minimum of two weeks, and the student will need to demonstrate clearly that the immersion will take place in a cross-cultural context, whether in North America or overseas. On occasion, a previous cross-cultural immersion experience (no more than 12 months prior to enrollment at Trinity) will be considered as meeting this requirement, if approved by the Director of the Stanway Institute. In cases where students cannot travel, the student may petition the Director of the Stanway Institute for an exception and develop an alternative course of action.

## Non-Academic Degree Requirements (for full-time, residential students)

### *Worship*

Students and faculty attend at least the weekly community Eucharist (unless excused) and at least five daily offices (Morning or Evening Prayer) each week. In shortened weeks (holidays, etc.), students attend Morning or Evening Prayer in conjunction with morning or evening classes, respectively. Students and faculty are encouraged to attend as often as possible at other times. Contact: Chaplain

### *Wednesday Activities*

- Dean's Hour—10:30 a.m. (several times per semester). Contact: Dean President
- Class Meetings—10:30 a.m. (once per month). Contact: Director of Student Life
- Advisee Groups—12:00 p.m. (weekly on Wednesday). Each full-time, residential student is assigned a Faculty Advisor and Advisee Group. Advisee Groups meet to talk and pray with one another. They

are also assigned liturgical leadership in chapel one to two weeks per semester. Contact: Director of Student Life

### *Quiet Day*

Once per year (typically Ash Wednesday in the Spring) Quiet Day provides a time for students and faculty to engage in reflection and prayer. Short meditations, offered by our faculty or invited speakers, punctuate the day. Contact: Chaplain

### *Mission Conferences*

The Mission Committee, in conjunction with the Stanway Institute for World Mission and Evangelism, sponsors a conference each Fall dedicated to issues and concerns in contemporary mission work. Once every three years all full-time students and faculty must participate in the New Wineskins for Global Mission Conference (in conjunction with the New Wineskins Missionary Network). The 2025 New Wineskins Conference will be held September 17-20, 2025. See the current Academic Calendar for more information. Contact: Director of the Stanway Institute

### *On Campus Community Service*

Full-time residential students are expected to fulfill at least 14 hours of approved community service per semester. Taking into consideration student input, assignments are made at the beginning of the semester. Contact: Director of Student Life

## **Thesis Option**

MAR students may use six elective credits to complete a thesis.

Residential MAR students who wish to write a thesis must apply for approval according to the following process:

- At the end of the first semester of study, the MAR student will interview with the department chairperson in the student's area of interest. The chairperson will evaluate the student's suitability for thesis work, taking into consideration writing ability as demonstrated in a sample research paper, general academic performance, previous coursework with a B+ average required, and the merits of performing research, given the student's vocational goals.
- Following the interview, the department chairperson will consult with department faculty to act on the recommendation regarding the student's suitability for thesis writing.
- If affirmative, a preliminary thesis advisor will be assigned, and the student will be given approval to take RW701 Theological Research & Writing.
- The student will meet with the thesis advisor and enroll in RW701 Theological Research & Writing. The advisor is crucial to the student's success. The advisor will either approve or decline three assignments from RW701: thesis statement, working outline, and bibliography.
- The advisor determines if the student may proceed with writing the thesis by the date spring grades are due. There are three possible outcomes: approval to write the thesis; approval to write the thesis with revisions, which are to be made according to a set time frame; or the student is not approved. Students who are not approved may appeal to the Vice President for Academic Affairs.

For May graduates:

Task	Deadline
RW701 with thesis proposal	Fall Semester of first year of study
Chapter 2	January 15
Chapter 3	February 1
Chapter 4	February 15
Revisions from advisor	March 1
Defense-ready copy	April 1
Defense	May 1
Necessary revisions and final copies printed	May 15

For December graduates, writing thesis in Spring and Fall:

Task	Deadline
RW701 with thesis proposal-independent study	Fall Semester of first year of study
Chapter 2	March 1
Chapter 3	April 1
Chapter 4	May 1
Revisions from advisor	September 15
Defense-ready copy	November 1
Defense	December 1
Necessary revisions and final copies printed	December 15

For December graduates, writing thesis in Summer and Fall:

Task	Deadline
RW701 with thesis proposal	Fall Semester of second year of study
Chapter 2	June 1
Chapter 3	July 1
Chapter 4	August 1
Revisions from advisor	September 15
Defense-ready copy	November 1
Defense	December 1
Necessary revisions and final copies printed	December 15

## MAR Curriculum

### Core Courses (24 Credits)

#### *Biblical Studies*

BI500	Biblical Interpretation
OT500	Introduction to Old Testament (or an OT elective if student has passed the OT exam)
NT500	Introduction to New Testament (or an NT elective if student has passed the NT exam)

#### *Missions and Pastoral Theology*

ME500	Introduction to World Mission*
PT700	Spiritual Formation: Discipleship and Catechesis

#### *Christian History and Theology\**

CH645	Anglican and Episcopal History*
ST770	The Anglican Way of Theology*
PT600	Conducting Worship in the Prayer Book Tradition*

### General Electives (24 Credits)

- Student chooses 8 additional classes for 24 credits
- An “emphasis” indicates that 6 of the 8 electives are in one discipline
- Two electives may be used for those who wish to write a thesis

### Capstone (1 Credit)

- Portfolio of artifacts demonstrating the student has met Trinity’s learning outcomes
- A final integrative paper written during the student’s final semester

Presbyterian track students will substitute *Christian History and Theology* courses with Presbyterian courses.

## MAR, Lutheran Track Curriculum

### Core Classes (24 credits)

#### *Biblical Studies*

BI500	Biblical Interpretation
OT500	Introduction to Old Testament (or an OT Elective if they pass the OT exam)
NT500	Introduction to New Testament (or a NT Elective if they pass the NT exam)

#### *Missions and Pastoral Theology*

PT700	Spiritual Formation: Catechesis and Discipleship
PT670	Introduction to Lutheran Liturgy

### *Church History and Theology*

CH600 Introduction to Church History

ST540 Creeds and Catechisms

ST550 Lutheran Confessions

### General Electives (24 Credits)

- Student chooses 8 additional classes for 24 credits
- An “emphasis” indicates that 6 of the 8 electives are in one discipline
- Two electives may be used for those who wish to write a thesis

### Capstone (1 Credit)

- Portfolio of artifacts demonstrating the student has met Trinity’s learning outcomes
- A final integrative paper written during the student’s final semester

## **MAR, Lutheran Track Curriculum, Diaconate track**

### Core Classes (24 credits)

#### *Biblical Studies*

BI500 Biblical Interpretation

OT500 Introduction to Old Testament (or an OT Elective if they pass the OT exam)

NT500 Introduction to New Testament (or a NT Elective if they pass the NT exam)

#### *Missions and Pastoral Theology*

PT700 Spiritual Formation: Catechesis and Discipleship

#### *Church History and Theology*

ST540 Creeds and Catechisms

ST550 Lutheran Confessions

CH600 Introduction to Church History

PT670 Introduction to Lutheran Liturgy

### Track-specific Courses (12 credits)

Track 1: Catechesis (Faith Formation and Christian Education)

ST660 Introduction to Theology I

ST670 Introduction to Theology II

CHST 700 History and Theology of Catechesis

PT701 Principles and Practice of Catechesis

*Track 2: Mission and evangelism*

ME500 Introduction to World Mission

ME600 Introduction to Evangelism and Church Planting

CH680 Modern Church

ME elective

*Track 3: Service*

ST755 Christian Ethics in the Lutheran Tradition

PT710 Pastoral Care and Counseling

Contextualized learning module or PT elective

Contextualized learning module or PT elective

*Track 4: Teaching and Preaching*

PT550 Homiletics I (or contextualized learning module)

PT650 Homiletics II (or contextualized learning module)

ST660 Introduction to Theology I

ST670 Introduction to Theology II

*Track 5: Academic (Christian Higher Education)*

Thesis required (two electives may be used for this)

2 or more electives in the student's area of research concentration

An alternate track may be available for students who do not fit into any of the available tracks, subject to approval of NALC candidacy and NALS faculty.

**General Electives (12 credits)**

Choose an additional four courses. Students are permitted to fulfill a maximum of two courses with contextualized learning modules; exceptions may be granted at the discretion of NALC candidacy and NALS faculty. One general elective must be an NALC June intensive, held in Ambridge in the second week of June each year. For seminarians in the ordination track, NALC June intensives include a required All-Seminarian Retreat.

**Capstone (1 credit)**

Portfolio of artifacts demonstrating the student has met Trinity's learning outcomes. A final integrative paper written during the student's last semester. Each student's capstone project will include engagement with the history and theology of the diaconate in general, within Lutheranism, and in relation to the NALC diaconate.

Lutheran Liturgical Practica curriculum will include a session addressing the liturgical role of the deacon.



# Diploma and Certificate Programs

Diploma Programs are 18 credit/6 course programs offered at the Master's level. Credits earned in a Diploma Program may be applied toward an MAR or MDiv degree. A non-credit Certificate may be earned in place of a Diploma, with parallel courses. Courses are tiered, with reduced reading and writing. Certificate-level coursework is graded on a Pass/Fail basis and cannot be applied toward a Master's degree.

## *Diploma in Anglican Studies*

CH635	Medieval and Early Modern Church History
CH645	Anglican and Episcopal History
ME699	Global Anglicanism
ST690	Theology II
ST770	The Anglican Way of Theology
PTX00	Prayer Book Theology <b>OR</b> PT600 Conducting Worship in the Prayer Book Tradition

## *Diploma in Diaconal Studies*

OT500	Introduction to Old Testament
NT500	Introduction to the New Testament
ST770	Anglican Way of Theology
ST630	History and Theology of Holy Orders
PT600	Conducting Worship in the Prayer Book Tradition
One Missions Course	

## *Diploma in Evangelism*

OT500	Introduction to Old Testament
NT500	Introduction to the New Testament
PT700	Spiritual Formation: Catechesis and Discipleship

Three evangelism-related electives:

Any ME courses, **OR** equivalent courses taught in a church-based format under the supervision of the sponsoring ministry, if approved by the Vice President for Academic Affairs.

## *Diploma in Christian Ministry*

OT500	Introduction to Old Testament
NT500	Introduction to the New Testament
PT700	Spiritual Formation: Catechesis and Discipleship

Three Practical Ministry electives:

Any PT or ME courses, **OR** equivalent courses taught in a church-based format under the supervision of the sponsoring ministry, if approved by the Vice President for Academic Affairs.

## *Diploma in Christian Catechesis & Christian Formation*

PT700	Spiritual Formation
CHST700	History and Theology of Catechesis
PT701	Principles and Practice of Catechesis
PT720	Teaching the Catechism
PT750	Local Ministry Practicum

One Catechesis elective (e.g. Family, Youth, or Children, generally to be taught as an Intensive)

## Lutheran Diplomas

### *Diploma in Lutheran Ministry*

The Diploma in Lutheran Ministry is designed with colloquy candidates specifically in mind, though specific requirements for individual colloquy candidates are subject to the discretion of NALC leadership and the NALC candidacy committee.

ST540	Creeds and Catechisms
ST550	Lutheran Confessions
CH680	Modern Church
CH670	Theology and Writings of Martin Luther
PT670	Introduction to Lutheran Liturgy
ST755	Christian Ethics in the Lutheran Tradition <b>OR</b>
ST670	Introduction to Theology II

### *Diploma in Lutheran Studies: Biblical Studies track*

CH600	Introduction to Church History
OT500	Introduction to Old Testament
NT500	Introduction to New Testament
Two OT/NT electives	
General elective	

### *Diploma in Lutheran Studies: History and Theology track*

CH600	Introduction to Church History
ST660	Introduction to Theology I
ST670	Introduction to Theology II
Two CH/ST electives	
General elective	

### *Diploma in Lutheran Studies: Catechesis track*

CH600	Introduction to Church History
PT700	Spiritual Formation
ST540	Creeds and Catechisms
CHST700	History and Theology of Catechesis
PT701	Principles and of Catechesis
General elective	

### *Diploma in Lutheran Studies: Mission and evangelism track*

CH600	Introduction to Church History
ST540	Creeds and Catechisms
PT700	Spiritual Formation: Catechesis and Discipleship <b>OR</b> ST 550 Lutheran Confessions
Three evangelism-related electives: ME courses <b>OR</b> equivalent courses taught in a church-based format under the supervision of the sponsoring ministry, if approved by the Vice President for Academic Affairs	

*Diploma in Lutheran Studies: Service track*

CH600 Introduction to Church History

ST755 Christian Ethics in the Lutheran Tradition

PT710 Pastoral Care and Counseling

3 General electives

# ACADEMIC POLICIES

## Standards of Academic Freedom at Trinity

When faculty members affirm Trinity's Statement of Faith and Covenant, they do so with a sense of ownership that is free and genuine. Faculty understand and seek to serve Trinity's mission as an expression of their faith and their call to serve the church. At the same time, the Anglican and Episcopal Churches present the School and faculty with occasion to address complex issues, requiring sufficient freedom to pursue critical questions and the practice of critical self-awareness in scholarly pursuits and routine academic work.

Freedom of inquiry and a culture of self-critique are highly valued at Trinity. This value is evidenced in faculty publications, journal articles, books, and other public communications of a scholarly nature that show wide-ranging research interests among faculty, sometimes demonstrating critical engagement with the ecclesiastical tradition served by the School and the moral-ethical concerns arising in contemporary culture. The School is committed to supporting faculty research and publications that bring the evangelical and Anglican commitments of the School to bear upon the issues of the day.

## Definition of Academic Freedom at Trinity

Within the confessional commitments of the School, faculty have academic freedom as generally accepted by institutions of higher learning. The generally accepted definition of academic freedom is developed in the 1940 Statement of Principles on Academic Freedom and Tenure formulated by the Association of American Colleges and the American Association of University Professors (AAUP). This definition includes the freedoms and responsibilities summarized as follows:

- *Freedom in the search for truth*, including research and publication, coupled with the obligation to perform other academic duties faithfully and to deal responsibly with the institution in matters of pecuniary return
- *Freedom in the classroom* to discuss controversial matters while avoiding content unrelated to the subject
- *Freedom to speak or write in the public forum* while maintaining accuracy, restraint, and respect for the opinions of others and with care that one's opinions are seen as individuals and not as representing the institution

## Grading Policy

Academic courses will be given letter grades. Faculty will specify on the course syllabus their methods of evaluation that may include quantitative and qualitative measures of performance and growth. Faculty have the right to assign a lower grade for late work or poor attendance.

Excellent	A	95 or above
	A-	90-94
Good	B+	87-89
	B	83-86
	B-	80-82
Average	C+	77-79
	C	73-76
	C-	70-72
Failure	D	60-69
	F	59 or below
Audit	AU	
Incomplete	I	Temporary grade
In Progress	IP	Satisfactory progress in thesis
Pass	P	70 or above
Withdrawal	W	Course dropped after week 8
Administrative Withdrawal	AW	
Medical Withdrawal	MW	
Advanced Standing	AS	

### Pass/Fail Grades

Several designated courses are graded *Pass/Fail*. A grade of *P* or *F* will be recorded on the official transcript.

### Retroactive Grades

No retroactive changes to the initial credit level or grade will be made once a course grade is on a student's academic record. Coursework, credits, and grades may not be altered, amended, or otherwise recognized in

any retroactive manner for consideration other than for the degree or diploma program for which the student was enrolled at the time of the course.

## **Failing Grades**

Students who receive a failing grade (*D* or *F*) for a course may not count that course toward fulfillment of academic requirements for a degree program. To receive academic credit, students receiving a failing grade must retake the whole course, paying full tuition, and must receive a passing grade. The transcript will reflect both instances that the course was taken, and the grade received. (See policy on *Academic Probation*.)

## **Incomplete Coursework**

All work for a given course, regardless of venue, is to be submitted by the date specified in the course syllabus.

*Incompletes* are allowed only in the most serious of cases, such as a documented medical situation or documented learning disability. They are not to be granted as a way to extend the semester due to unfinished work. The process for requesting an *Incomplete* is as follows:

- Student submits Incomplete form to the appropriate faculty member, who will list the specific assignments to be completed with the due dates on the form. The due date for all Master's and STM students cannot extend beyond 30 days from the last day of class. The due date for DMin students is 30 days beyond the original due date for the assignment.
- The Incomplete form and the Incomplete fee of \$200 is submitted to the Vice President for Academic Affairs for approval before the last day to file, as stated on the Academic Calendar.

If approved, a letter grade of *I* is recorded on the student's transcript. At their discretion, professors may assign a lower grade for late work. If required work is not submitted by the deadline as established on the Incomplete form, the student will receive an *F*.

Students may not register for subsequent semesters if there are two outstanding *Incompletes*.

## **Academic Probation**

Students who receive a failing grade may be placed on academic probation or dismissed, and those receiving failing grades for two courses in the same semester **MUST** be placed on probation. If a student on probation subsequently receives a failing grade in any course, the student will be administratively withdrawn from the School. (See policy on *Withdrawal*)

Full-time students on academic probation will be permitted to enroll in no more than nine credits during the semester in which he/she is on probation. If a full-time student on academic probation passes all courses while on probation, the student will be removed from probation. Part-time and online students on academic probation may only take one course.

The Vice President for Academic Affairs will make all decisions on academic probation and reserves the right to make exceptions to the above provisions and will notify the student in writing with regard to placement on probation or administrative withdrawal. If a student appeals the decision, it will go before the faculty for review.

## **Appeal of a Grade**

A student who feels that he/she has been unfairly graded may appeal to the faculty member. If the situation is not satisfactorily resolved, the student will then supply a letter of appeal to the Vice President for Academic Affairs who will submit the appeal to the faculty for its consideration. The faculty may authorize a change of the appropriate grade.

## **Good Standing**

Any matriculated student who is not on academic probation, is not classified as *inactive*, and who has no outstanding balance with the School, is considered to be in *good standing*. (See policy on *Inactive Student Status*)

## **Academic Calendar**

The Student Calendar is available online at [tsm.edu](http://tsm.edu) and [students.tsm.edu](http://students.tsm.edu).

## **Attendance**

Because learning is a corporate activity, students are expected to attend all class sessions. (See *Covenant*) Students who miss more than three class sessions in any one semester may forfeit credit for the class and may be in danger of failing the course. As a matter of courtesy, students who must miss any classes should notify the professor ahead of the scheduled class time when possible.

## **Workload**

In addition to the hours committed each week to class time and preparation, students are expected to adhere to the Covenant and attend Morning Prayer on days when they have morning classes, and Evening Prayer on days when they have afternoon classes, ministry apprenticeships, Dean's Hours, Advisee Group meetings, the annual Mission Conferences, special lectures, and Quiet Days. If the composite weight of family, academic, ministry apprenticeship, and other obligations prove too great, a student should consult with his/her faculty advisor about the possibility of lengthening their time of study at Trinity. Students desiring to register for more than 15 credits in any one semester must have permission from the Vice President for Academic Affairs.

Online/distance students are expected to adhere to the Covenant and attend Morning Prayer daily, whether by Trinity's livestream or in their own local contexts. Online/distance students desiring to register for more than 6 credits in any one semester must have permission from the Vice President for Academic Affairs.

## **Academic Advising**

Trinity students enrolled in a Master's degree program should communicate with their assigned academic advisor and use recommended course maps, provided to advisees, to assist in academic planning. Failure to follow recommended course maps may postpone program completion.

## **Writing Standards**

All coursework at Trinity requires extensive writing. Trinity courses use the SBL Handbook of Style: For Biblical Studies and Related Disciplines (Atlanta, Georgia: SBL, 2014) and A Manual for Writers of Research

Papers, Theses, and Dissertations, (Chicago: University of Chicago Press, 2018/9th Edition) which are available in the Trinity Library. Students should be prepared to write at the graduate level upon enrollment. Trinity offers help with writing skills through the Learning Skills Coordinator. The Library also offers instruction in information gathering and research skills.

## **Cheating and Plagiarism**

Students at Trinity are expected to display the highest standards of personal and academic integrity in the development of research papers and other related academic projects. Perhaps the most critical issue in exhibiting integrity in academic assignments is student compliance with accepted practices of notation of resources and references used to develop their paper or project.

It is recognized that there can be some confusion regarding proper procedures and practices when integrating bibliographical references into assignments. The following policy is intended to address both intentional and unintentional plagiarism. The policy also recognizes that there are levels of plagiarism and that consequences must be aligned with the seriousness of the offense. All students are responsible for being familiar with this policy. Ignorance of plagiarism guidelines will not be accepted as a defense or excuse for violating these standards.

### *Definition of Plagiarism*

Plagiarism is an act of *literary theft*, in which the work of another is misrepresented as the original work of the student. This may be done intentionally or unintentionally. When excerpts, thoughts, writings, or statements of others are used in papers, essays, or other projects, they must be acknowledged in a suitable academic form.

### *Levels and Consequences*

#### Level One: Minimal Plagiarism

Trinity recognizes that there is often no intent to misrepresent borrowed material as one's own, but the writer has simply been careless in complying with acceptable presentation and reference conventions. In this case, assignments will be returned to students who will be advised by their professor to rewrite the assignment in acceptable form. No grade will be assigned until the professor is satisfied that the student has made adequate revisions meeting the standards noted in *Definition of Plagiarism*.

#### Level Two: Substantial Plagiarism

Substantial plagiarism exists where the writer gives no recognition to sources from which substantial material such as phrases, sentences, or even ideas are drawn. The minimum penalty for this offense is the rewriting of the paper, and one letter grade reduction being given to the offending work. Maximum penalty is failure of the course.

#### Level Three: Complete Plagiarism

Complete plagiarism exists when an entire work is copied from an author or composed by another person, and presented as an original work. A failing grade for the course is automatically given. The professor will write a reprimand, a copy of which will be kept in the student's file. A repeat offense may result in suspension or expulsion.



### *Copyright and Fair Use Guidelines*

Trinity is committed to compliance with intellectual property laws but also supports the rights of educators and students to utilize privileges granted with the Fair Use Guidelines for educational purposes. For general copyright questions, please seek assistance in the Library.

## **Other Academic Offenses**

Other academic offenses include the following:

- Submission of the same essay, or part of the same essay for credit in more than one course, unless prior approval has been obtained. Minimum penalty: write a new paper with a full letter grade reduction being given to the work. Maximum penalty: failure of the course.
- Cheating on an examination or falsifying material subject to academic evaluation. Penalty is failure of the course.
- Submitting false records or information at the time of admission, such as transcripts or letters of recommendation. Penalty will be appropriate to the gravity of the offense, the likelihood being either suspension of studies or expulsion from Trinity.

## **General Program Policies**

### **Chapel Attendance**

Full Time Residential Students must attend Holy Eucharist on Wednesdays throughout the semester. Full Time Residential Students must also attend at least five (5) Offices per week, at least two (2) of which must be Morning Prayer.

Part Time Residential Students must attend Morning Prayer on days when they have morning classes and Evening Prayer on days when they have afternoon classes. (Exceptions to this are language classes that end at 3:00 p.m.).

In case of necessity beyond the student's control, any absence from the Eucharist celebration on Wednesdays must be pre-approved by the Director of Chapel. In cases of emergency, the Director of Chapel should be notified as soon as possible.

If a student fails to abide by the chapel attendance policy, the scholarship committee will be informed and this will be taken into consideration in making future scholarship award decisions.

### **Change of Degree Program**

Students wishing to change from one degree or diploma program to another must submit a Change of Program form to the Registrar's Office. Requests may need to also be approved by the chair of the program that the student is wishing to enter. Additional admissions materials may be requested from the student.

### **Change of Enrollment Status**

Upon submission of a written request to the Registrar's Office, students meeting the following criteria may change status in any course:

**Withdraw:** After the add/drop period, students may withdraw from a course at any point in the semester by submitting the Course Withdrawal form. Students enrolled in a weeklong January or June Intensive may withdraw before the final coursework submission deadline by submitting the Course Withdrawal form. A final grade of *W* (Withdrawn) will appear on the student's transcript. Failure to withdraw from a course may result in a failing grade.

**Audit to Credit:** During the first week of the Fall, Spring, or Summer semester, students may change from audit to credit and pay full tuition for course credit. During the first day of a January or June Intensive, students may change from audit to credit and pay full tuition for course credit.

**Credit to Audit:** During the first week of the Fall, Spring, or Summer semester, students may change from credit to audit. During the first day of a January or June Intensive, students may change from credit to audit.

## Transfer Credits

Students transferring from accredited seminaries or graduate schools may be awarded course credit for prior graduate work completed within the last 15 years with a grade of B or higher. The credit given is determined by the Registrar's Office after consideration of an official transcript and course syllabi from the previous coursework. Disputes shall be handled by the Vice President for Academic Affairs, Registrar, and a faculty member of the Vice President for Academic Affairs's choosing. Final determination rests with the Vice President for Academic Affairs.

Limits for potential transfer credits from an accredited institution:

Degree Program	Incomplete Degree	Completed Degree
DMin	12	12
STM	6	6
MDiv	60	45
MAR	33	26-30
Diploma	9	9

Any matriculated, Master's-level student currently enrolled full-time must have written permission from the Registrar's Office and Vice President for Academic Affairs to register for a course at another accredited institution for transfer into the Trinity program.

Permissions will be based upon:

- The number of credits, if any, transferred into the Trinity degree program upon matriculation
- The limit of nine such transfer credits into an MDiv program and six into an MAR or STM program after matriculation
- The legitimate rationale for taking a course at another institution. Dislike of a professor, desire to speed up the program, etc. are not acceptable as rationale. The Registrar's Office and Vice President for Academic Affairs must approve any course taken at another institution before registration.

## Advanced Standing

Trinity may admit students to the MDiv or MAR degree programs with *advanced standing with credit* for courses on the basis of prior undergraduate academic work in biblical studies, church history, systematic theology, pastoral theology, and missiology. Students who are granted *advanced standing with credit* will thereby have a reduced number of credits required for the degree program. The Vice President for Academic Affairs and Registrar's Office shall determine by appropriate means of assessment that the student has the knowledge, competence, or skills that would normally be provided by the specific courses for which they have been admitted with *advanced standing*. No courses in which the student received less than a B+ will be considered for *advanced standing with credit*.

*Advanced standing with credit* cannot be granted on the basis of ministerial or life experience.

If *advanced standing with credit* is granted on the basis of appropriate evaluation, no more than one-fourth of the credits required for the degree may be granted. Thus, no more than 21 credits required for the MDiv may be granted, and no more than 12 credits required for the MAR may be granted under *advanced standing*. The student must request to be evaluated for *advanced standing with credit* before they have completed 30 credits at Trinity. A grade of *AS* will be recorded on the official transcript for all courses accepted under *advanced standing*.

## Course Substitutions

Course substitutions may happen, either out of necessity or desire. Any student wishing to make a substitution must complete the Modification of Program form. All proposed substitutions must be approved by the professor of the proposed class, the professor of the required class, and the Registrar's Office. Any proposed substitution must stay within the relevant academic department. No more than two course substitutions will be allowed for any student.

## Course Waivers - Master's Level

Students may request a waiver of some of the introductory courses. If a student is granted a course waiver, he/she must complete another course within the same department to fulfill the credit requirements. Final determination for waived credits rests with the Registrar, the chair of the department of the requested course waiver(s), and the Vice President for Academic Affairs.

## Prerequisite Waiver Request

Prerequisite waivers are granted on the rare occasion that a student has no other course option. If a waiver is granted, students must understand that they are not entitled to any considerations due to their lack of prerequisites. If a student is requesting a prerequisite waiver for a required course, it does not exempt the student from completing that course in the future.

All students should contact their faculty advisor for alternative course suggestions prior to completing the Prerequisite Waiver Request form. Approval to waive the prerequisite is dependent on the student's academic work and/or experience—thus the student must thoroughly justify the request.

Requesting a prerequisite waiver is a process that takes time. There is no guarantee that a decision will be rendered prior to registration ending, especially if the request is made after the semester involved has already begun.

Near the end of each semester, students have the opportunity to assist in the overall assessment of faculty and courses at the School through course evaluations. Student anonymity is maintained in the distribution of evaluation results to the faculty. Evaluation results are only provided to faculty after all grades for the course have been submitted.

## **Online Course Registration by Residential Students**

Full-time residential students are permitted to register for online courses on an occasional basis. Should an online course reach its maximum capacity, however, the Registrar and the Director of Online Education reserve the right to drop residential students when space is needed for an online student.

When the same course is offered both residentially and online in the same semester, full-time residential students may not register for the course online without the approval of the professor of the residential course, the professor of the online course, and the Vice President for Academic Affairs.

The following are examples of legitimate reasons for considering the online classroom instead of the on-campus, residential classroom:

- Unavoidable academic scheduling conflicts that would prevent a student from taking an on-campus course and/or which might create an increase in program length
- Life situations that demand increased flexibility in one's personal schedule, such as a new baby, rotating/irregular work schedule, or prolonged illness
- Recognition of a learning style need that would be better met by an online learning environment

## **Auditing**

Anyone, with or without a bachelor's degree, may register to audit up to two Master's-level courses each term without applying to a program, provided the student has taken the prerequisite courses. Audited courses are not graded, and no audited course may be applied to any Trinity program, apart from the Certificate of Christian Ministry program. STM and DMin courses may not be audited.

### *Complimentary Audit for Full-Time Students*

Full-time residential students may audit one Trinity course, tuition-free, per academic year (Fall Semester, January Intensive, Spring Semester, June Intensive, Summer online). The student shall seek prior approval from the course instructor and Registrar by completing the audit application. Students may not be on academic probation or have any outstanding *Incompletes* to be eligible.

## **Middler Evaluations for MDiv Students**

Whether a student comes from an ecclesial jurisdiction that requires a Middler Review or not, it is the Trinity faculty policy to review MDivs students in their Middler year (or Senior year, for transfer students). MAR students in an ordination process are also evaluated at the beginning of their second year.

The evaluation is primarily completed by the student's Advisor, with other faculty having opportunity to weigh in. The Advisor then shares the evaluation with the student with a discussion of its contents. The student is expected to sign the evaluation document. Signing the document does not necessarily indicate agreement with the contents of the evaluation. The evaluation is then placed in the student's academic file in the Registrar's Office.

If a review or evaluation is also required by a student's diocese, he or she must alert the Director of Student Life at least 8 weeks before it is due to the diocese. The student is to provide any official diocesan form needed for the review, together with the contact name and address where the evaluation is to be submitted.

## **Independent Study Courses**

An Independent Study course is designed for students who wish to do advanced work in a particular subject which is not covered by the curriculum. Registration is dependent upon faculty approval and availability.

For a master's level student to take an Independent Study course, these requirements must be met:

- Permission must be obtained from the Vice President for Academic Affairs and the professor(s) involved through completing an Independent Study Contract form.
- Individual must be a matriculated student in good standing.
- It is understood that Independent Study courses do not duplicate existing courses. It is also understood that in seeking substitution of one course for another, the student must follow the process explained in the policy on *Course Substitutions*.
- The student must have successfully completed 30 credits.
- The student must have a minimum GPA of 3.0.

There is a maximum of two Independent Study courses allowed per student for the duration of his/her program. These courses incur a \$200 fee in addition to tuition for the course.

### ***Doctor of Ministry - Independent Study Guidelines and Progression***

The program allows up to two Independent Studies. These courses incur a \$200 fee in addition to tuition for the course. The following guidelines on Independent Study will assist your planning. You may wish to note the course planning grid (available separately). Ideally, all of your courses, including any Independent Study, will help you to focus on the direction in which you are heading for your thesis project. In your application to do an Independent Study, you should consider the following:

#### ***The Topic***

Students are permitted to take a maximum of two independent study courses subject to the approval of the DMin Director and the course instructor. Requests for Independent Studies will be considered based on two primary criteria: 1) it is a topic not covered in courses offered elsewhere in the curriculum, and 2) the Independent Study is germane to the student's work for the final thesis project. Application forms are available online.

An Independent Study should be helpful to you in your ministry and your skill development. It is worth remembering that sometimes a subject may be very helpful to you in an indirect way. You may wish to do a study in elementary Hebrew, for example, which may only indirectly relate to your topic of parish

evangelism. Yet, you could argue that a weak spot in your evangelistic skills is your grasp of the Old Testament and this would help you address that. Make sure that you answer the question: “Why am I doing this study?”

### *The Reading*

Prepare a list of course objectives, then develop a reading list accordingly of approximately 1,500 pages. The reading should not be merely popular level writing, but should reflect a doctoral level quality of theological reflection. For example, a study of the Alpha program and its effect on urban evangelism would be a valid subject. However, in addition to reading Nicky Gumbel’s books and material about the program, you would be expected to read academic works such as Ray Bakke’s *The Urban Christian, A Theology as Big as the City*, and *Faith in the City: A Call for Action by Church and Nation*; *The Report of the Archbishop of Canterbury’s Commission on Urban Priority Areas*; Bishop David Sheppard’s *Built as a City*; Michael Green’s work on *Evangelism in the Early Church*; David Watson’s *I Believe in the Church*; and perhaps some studies in the effectiveness of Alpha and ministry efforts in Urban Evangelism as well as theological works of greater substance addressing evangelism.

### *The Faculty*

An Independent Study will need a reader who can give feedback and encouragement along with practical and academic guidance. The residential faculty is happy to help you within their area of expertise. You may also suggest or nominate a name to us—we will contact that person administratively once we approve of your suggestion. We reserve the right to accept or deny your suggestion.

### *The Dates*

Course dates must be tied to the term or semester for which you register, as outlined in the Academic Calendar (January or June Intensive, Fall or Spring Semester).

The Director of the Doctor of Ministry Program and DMin Administrator are available for any questions and concerns you may have.

## **Directed Study Courses**

A Directed Study is designed the same way as an Independent Study, but it is distinguished by the requirement of much closer tutorial work on the part of the instructor. Registration is normally necessitated by a time conflict in the student’s schedule, and is dependent upon approval from the faculty and Vice President for Academic Affairs. The individual Directed Study replaces an existing course in the curriculum. A further distinction is that Directed Study courses may involve more than one student. These courses incur a \$200 fee in addition to tuition for the course.

## **Clinical Pastoral Education (CPE)**

Although some ecclesiastical authorities require students to complete Clinical Pastoral Education, it is not a requirement for the MDiv program. CPE may, however, be eligible to fulfill a Ministry Apprenticeship requirement. Please contact the Pastoral Theology Department Chair to discuss eligibility.

## **Graduation and Commencement**

A degree/diploma/certificate is awarded when the student has:

- Completed all of the program requirements
- Received the endorsement of the faculty
- Submitted a graduation application
- Paid the graduation fee and paid any outstanding balances to the School (i.e. student account, Library fines, etc.)

Commencement exercises are held in May of each year for those completing their coursework in the Spring Semester. Students who successfully complete all course requirements during the Fall Semester or June Intensive will be awarded a diploma after his/her degree has been conferred by the faculty. Any student who successfully completes coursework in August or December is welcome to participate in the following May's commencement exercises. All coursework must be completed and all degree requirements must be met in order to participate in commencement.

## **Leave of Absence**

A student who anticipates the need to suspend study for more than one semester must submit a letter to the Vice President for Academic Affairs requesting a formal leave of absence. Failure to obtain an approved leave of absence will necessitate reinstatement to the degree program.

## **Inactive Student Status**

A student is considered to be inactive if not taking classes for an entire Fall or Spring Semester. Students inactive for a complete academic year shall be considered withdrawn and must follow the reinstatement policy to continue their studies at Trinity.

## **Withdrawal**

The following types of Withdrawal may occur.

### **Administrative Withdrawal**

The faculty and Vice President for Academic Affairs reserve the right at any time, after careful evaluation, to administratively withdraw a student who is not making adequate progress, does not observe the rules of our common life, or shows obvious impediments in readiness for ministry.

### **Institutional Withdrawal**

Students wishing to withdraw from Trinity may do so by notifying the Director of Student Life of their intent, who will, in turn, notify the Vice President for Academic Affairs and the Registrar's Office. Students must also complete the Institutional Withdrawal form signifying that they wish to withdraw from all of their courses. Students failing to attend classes for which a student is registered, or failing to notify the Registrar's Office, Vice President for Academic Affairs or faculty of non-attendance is not considered an official withdrawal.

## Medical Withdrawal

A medical withdrawal is intended for use only in situations in which a student is medically or psychologically incapacitated such that he/she cannot continue to be a productive member of the community. Students may request a medical withdrawal when the emergency or situation they are experiencing makes it impossible to continue in the course(s) for which he/she is registered. All medical withdrawals must be substantiated by a letter from a medical professional, submitted to the Registrar's Office, and subsequently approved by the Vice President for Academic Affairs. The ability to return in a subsequent semester requires approval.

Medical withdrawals will apply to cases in which students actually have to withdraw from all of their courses during any given semester. It will not apply to circumstances where a student wishes to take an *Incomplete* with the intention of completing the course. It will only apply where a student withdraws from all courses for reasons due to a physical, mental, emotional, or psychological condition.

### *Refunds Available After Withdrawal*

Refunds are available for the current semester on a prorated basis (based on number of weeks) for tuition and fees, given an effective date at the discretion of the Vice President for Academic Affairs and the Registrar's Office. There will be no adjustment made to Title IV aid after the completion of 60% of the semester. Withdrawal credits will be counted as credits attempted. Those credits attempted will count toward the student's total number of credits covered in the tuition-based Trinity scholarship plan. The tuition costs incurred for repeating a course from which the student has withdrawn will not be covered by a Trinity scholarship.

### *Reinstatement*

When a student has withdrawn from the School and desires to be reinstated, the student must petition the Vice President for Academic Affairs in writing for permission to re-enroll and may be required to provide appropriate, updated admissions materials. If a student is asked to withdraw for academic or other reasons, the student must reapply through the Admissions Office; the faculty must approve the final acceptance. (See policies on *Withdrawal* and *Inactive Student Status*)

### *Emergency Interruption of an Intensive Course*

If an emergency arises in which a student decides he/she must be excused from a course during an Intensive, the following standards shall apply:

- A minimum of three days of participation of the five-day course shall be required for granting credit.
- If a student has begun a course but is not able to be in attendance for three full days of the course, credit cannot be given for the course and the student must formally drop from the course. The student's refund for tuition and/or housing shall be prorated on the basis of the number of class days attended.
- Additional coursework will be assigned to compensate for the lost class time.

## Disabilities

It is the policy and practice of Trinity to comply with Section 504 of the Rehabilitation Act, the Americans with Disabilities Act (ADA), and state and local laws regarding students with disabilities. Under these laws, no disabled but otherwise qualified student shall be denied access to, or participation in, services, programs,



and activities at Trinity. Trinity's Learning Skills Coordinator is available to assist students with needs relating to disabilities.

As an institution of higher learning, Trinity utilizes a six-step procedure to accommodate persons with disabilities.

1. It is the student's responsibility, after being granted admission, to inform the institution through the Learning Skills Coordinator of his or her disability and of the need for accommodation. Students should disclose the need for disability support as soon as possible so that, if possible, Trinity can make necessary arrangements to best accommodate the student. No less than four week's notification, as a minimum, is requested.
2. A student having a disability requiring accommodation must provide the institution with current and relevant documentation from a specialist certified to diagnose the particular disability. Acceptable sources of documentation for substantiating a student's disability and request for particular accommodations can take a variety of forms:
  - Primary Documentation: This is the student's self-report, made either in writing or verbally, as to how he or she may be limited by his or her impairment.
  - Secondary Documentation: This is the student's interaction with, and observations of, a higher educational professional during interviews and conversation with the student.
  - Tertiary Documentation: The student will be asked to provide external sources to assist the institution in better understanding his or her need. This may include educational or medical records, reports, and assessments. Tertiary documentation may vary by student depending upon his or her unique needs
3. Documentation requirements will vary from individual to individual. The Learning Skills Coordinator will speak to the student about documentation during the initial conversation. It is the student's responsibility to contact the Learning Skills Coordinator to seek accommodations. Required documentation must be submitted to the Learning Skills Coordinator prior to the start of the semester for which the student is requesting accommodation. This documentation will become part of the student's permanent file in the Registrar's Office.
4. The Learning Skills Coordinator, in consultation with the Registrar's Office, the Vice President for Academic Affairs, faculty members, and the student, will determine reasonable accommodation in each student's particular case. Once determined and agreed upon, the Learning Skills Coordinator will prepare a Disability Accommodation Plan (DAP) for dissemination to appropriate parties. The DAP will become part of the student's permanent file in the Registrar's Office.
5. Students on a DAP are asked to contact the Learning Skills Coordinator in writing prior to the beginning of each semester to make sure that his or her DAP is shared with relevant faculty member(s) for each particular class. Further, on the first day of any given class, the student must also notify his or her professor that a disability exists which will require accommodation.
6. The faculty member(s) may request that the Learning Skills Coordinator provide a copy of the documentation describing the disability.

#### *Applying for Disability Services*

If you have a documented disability, please complete the Application for Disability Services. A copy of professional documentation of disability should be submitted with your application.

### **Certification of Attention Deficit/Hyperactivity Disorder**

The student is responsible for submitting an acceptable testing assessment from a professional.

Documentation should include specifics of how learning and academic activities are impaired in an academic setting. Documentation should be supported by the data in the testing assessment.

### **Academic Accommodations for Learning Disabilities**

- A psycho-educational assessment using acceptable testing instruments and measures must be submitted. The assessment must give specifics of the learning disability that is clearly supported by the data in the assessment.
- Certification of physical disabilities involving medical, physical, or hearing/visual impairments can be provided by a physician or counselor.

### **Certification of Psychological Disabilities**

The student must provide proof of his or her psychological disability from a licensed psycho-therapist or psychologist. Specifics of how learning and academic activities are impaired in an academic setting need to be supported by the data in the evaluation. The evaluation needs to be current for the academic year. Trinity reserves the right to request updated evaluations. The applicant's current diagnosis(es) as per the Diagnostic and Statistical Manual-IV (DSM-IV-TR) should be stated, as well as the nature, frequency, and severity of the symptoms upon which the diagnosis was based. Primary and secondary Axis I and Axis II diagnoses are required. Please note that a diagnosis without explicit listing of current symptoms is not sufficient.

### **Previous Services Provided**

A list of services provided in high school and/or other schools attended, such as an Individual Education Plan (IEP), Evaluation Team Report (ETR), 504 Plan, and/or letter describing services used at previous colleges attended should also be submitted.

### **Privacy and Student Records**

In accordance with the Family Educational Rights and Privacy Act (FERPA), students are hereby notified that they have the right to inspect and review any and all official records, files, and data pertaining to them, including all materials incorporated into their cumulative record folder, apart from any information for which a student has completed a form to waive their right for review. The process by which a student may review his or her education records is as follows:

- The student must submit a written request to the Registrar's Office.
- The student will then be given an appointment to review his/her file in the presence of the Registrar or designee during regular office hours.
- Students have the opportunity for correction, amendment, or supplementation of any such records. Requests for amendment of material on file must be made in writing and will be reviewed by the Registrar's Office. If further action is necessary, the Registrar's Office will present the request to the Vice President for Academic Affairs.

The only information that will be given out publicly concerning the student will be directory information as defined in the Act, unless the student has specifically waived his/her rights within this Act. Directory information may include the student's name; address; telephone number; date and place of birth; major field

of study; participation in any recognized club, organization, or activity; church relationship; spouse; academic classification; schedule; degrees, awards; and the most recent previous educational institution attended.

Should students desire that Trinity not disclose any or all of the foregoing information, they must notify the Registrar's Office in writing within seven days of the beginning of the semester in which they enter Trinity. Students with questions concerning their rights within this Act are urged to contact the Registrar's Office.

## **Records Retention Policy**

This policy ensures that the necessary academic records are adequately protected and maintained, while those that are no longer needed are discarded at the appropriate time.

### **Permanent**

- Academic assessment records
- Admission letters
- Character and fitness disclosures/evaluations
- Disability records
- Disciplinary action documents
- Faculty grade rosters
- Foreign/International student forms
- Official transcripts
- Signed Statement of Faith

### **Five Years After Graduation or Non-Attendance**

- Admission denial and waitlist notifications
- Advanced standing and transfer credit evaluations
- Correspondence
- Incomplete Contract forms
- Independent Study and Directed Study forms
- Military/VA documents
- Waiver/Change forms

### **Three Years After Graduation or Non-Attendance**

- Financial aid documents
- Letters of recommendation
- Resume

### **Two Years After Graduation or Non-Attendance**

- Withdrawal authorizations

### **One Year After Graduation or Non-Attendance**

- Applications for graduation
- Audit applications

- Guest student applications
- Medical records
- Non-matriculated student application
- Personal data information forms
- Registration forms
- Writing sample/spiritual autobiography

### **Academic, Financial, or Policy Related Grievance**

Any student with a grievance relating to academic policy, program requirements, financial aid, or other area of the School's functions should submit a written complaint to the Vice President for Academic Affairs within 60 days of the alleged offense. The Vice President for Academic Affairs will review the matter or send it on to the appropriate party for review. A written response will be sent to the student. A record of all such complaints shall be maintained for review by the Association of Theological Schools. (See policy on *Appeal of a Grade*)

# Administrative Information

## Academic Services

### Library

The Trinity Library contains an extensive collection of materials emphasizing biblical studies and Anglican theology. The Library also participates in a nationwide InterLibrary Loan (ILL) system. Students can also use the libraries of several universities and theological schools in the Pittsburgh area.

The Library's holdings include 84,000 books, more than 190 current periodicals, several hundred visual and audio resources, and five electronic databases. Additionally, the Library keeps books and other course materials on reserve, at the request of faculty. The Library maintains archives of the history of Trinity and of the Episcopal renewal movement. The Library's Rare Book Room holds Anglican historical works and various editions of American and English prayer books. The Library's *Marjorie Stanway Africa Room* contains one of the largest collections of African language Bibles and prayer books in the nation.

The Library facility provides study carrels, each with its own network connection, and a computer lab with internet and printer access.

### Google Workspace

Google Workspace tools allow students to interact with their communities and other groups through discussion boards and Gmail, share documents and other files important to the community through Drive, and remain updated on the weekly events happening at Trinity via the Calendar and email announcements. Workspace also enables faculty to provide online access to syllabi, lecture outlines, reserve readings, and other supplemental course resources.

### Learning Skills Coordinator

The Learning Skills Coordinator assists students who need help writing research papers. Students may also receive assistance with writing style requirements and basic or advanced writing skills. The Learning Skills Coordinator works specifically with students who speak English as a second language. In addition, help is available for those who are re-entering higher education after a long absence and who need to relearn good study habits. The Learning Skills Coordinator also offers disabilities support.

## Student Billing

### Tuition and Fees

Trinity seeks to make seminary education as affordable as possible. However, the realities of daily financial obligations do not cease when a student comes to Trinity. Many students choose to lengthen their program of study to allow time for employment. We urge every student to come to seminary with a financial plan, and, if at all possible, adequate resources to finance at least the first year of school, without relying on loans.

### *Tuition*

● Master and Diploma per credit	\$620
● Doctor of Ministry per credit	\$695
● Certificate per course	\$620
● Audit per course	\$310

### *Fees (must be paid in U.S. currency)*

● Application Fee (Master's-Diploma/DMin)	\$25/\$50
● Graduation Fee (Master's-Diploma/DMin)	\$25/\$50
● Mission Training Fee	\$55
● Health Insurance Fee (FT students per month, minimum coverage)	\$328
● Incomplete Fee	\$200
● Independent/Directed Study Fee (plus regular tuition)	\$200
● Late Payment Fee	\$25
● Thesis Extension Fee (Master's)	\$500
● Program Extension Fee (DMin)	\$1755
● Student Activities Fee (residential students)	\$425
● Official Transcript Fee (through Parchment)	\$10
● Transcription Fee	\$250
● Housing Fee (per night in Trinity coordinated housing)	\$80
● Transportation Fee (each way)	\$35
● Lunches during Intensives (per week)	\$50

### **Descriptions of Fees**

**Application Fee:** One-time fee that accompanies a student's application to any program of study.

**Graduation Fee:** One-time fee, per degree, due upon completion of a program of study.

**Health Insurance Fee:** Trinity will make health insurance available, at a cost, for any residential student who does not have insurance.

**Incomplete Fee:** Charged upon submission of an Incomplete Contract.

**Independent or Directed Study Fee:** In addition to regular tuition.

**Late Payment Fee:** Assessed at the discretion of the Billing Department and Dean of Administration.

**Master's Thesis Extension Fee:** Applicable each semester in which a thesis project is extended beyond two semesters.

**Student Activities Fee (residential students only):** Supports student lunches, coffee cart, wireless internet, and campus amenities.

**Transcript Fee:** For each official transcript requested on the Parchment site.

**Mission Training Fee:** Covers the mandatory half-day training for MDiv/MAR students offered biannually by the Society of Anglican Missionaries and Senders (SAMS). Collected upon registration.

## **Account Payments**

Payment for all tuition and fees must be received by the Student Billing office on or before the first day of classes. Payment may be made online or via check or credit card.

## **Billing Statements**

Billing statements are sent to students who have a balance on the first day of each month. If a billing statement has not been received, please contact the Student Billing Administrator in the Accounting Office. Failure to receive a statement does not exempt students from making required payments or from the assessment of late payment fees.

## **Holds**

Failure to make payments of tuition, fees, or Library fines in a timely manner will cause a hold to be placed on the student account. This hold will prevent future registration and receipt of transcripts or diplomas, and may also result in being barred from attending classes.

## **Late Payment Penalties**

Failure to make payments of tuition and fees in a timely manner may cause a student to be assessed late payment penalties. (Also see *Late Payment Fee* in the Fee Descriptions.)

## **Non-Payment of Student Accounts**

It is important that students communicate with the Accounting Office about the status of their student account. The School will take appropriate steps, including withholding of services and refusal of registration, to collect debts owed to the School.

## **Payment Arrangements**

If a financial hardship prevents a student from making payment in full, he/she may request a formal payment arrangement with the School. Our general policy, however, is not to have payment plans.

## **Refund of Credit Balances**

Students may request a refund of all or part of any credit balance they may have on their account.

### *Refund Schedule*

Refunds of tuition for dropped courses operate on a refund schedule. The refund schedule for a semester-long, on-campus and online class is as follows:

- Drop in Week One or before: 100%
- Drop in Week Two: 75%
- Drop in Week Three: 50%
- Drop in Week Four or later: no refund

The refund schedule for Intensives is listed on the Student Calendar. Please note that drop dates for Intensive courses are well in advance of the beginning of the Intensive course.

Please see the Student Calendar for specific dates. Fees or other charges connected with a course may be non-refundable.

### **Returned Payment Charge**

In the event of a returned payment, students will be charged a \$30 fee per occurrence. Failure to honor returned payments may result in additional late fees or legal action.

### **Student Health Insurance Payments**

Students purchasing student health insurance will be billed quarterly. Payment may be made monthly or quarterly.

### **Scholarship for Spouses of Students**

Spouses of full-time residential students in a Master's program may have audit tuition covered by scholarship for an unlimited number of courses. Spouses of full-time residential students may qualify to have up to 30 credit hours of tuition covered by scholarship under the following circumstances:

- The full-time student must be matriculated into a degree program of 49 credits or more.
- The spouse must follow regular admission, academic policies, and registration procedures, and pay any corresponding fees.

Tuition waivers expire upon graduation of the full-time student.

## **Financial Aid**

Trinity maintains low tuition relative to other seminaries. Students should assume primary responsibility for paying educational costs. Financial aid is available for qualifying matriculated students. Each student will be given careful consideration. Trinity determines financial assistance based on federal and institutional guidelines and does not discriminate.

The primary goal in awarding financial aid is to help meet the financial need of students to enable them to secure theological education, to ensure equity and consistency in packaging aid, to ensure equal educational opportunity, and to comply with federal and state regulations.

### **Academic Year**

The Academic Year for institutional scholarships at Trinity is the 12-month period of July 1–June 30.

### **Financial Aid Sources**

For Trinity students, the following are potential sources for financial aid:

- Trinity Scholarship, for full-time residential Master's students
- Intensive Scholarship, for online Master's students
- DMin Scholarship, for DMin students
- VA Education Benefits, for VA certified eligible degree/diploma students



- Private Loans

## Trinity Scholarship

Due to the generosity of our donors, Trinity is able to offer scholarships, up to full-tuition, for full-time residential students who demonstrate need. Students must apply for each academic year. Applicants must be full-time, matriculated, residential students working toward a Master's degree. Awards will be made to qualified students, as determined by the Scholarship Committee.

Students must submit a Trinity Scholarship application and a current FAFSA. Trinity's Federal School Code for the FAFSA is G22993.

### *Award Levels*

Trinity uses the information provided in the applicant's FAFSA and Trinity Scholarship Application in determining the student's level of scholarship. The maximum scholarship is the full cost of tuition.

Trinity will award tuition-based scholarship funds for the exact number of credits required to complete the master's degree program in which the student has matriculated. If a Trinity Scholarship recipient changes programs, the Trinity Scholarship will cover tuition for the number of credits required for the new program. Scholarships are applied to the student's account only after course registration. Audits are not covered by the Trinity Scholarship.

### *Maintaining Eligibility*

Trinity Scholarship recipients must meet the following criteria to maintain eligibility:

- Remain enrolled full-time (12 credits for MAR, 9 credits for STM) for the award semester(s)
- Remain in good standing as defined in the Academic Catalog
- Attend all Wednesday chapel services, Dean's Hours, Mission Conferences, and Quiet Days
- Attend all Advisee Group meetings
- Fulfill at least 14 hours of approved community service

Failure to adhere to the above may result in the revocation of the awarded funds, and the student may be required to repay these funds.

### *Consequences for Change of Course Status*

If the student drops a course during an add/drop period, the tuition scholarship will be returned to the scholarship fund. The scholarship recipient will be charged the portion of the tuition that was not refundable, as would a student paying full tuition (See *Refund Schedule*). During the add/drop period, the dropped credits will not count against the total number of credits for the student's program. After the add/drop period has ended, the student who drops a course forfeits the tuition covered by scholarship; the credits for the dropped course will count toward the student's total number of credits for which Trinity is providing scholarship funds.

Similarly, if a student fails to complete a course, the attempted credits will count toward the student's total number of credits covered in the tuition-based scholarship plan. The tuition costs incurred for a repeat

course or for a substitute course for any of the following reasons will not be covered by a Trinity Scholarship:

- A failed course
- A course dropped after the add/drop period
- A course changed from credit to audit

#### *Scholarship at the End of the Student's Academic Program*

Trinity Scholarship recipients who have completed all but 3-9 credits toward a degree program (no repeated coursework, and the student must not have exhausted the scholarship credit limit) and plan to take fewer than 12 credits in the final semester to complete their degree will continue to be eligible for the Trinity Scholarship, based on previously determined need.

### **Intensive Scholarship**

Online students working toward a Master's degree or diploma at Trinity are eligible to apply for a full-tuition scholarship toward Intensives offered during January and June terms. Intensive Scholarship applicants must have completed a minimum of 6 credits in the current academic year to qualify for a January or June Intensive Scholarship. Students who have completed the Certificate of Anglican Studies (CAS) may apply for one Intensive Scholarship within one year of completing the CAS program. Eligible credits do not accumulate past two semesters. Scholarshipped Intensives do not count toward the qualifying credit total. The Intensive Scholarship covers tuition only. Students are responsible for travel, accommodations, and other expenses.

To maintain eligibility for an awarded Intensive Scholarship:

- Complete any qualifying semester
- Achieve and maintain at least a 3.0 GPA
- Remain in good standing, as defined in the Academic Catalog

### **Doctor of Ministry Scholarship**

Full-time (6 credits per year) DMin students in good standing with demonstrated merit and need are eligible to apply for the DMin Scholarship. DMin students continue to work in their ministry contexts. The sending parish/church must be supportive of the DMin student and may provide financial support.

### **VA Education Benefits**

Trinity is a Veterans Affairs (VA) Institution of Higher Learning (IHL) facility, facility code 3-1-9751-38. VA eligible students must present their VA Certificate of Eligibility to the Director of Financial Aid to receive VA Education Benefits. VA Education Benefits may be used for a VA approved degree or diploma program. VA Education Benefits may not be used for non-credit programs. Students must produce a VA *Certificate of Eligibility* by the first day of class in order for their semester enrollment to be certified for VA education benefits.

## **Private Loans**

Most large banks offer private student loans to qualified borrowers to assist in funding a theological education. Carefully review all terms and conditions of the loan. Securing loans from any source is the student's responsibility. Upon request, Trinity will certify enrollment of students to student loan servicers. The provision of this service does not indicate that Trinity is a recipient of the loan received by the student, or that it is in any way administering any portion of the loan program, or that it is responsible for decisions made by lenders.

All student loans must be reported to the Financial Aid Office immediately. When a loan check is made payable to the student only, a copy of the check and the award letter must be sent to the Financial Aid Office. Outside loans will not reduce any scholarship awards made by Trinity. Loans certified by Trinity for an entire academic year are split between the Fall and Spring semesters. Checks received and paid only to the student will be applied for the current semester only.

# Course Descriptions

## General Information

All courses receive three credits, unless noted otherwise after the title. Many of the required courses are offered annually, through various venues (on-campus, online, Intensives). Electives and specialized courses are offered on a rotating or occasional basis. Some courses have prerequisites, which are noted.

Courses are numbered according to these criteria:

500-level	Introductory course
600-level	More specific course requiring 500-level prerequisite
700-level	Highly specialized course requiring 600-level prerequisite
800-level	STM course
900-level	DMin course
NC	Non-credit course

## Courses available in every department

*675 Special Topics:* This course number is reserved for occasional special course offerings within a department. The 675 number is for special topics at the master's and diploma level. Students are allowed to take multiple special topics courses, provided each is a distinct course.

*725,775 Special Topics:* These course numbers are reserved for occasional special course offerings within a department. They are for highly specialized topics at the master's level. Students are allowed to take multiple special topics courses, provided each is a distinct course.

*790,890,990 Independent Study:* These course numbers are reserved for a special reading course or tutorial in an area of special need or interest. Note that these courses carry a supplemental tuition charge in addition to the regular tuition.

*825 Special Topics:* This course number is reserved for occasional special course offerings within a department. The 825 number is for highly specialized topics at the STM level. Students are allowed to take multiple special topics courses, provided each is a distinct course.

*925 Special Topics:* This course number is reserved for occasional special course offerings within a department. The 925 number is for highly specialized topics at the DMin level. Students are allowed to take multiple special topics courses, provided each is a distinct course.

## Biblical Interpretation Courses

Courses are taught by: The Rev. Dr. Don Collett, as well as trusted adjuncts on an as-needed basis

### *BL500 Biblical Interpretation*

Residential and Online during Fall and Spring Semesters

This course is an essential introduction to the Bible, its overall theology, historical context, and contemporary interpretation. After considering the overall biblical drama (its themes, shape, and historical claims), there will be a significant focus on how to interpret the Bible faithfully. In addition to regular class work focused on particular texts, the course will require individual students to present an exegesis of a text as well as a practical project on biblical theology. This course seeks to provide the skills necessary for understanding the Bible with a diligent and humble attention to the text and its context.

## **Biblical Language Courses**

Courses are taught by: The Rev. Dr. Rich Herbster, as well as trusted adjuncts on an as-needed basis

### *BL631 Hebrew I and BL632 Hebrew II*

This course is an introductory study of the basic elements of the Hebrew language. In addition to further work in syntax, the primary focus is on the vocabulary and morphology of the Hebrew Bible and developing translation skills for reading the Hebrew text. By the end of the two-course sequence, students will have the rudimentary skills to translate and understand the Hebrew Bible with the aid of a lexicon.

### *BL651 Greek I and BL652 Greek II*

This course is an introductory study of the grammar, syntax, and vocabulary of biblical Greek using a morphological approach. This two-course sequence prepares the student for exegetical study of the Greek New Testament, and introduces the most important reference tools. These courses will provide the basic skills necessary for translating and interpreting the New Testament.

### *OT700 Hebrew Exegesis*

Prerequisites: BL630 or BL631 and BL632

This course focuses on extensive translation work in various genres of the Old Testament including historical narrative, prophetic speech, and poetry. Students are taught how to use the standard reference grammars and advanced lexicons. The course is designed to prepare students for further exegetical work in the Old Testament.

### *NT700 Greek Exegesis*

Prerequisites: BL650 or BL651 and BL652

This intermediate course in New Testament exegesis offers students the opportunity to increase their skills in reading, interpreting, and applying the text of the Greek New Testament. The course includes focus on selected features of New Testament Greek, introduction to exegetical skills, and extensive practice exegeting actual passages.

## **Church History Courses**

Courses are taught by: The Rev. Dr. David Ney, as well as trusted adjuncts on an as-needed basis

### *CH625 The Early Church*

The Early Church is the introductory course of the History Curriculum at Trinity. The Early Church welcomes students into the history and writings of the first Christians. Through engagement with the Scriptures, it proceeds to reflect upon how this history can be said to be providentially ordered.

### *CH635 Medieval and Early Modern Church History*

Prerequisite: CH625

Medieval and Early Modern Church History zeroes in on the lives and testimonies of Medieval and Early Modern Christians through concerted engagement with primary and secondary historical sources. Students will work under the guidance of the professor to read these sources sympathetically in order to be edified by them.

### *CH645 Anglican and Episcopal History*

Prerequisite: CH625

Anglican and Episcopal History traces the history of Anglicanism in England and North America from the beginning of the seventeenth century up until the present day through concerted engagement with primary and secondary historical sources. Students in this course will be expected to work independently. They will participate in leading class discussions and will write a final essay which will ask them to study a particular person, event, or movement covered in class with reference to the Scriptures.

### *CH670 The Theology and Writings of Martin Luther*

This is a seminar on the life, theology, ministry, and spirituality of Martin Luther. Primary focus will be upon the thematic reading, discussion, and evaluation of selected writings of Luther.

### *CH680 Modern Church (Lutheran Track)*

This course surveys the post-Reformation history of the Lutheran Church. Special emphasis will be placed on the history of Lutheranism in North America.

### *CHST700 History and Theology of Catechesis*

This is the first course in the Christian Catechesis program. It will introduce both certificate and degree students to the history and theology of classic Christian formation—its biblical and Christ-centered foundation; its doctrinal, spiritual, and moral orientation; and its place within the worshiping and missional life of the church. Students will examine the biblical roots of catechesis; key texts of ancient, medieval, and reformation catechesis; and contemporary theologians and educators committed to the renewal of catechesis.

## **Mission Courses**

Courses are taught by: The Rev. Dr. Brad Roderick, as well as trusted adjuncts on an as-needed basis

### *ME500 Introduction to World Mission*

This course will introduce the student to the biblical, theological, and historical aspects of world mission and explore the scope of mission practice. Attention will be given to an examination of issues related to

evangelism, mission, missions, dialogue, the persecuted church, unreached peoples, cross-cultural communication, justice, spiritual warfare, and the place of mission in the local church.

*ME600 Introduction to Evangelism and Church Planting*

This course provides instruction, encouragement and equipping to the student for God's mission in the local church through evangelism and church planting. At the heart of the teaching will be a discussion of evangelism in the context of the life of a believer and the local church. The student will be expected to put this teaching into practice through reflection papers and participation in an evangelistic exercise.

*ME650 and ME651 Cross-Cultural Colloquium*

Majority World Scholars Cohort only

All first year Majority World Scholars are required (and all international students are invited) to participate in a weekly course that will enable them to reflect on their current cross-cultural experiences. The course will allow students to explore a cultural experience different from their own and begin to study the cultural, economic, social, political, and religious contexts around them. There will be assigned readings and opportunities to share about their ministry situations. In addition to the readings, there will be selections from films and other experiences that deal with crossing from one culture to another and peculiar aspects of North American culture. *Grading is Pass/Fail.*

*ME655 Models of Church Planting and Congregational Development*

This is an introductory course in church planting. The goal is for each student to gain broad exposure to and a general understanding of church planting strategies, methods and issues. Students will integrate theological, missiological, and anthropological church planting principles as they observe and evaluate existing models of church planting. *Fulfills ME elective.*

*ME699 Global Anglicanism*

This course offers a survey of the history of member churches of the Anglican Communion and Anglicans from other jurisdictions in the non-Western world, with opportunity for extended focus on particular geographic regions, groups, or themes. *Fulfills ME elective.*

*ME675 Comparative Christian and Islamic Doctrine*

The purpose of this course is to present the doctrine of God as foundational to all theological reflection. In their understanding of Revelation, God, and the Work of Christ, Christianity and Islam share some common roots but also manifest sharp and striking differences. The course explores these commonalities and differences as they developed historically, beginning with the early Islamic period beginning in 632 AD. *Fulfills ME elective.*

*ME750 Cross-Cultural Immersion*

Prerequisite: Completion of ME500 is preferred but not required

This course is a directed study and involves a mixture of disciplines, combining evangelism, church planting, church growth, social ministry, world religions, urban ministry and more. The experience is designed to provide the student with cross-cultural learning opportunities in a specific geographic region. The students

will learn about the geographic, social, economic, and demographic aspects of the areas where they will be traveling and have the opportunity to minister in that particular setting. *Fulfills ME elective.*

#### *ME755 Advanced Church Planting*

Prerequisites: ME500 and ME600

This course is a hands-on practicum for students who have completed ME 600 and 655 are in the process of planting or preparing to plant a church. The course will be guided by an experienced field-based church planting mentor. *Fulfills ME elective.*

## **Old Testament Courses**

Courses are taught by: The Rev. Dr. Don Collett, as well as trusted adjuncts on an as-needed basis

#### *OT500 Introduction to the Old Testament*

This course is designed to provide the student with an introduction to the history of salvation as expressed in the Old Testament. It explores the major themes and events recorded in the Old Testament with special attention to the relationship of the Old Testament to Jesus Christ. Our interaction with the Old Testament is intended not only to increase the student's knowledge, but to also encourage spiritual growth and skill in using the Old Testament in ministry.

#### *OT6XX Old Testament Elective*

Prerequisites: BI500, OT500, and NT500

OT electives are offered annually according to the availability of the professors. These include, but are not limited to, courses on the books of Exodus, Deuteronomy, Job, Psalms, Isaiah, Ezekiel, and Hosea.

## **New Testament Courses**

Courses are taught by: The Rev. Dr. Rich Herbster and Dr. Jacob Rodriguez, as well as trusted adjuncts on an as-needed basis

#### *NT500 Introduction to New Testament*

This course offers a survey of God's self-revelation in Jesus Christ and formation of a new covenant people in the church. This course will emphasize biblical content, knowledge of the historical background to the New Testament events and documents, and acquaintance with basic concepts of New Testament theology.

#### *NT6XX New Testament Elective*

Prerequisites: BI500, OT500 and NT500

NT electives are offered annually according to the availability of the professors. These include, but are not limited to, courses on the books of Matthew, Mark, Luke, John, Romans, I & II Corinthians, Philippians, Colossians, and Philemon.



## Pastoral Theology Courses

Courses are taught by: The Rev. Dr. Jack Gabig, the Rev. Dr. Rich Herbst, and the Rev. Dr. Eric Riesen, as well as trusted adjuncts on an as-needed basis

### *PT550 Homiletics I*

Prerequisites: BI500 and one Systematic Theology course

This course combines both the theoretical and the practical to broaden understanding of the theology and practice of preaching. Topics include the role and spiritual life of the preacher, the style and content of presentations, and the mechanics of public speaking. Students will prepare and deliver a variety of presentations, including homilies in class, and will receive feedback from the instructor, guests, and fellow students.

### *PT500 Prayer Book Theology*

An introduction to the theology and history of Christian liturgical worship, with special focus on the Anglican Book of Common Prayer.

### *PT645 Ministry Apprenticeship*

Prerequisite: PT550\*, BI500, and one Systematic Theology course

The Ministry Apprenticeship course may be taken as a three-credit Pastoral Theology elective. The course is structured around a Learning Agreement which the student will write based on areas for growth in the student's formation as a Christian leader. The course requires 150 contact hours along with an ethnography of the ministry site, various book reviews, a new ministry initiative, and reflection papers. Theological reflection tools and topical conversation, combined with the work of ministry and relationships in the ministry setting, will provide an opportunity to test a sense of call, broaden empirical and experiential knowledge, develop ministry skills, and engage questions of personal identity and spiritual formation.

\*PT550, Homiletics I, is required to be taken either prior to, or in conjunction with, the apprenticeship.

### *PT650 Homiletics II*

Prerequisite: PT550

This course provides practical experience in preaching and critiquing sermons. Students assist one another in sermon preparation and listen to and evaluate one another's sermons. The course includes advanced work on effective communication of the gospel.

### *PT670 Introduction to Lutheran Liturgy*

The worship of God, Father, Son, and Holy Spirit is at the center of our life together as his people. Through Word and Sacrament, God comes to us that we might render glory unto him. This course prepares students for pastoral liturgical leadership in Lutheran congregational settings. The *Lutheran Book of Worship* will serve as a template for practicums in basic liturgical skills.

### *PT682 History and Theology of the Diaconate*

This course explores the threefold ordained ministry and how it has grown and shifted, or failed to shift, to meet the needs of the church through the ages. The course will examine the biblical perspective on

servanthood; trace the development of the orders of ministry throughout the history of the church; explore the writings and lives of a few notable deacons, priests, and bishops; and examine the emerging roles of ministry in the contemporary church. This course will explore the broad range of ministries and encourage students to think theologically about holy orders and how the threefold orders of the church relate to one another and reflect the ministry of Christ. *Fulfills PT elective.*

*PT700 Spiritual Formation: Catechesis and Discipleship*

This course introduces the theological and pedagogical principles undergirding the ministry of catechesis by providing a blend of both theoretical and practical skills for cradle to grave discipleship. This course will expose the student to a wide variety of readings in the Christian tradition and to a wide range of Christian spiritual practices. It will provide a forum in which to explore a variety of these practices and reflect on them with sisters and brothers in faith, across jurisdictional and denominational boundaries. Although special attention will be paid to the Anglican patrimony, our studies will be in the spirit of Nicene ecumenism within the wider context of Christendom. The express goal of this course is to inform the doctrinal and spiritual formation of the participant, such that they will be able to engage in effective catechetical ministry.

*PT701 Principles and Practice of Catechesis*

Prerequisite: CHST700

This course introduces the theological and pedagogical principles undergirding the ministry of catechesis by providing a blend of both theoretical and practical skills for cradle to grave discipleship. Coursework will expose the student to a wide variety of readings in the Christian tradition as well as an examination of current and past examples of praxis as we examine a number of different models of catechetical formation.

*PT702 Teaching the Rule of Faith: Scripture and the Apostles' Creed*

Prerequisites: CHST700 and PT701

This course introduces the mutually informative relationship between Scripture and creed, as well as the history and theology of the Apostles' Creed and the relation to other ancient creeds and confessions of the church. It also focuses on the teaching of the creed in a congregational context with divergent populations—children, youth, and adults.

*PT703 Teaching the Rule of Hope: The Lord's Prayer and Spiritual Practice*

Prerequisites: CHST700 and PT701

This course introduces the study and teaching of the Lord's Prayer in the context of catechesis. We will situate prayer as the center of the three pillars of catechesis—Faith (Creed), Hope (Prayer), and Love (Ten Commandments)—and consider how our study and practice of prayer can manifest pedagogically. We will wrestle with some of the key theological and practical difficulties of prayer, especially drawing on historical perspectives. Most of all, we will seek to order our lives and the lives of those we turn towards the contemplation of God in uninterpreted, unceasing prayer.

*PT704 Teaching the Rule of Love: The Decalogue, Holiness, and Service*

Prerequisites: CHST700 and PT701

Please see the class syllabus for course description.

### *PT710 Pastoral Care and Counseling*

This course introduces the theology and vocation of the ministry of Pastoral Care as the Cure of Souls. We will explore the foundational thinking regarding pastoral care and give practical guidelines for the practice of the unique work which we as priests and pastors offer in the panoply of helping professions. The bulk of the course will be taken up in the fleshing out in practical terms a working theology of each of the sacramental rites as they, together with the Scriptures, are provided for the foundation of pastoral care. The Pastoral Offices of the Prayer Book will serve as the framework for the course.

### *PTST740 Advanced Church Ministry and Sacraments*

This is an advanced course in the theology of the church, its ministry, and the sacraments. We consider issues in church identity, discipline, and government from an Anglican and ecumenical perspective. Particular attention is paid to the history and theology of the sacraments of baptism and Eucharist and the orders of ministry. Our course will consist mainly of a close reading of Richard Hooker's *Laws of Ecclesiastical Polity*, which will serve as a primary document for a classical Anglican understanding of these issues. With Hooker as our launching point, we engage with an assortment of voices: classic and contemporary, Anglican, Catholic, and Protestant. This course addresses: how can we do justice to, and embody, our Anglican heritage of reformed catholicity, and, how can we best leverage this heritage for the church's mission to the world today? How do these aspects of the church inform its missional identity? *Fulfills PT elective.*

### *PT770 Pastoral Leadership*

Prerequisite: PT710

This course focuses on a development of the theology of Christian leadership considered in light of the contemporary leadership context in the local church. Emphasis will be given to the character and spiritual qualities of leadership, understanding the emotional system of the congregation, probing the nature and process of change, dealing with conflict and antagonists, and practicing observation of key elements of church culture. Strategies for administration, leading teams, stewardship, church growth, and renewal will be addressed.

## **Research and Writing Courses**

### *RW500 Fundamentals of Academic and Theological Writing (non-credit)*

This is a required course for Majority World Scholars. It is also known as "Bootcamp."

*Grading is Pass/Fail.*

Will be recorded on the student transcript when completed.

This non-credit course will help to prepare non-native English-speaking scholars in the preparation and presentation of their research. The course will guide students through the basic grammar structures and rules of English as well as focus on improving the skills which lead to clear and accurate writing. It will provide an overview of the stylistic and organizational features of academic writing at the graduate level and will emphasize the writing styles particular to the following areas of theological thought: apologetics, systematics, church history, biblical studies, and pastoral care. In addition, it will cover the basics of word

processing, accessing information on the internet, conducting rigorous academic research, avoiding plagiarism, and presenting oral reports.

*RW701 Theological Research and Writing Skills (3 credits)*

This course is required for MAR students writing a thesis.

This is a weekly seminar preparing students to write their thesis (RW799). Students will learn research methods and skills, and develop their writing ability. They will produce a thesis proposal, including a developed statement of the topic, an outline of the contents, a full bibliography for future research, and a written research agreement with a thesis supervisor.

*RW799 Academic Thesis (MAR)*

(3 credits; ordinarily completed in residence)

Prerequisites: RW701 and permission of the Vice President for Academic Affairs and appropriate faculty.

*Grading is Pass/Fail.*

*RW801 Theological Research and Writing Skills (3 credits)*

This course is required for STM students writing a thesis.

This is a weekly seminar preparing students to write their thesis (RW899) the following semester. Students will learn research methods and skills, and develop their writing ability. They will produce a thesis proposal, including a developed statement of the topic, an outline of the contents, a full bibliography for future research, and a written research agreement with a thesis supervisor.

*RW899 Academic Thesis (STM)*

(3 credits)

Prerequisites: RW801 (or an equivalent course) and permission of the Vice President for Academic Affairs and appropriate faculty.

*Grading is Pass/Fail.*

Students writing a thesis must demonstrate the ability to use one secondary research language (usually French or German) before registering for and writing a thesis.

## **Systematic Theology Courses**

Courses are taught by: The Rev. Dr. Joel Scandrett, Dr. William Witt, and Dr. David Luy, as well as trusted adjuncts on an as-needed basis

*ST540 Creeds and Catechisms: An Introduction to Theological Thinking (Lutheran Track)*

This course offers a study of the foundations of Christian theology and ministry through reflection on the Ecumenical Creeds and Martin Luther's Small and Large Catechisms. Historical issues will be considered, but the central focus of the course will be the role of the Creeds and Catechisms as the "rule of faith" in the handing-on of the "pattern of sound words" (2 Timothy 1:13) which the church has received from the

Apostles of Christ. From this starting point, the course will address what it means to “confess the faith,” the nature and interpretation of Scripture, and the scope and authority of church doctrine.

*ST550 The Lutheran Confessions*

Prerequisite: ST540

This course provides a close study of the confessional writings of the Lutheran Church as gathered in the *Book of Concord*. The course will focus on the role of the Confessions as public doctrine of the Lutheran Church. The major theological topics in the Confessions will be studied in relation to the wider Christian tradition with an eye to their ecumenical and pastoral implications.

*ST620 Christian Apologetics*

This course offers a study of the claims of historical biblical Christianity, so as to commend the gospel to contemporary people. The course considers the cultural, philosophical, and moral problems of individuals and of society. *Fulfills ME elective.*

*ST680 Theology I*

*Updated course description to be provided*

*ST690 Theology II*

*Updated course description to be provided*

*ST660 Introduction to Theology I (Lutheran Track)*

Prerequisites: ST540 and ST550

This course introduces the practice and tradition of Christian theological reflection from a Lutheran perspective. The goal of the course is that students grow in their ability to articulate Christian teaching and a Christian view of the world clearly, scripturally, and in accord with sound doctrine, in receptive conversation with saints and teachers past and present. This course addresses the nature and norms of Christian theology, the doctrine of God, and the person and work of Christ.

*ST670 Introduction to Theology II (Lutheran Track)*

Prerequisite: ST660

This course is a continuation of ST660, addressing creation, the fall, and the saving work of the Holy Spirit, comprising the church, word and sacrament, justification and new life, and the Last Things.

*ST735 World Religions*

A missiological survey of the major world religions and cults designed to help students ascertain the foundational concepts needed to understand religious beliefs and practices, to provide biblical answers to the questions they face, and to contextualize the Gospel and the church in the local setting.

*ST740 Modern Theology*

This course studies primary texts in modern theology, beginning with Schleiermacher and including responses by Barth and other Protestant figures and by modern Roman Catholic, Orthodox, Evangelical, and Anglican theology. It also studies the rise of liberation theology, feminist theology, postmodern

theology, and post-liberal theologies. Attention will be given to understanding the respective theologians in their context and to formulating questions and responses from an orthodox Anglican perspective.

*ST745 Reformed Theology I (Presbyterian Track)*

This course will explore some of the great themes, theologians, and history of Reformed Theology. The Westminster Catechism, Dutch Reformed Theology, Calvin's Institutes, the theology of significant Puritans, and much more will be examined.

*ST746 Reformed Theology II (Presbyterian Track)*

Prerequisite: ST745

This course will expand upon the learning of the first course in Reformed Theology. The Westminster Catechism, Dutch Reformed Theology, Calvin's Institutes, the theology of significant Puritans, and much more will be examined.

*ST750 Moral Theology*

This course is an introduction to Christian moral reflection and action. The course will also survey different traditions in ethics and their roots in Scripture. Finally, we will explore from a Christian perspective some contemporary ethical issues to develop confidence in addressing ethical issues.

*ST755 Christian Ethics in the Lutheran Tradition*

Prerequisite: students should have taken ST660 or be taking it concurrently

This course provides a theological study of human agency, created, fallen, and renewed in Christ. The course will focus on the formation and life of the believing moral agent, addressed by God's commands and promises, called to serve God and neighbor in church, household, and civil community amidst trial and temptation.

*ST760 Christian Social Ethics*

This is not a required course for the MDiv program but does fulfill a general elective requirement.

This course provides a survey of key moral issues facing the Church today: Students will engage a series of topical studies of contemporary issues, such as family ethics, responding to sexual abuse in the church, politics, race, economics, and the environment.

*ST770 The Anglican Way of Theology*

This course provides a survey of the core convictions and concerns that have characterized Anglican theology from the Reformation to the present. The course will include reading the writings of theologians from the evangelical, Anglo-Catholic, and Broad Church traditions. The course will include a discussion of Anglican identity today.

## Doctor of Ministry (DMin) Courses

Courses are taught by Trinity faculty, as well as trusted adjuncts on an as-needed basis

### *925/975/976 Special Topics*

This course number is reserved for occasional special course offerings within a department. It is for special topics at the doctoral level. Students are allowed to take multiple special topics courses, provided each is a distinct course.

### *990 Independent Study*

This is a special reading course or tutorial in an area of special interest or need. The 990 number is for Independent Studies at the doctoral level. Please see the *Independent Study* policy under *Academic Policies*. Note: this course carries a supplemental tuition charge in addition to the regular tuition.

### *BI900 Using the Bible in Ministry and Mission*

January Intensive

This course will include a survey of the message in the Old and New Testaments, and the role of hermeneutics and biblical theology as they apply to the church and ministry today. Students will consider ways in which they can use the Bible in ministry and mission, particularly in preaching, ethics, apologetics, and missiology.

### *DM900 Listening and Trusting in an Age of Complexity*

June Intensive

This orientation course will integrate theology, spirituality, and missiology and give attention to the practical application of the coursework to the ministerial context of the individual student. The course will also serve to build a community of learning among the students of the entering DMin class.

### *ME900 Ministry in Missiological Perspective*

June Intensive

This course will survey contemporary missiology for concepts and insights useful for ministry in a variety of contexts. Social science and other cross-cultural materials will be included, which hold promise for ministry in urban, multi-class, lifestyle enclave, ethnic, international, and other types of communities.

### *RW901 Final Project Preparation*

January Intensive

This course is designed to prepare students to develop a DMin final project. The course includes interaction with the project advisor and others in developing a topic proposal for the written DMin project including methods of research.

When students complete RW901, they will submit their Thesis Project Proposals to the DMin Committee for review. When a student takes RW901 in January, the original Thesis Project Proposal will be due March 15 for the DMin Committee to review in April. In the event that the proposal is not yet clear, the revised proposal is to be resubmitted in early July. Should still more revision be required, the updated version will be

submitted to the Committee by early September. If the student cannot demonstrate adequate evidence of progress by the September meeting of the DMin Committee, the student will be offered a Diploma of Advanced Pastoral Leadership instead of completing his/her thesis and earning a doctoral degree.

*RW999 Final Project (6 credits)*

Prerequisite: RW901

The final project will serve as the culmination of the program in which the student will demonstrate competence in both a theological area and a specialized area of ministry related to the student's personal experience and area of focus. An important criterion for the paper will be the integration of the project's theological foundation with the practice of ministry as an original contribution to the literature of applied theology.

*ST900 Evangelical Theology for a Pluralistic Age*

January Intensive

This course sets out the essentials for evangelical theology and applies them to Christian ministry in contemporary pluralistic society. It addresses the supreme authority of the Bible, the unique person and work of Jesus Christ, the lordship of the Holy Spirit, the importance of personal conversion and therefore the priority of evangelism, and the vital role of the church. It also defends these positions from secular critics, both modern and post-modern.

## **Master of Sacred Theology (STM) Courses**

NOTE: These courses are offered as needed.

### **CH8XX Special Topics in Church History**

Examples include, but are not limited to:

*CH890 Origen of Alexandria*

The foundation of this course is the assumption, current in recent Patristic scholarship, that there is not a pronounced division between Origen's biblical and philosophical works. The course thus focuses on works that have traditionally been regarded as biblical and therefore devotional. Yet, it treats these works as far more than merely devotional. It regards them as the central texts of Origen's theology. The course is a reading course. It seeks to prepare the student by exposing the student maximally to the most important works of Origen. It does so in a way that proceeds from the foundation of Origen's thought, the *Peri Archon*, to his engagement with the Old Testament, to his engagement with the New Testament. It concludes by looking at Origen's philosophical theology and the appropriation of his work by his disciples.

### **ST8XX Special Topics in Systematic Theology**

Examples include, but are not limited to:



### *ST805 Guided Readings in Patristic Theology*

In this course, primary readings from Irenaeus of Lyon, Origen, Athanasius, Gregory of Nazianzus, Gregory of Nyssa, and Augustine will be reviewed and discussed.

### *ST825 Trinitarian Theology*

The doctrine of the Trinity is the principal Christian doctrine, grounding and giving shape to all others. It was forged in the earliest centuries of Christian theology, and it has proven uniquely fruitful in twentieth century theologies, both Eastern and Western. In this course, our aim is to become familiar with some of the main currents of Patristic and modern Trinitarianism, paying particular attention to the claim that Trinitarian theology has experienced a *renewal* through the work of Karl Barth and Karl Rahner.

### *ST825 The Christology of the Greek Fathers*

This course is a study of the development of the doctrine of the person of Christ from Nicaea (325) to John of Damascus (ca. 675-749). While order was collapsing in the West, the Greek-speaking church was debating the central question of the incarnation of the Son of God. This course will look at major figures and moments in this centuries-long controversy. The focus will be on reading and discussing primary sources, including Athanasius, Cyril of Alexandria, Maximus the Confessor, and John of Damascus.

### *ST825 Early Christian Exegesis*

This course is a theological introduction to the biblical interpretation of the early church. Readings will be predominantly primary sources, including both hermeneutical discussions and exegetical works. Attention will be focused on the theological basis of early Christian exegesis and its interpretive goals. What understanding of God's dealings with the world and of Scripture's role in God's plan of salvation authorized the way in which the fathers read the Bible? What did they intend to accomplish by interpreting the Scriptures? These questions will be pursued not only in the abstract, but also through careful examination of exegetical practice. Throughout the course, we will be asking whether and how the example of the Fathers might help us to be better readers of Holy Scripture.

### *ST825 Participation: East and West*

How are we to understand the relationship between creator and creature? The modern approach has been to radically separate them by banishing God upstairs. Isolation from God hasn't brought us the happiness we long for. Instead, loneliness, alienation, and loss of direction have been the result. In this course, we turn to the Great Tradition—both East and West—in search of an alternative: created participation in the uncreated life of God. By carefully exploring writings of theologians such as Augustine, Dionysius, Maximus, and Aquinas, we will get a glimpse of a richer, more meaningful world, one that is enchanted through participation in God.

### *ST826 Aquinas and Barth*

In this course, students will examine the writings of two major Western theologians—Thomas Aquinas and Karl Barth—in dialogue with one another. The approach will be comparative, looking at how both theologians address such major topics of theology as reason and revelation, God and creation, God as One and Triune, Sin and Redemption, Christology and Soteriology, Grace, and Ethics.

### *ST840 Readings in Modern Theology*

This course includes a reading of primary texts in modern theology (primarily 20th century), beginning with Schleiermacher and including responses by Barth and other Protestant figures, modern Roman Catholic, Orthodox, Evangelical, and Anglican theology, the rise of liberation theology, feminist theology, post-modern theology and post-liberal theologies. Attention will be given to understanding the respective theologians in their context as well as formulating questions and responses from an orthodox Anglican perspective.

### *ST890 Origen and Theological Interpretation of Scripture*

This course is an in-depth analysis of Origen's hermeneutical contributions read in the exegetical and philosophical context of the 3<sup>rd</sup> century.

## **BS8XX Special Topics in Biblical Studies**

In addition to Bible Book courses (e.g., Job, Acts, Revelation), examples include, but are not limited to:

### *BS825 The Hermeneutics of Origen*

The course provides an opportunity to develop more fully an area of expertise in a theological discipline through seminar courses and research. More specifically, the course aims to prepare students for further doctoral study. The course will be devoted to the topic of Origen's approach to interpreting Scripture, focusing on various aspects of the exegetical and theological assumptions underwriting that approach. It will begin with a critical overview of evaluative approaches to Origen's hermeneutics, focusing on those which have recently emerged in the revival of interest in patristic exegesis of Scripture, then move through a series of particular topics in Origen's reading of Scripture, based upon primary readings from his work *On First Principles*, as well as secondary sources. Topics in Origen's approach to reading Scripture include his view of the *sensus literalis*, allegorical exegesis, the hermeneutical modalities of flesh and spirit, the relation of the two testaments, OT Israel and supersessionism, and the influence of Platonism upon his hermeneutics. Depending upon class size, each student will be given two or more opportunities to lead discussion on a particular reading for the course. Students will also be asked to identify an issue of critical interest surrounding contemporary discussion of Origen's approach to Scripture and prepare a major research paper on that interest.

### *BS825 The Rule of Faith*

The course is devoted to the early church's understanding of the rule of faith in conversation with the recent evangelical revival of interest in the theological interpretation of Scripture. Students will read selections from the church fathers, Brevard Childs, Christopher Seitz, Ephraim Radner, Kathryn Greene-McCreight, Paul Blowers, Kevin Vanhoozer, William Abraham, Robert Jenson, and Hans Frei. Special attention will be the exegetical construction of the rule of faith from the Old Testament's *sensus literalis*, as well as the early church's understanding of the rule's relation to catechesis, creeds, and ecclesial tradition. The course will also examine modern literary construals of the rule in terms of storylines, narrative, and drama, along with philosophical construals of the rule in terms of speech-act theory. Students will be asked to lead at least two discussions on readings for the course, as well as prepare a major research paper.

### *BS825 The Pauline Epistles and Nicene Trinitarian Theology*

The epistles of St. Paul were fundamental to the development of Nicene Trinitarian doctrine. This course will focus on that forward movement—how Paul’s letters helped shape later Trinitarian theology—as well as on the corresponding backward movement—how later Trinitarian doctrine can help us to reread Paul’s letters in the church today.

### *OT825 NT Use of the OT*

This course provides STM students with the opportunity to develop expertise in a specific area of biblical studies: the relationship between the two Testaments. Specifically, the course will focus on the issues raised by the NT authors’ handling of the OT. This course will consist of textual, exegetical, hermeneutical, and theological study of selected quotations and allusions of the Old Testament by New Testament authors. The use of the OT by NT writers is one of the most controversial questions in contemporary biblical hermeneutics. In this course, we will study the apostolic use of the OT in its first century hermeneutical context and the interpretive issues involved. These include continuity/discontinuity between the Testaments, textual variations, rhetorical theology, the definition and nature of typology, figural reading, allegory, and the distinction between quotes and allusions. We will also explore the possible ramifications of apostolic handling of the OT for the contemporary church. Can we handle the OT the way Paul uses Exodus 34:33-35 in 2 Corinthians 3:7-17? This course seeks to prepare students for doctoral work. As such, each student will have one or more opportunities (depending on class size) to teach and lead discussion on a particular chapter of *Three Views on the New Testament Use of the Old Testament*, as well as prepare a lecture on a specific NT passage that appeals to the OT, either by allusion or direct quote.

## **Certificate Courses**

Certificate students attend Master's-level class meetings and complete non-credit reading and writing assignments. Certificate courses are non-credit and Pass/Fail.

# Faculty and Staff

## Faculty

*The Rev. Dr. Don Collett*

Professor of Old Testament  
Chair of Biblical Studies

*The Rev. Dr. Jack Gabig*

Associate Professor of Practical Theology  
Director of the Doctor of Ministry Program  
Chair of Practical Theology

*The Rev. Dr. Rich Herbst*

Assistant Professor of Homiletics and Greek  
Director of Presbyterian Studies

*The Very Rev. Dr. Bryan C. Hollon*

Dean President  
Professor of Theology

*Dr. David Lay*

Associate Professor of Systematic Theology

*The Rev. Dr. David Ney*

Associate Professor of Church History

*Dr. Alex Pierce*

Assistant Professor of Historical Theology

*The Rev. Dr. Eric M. Riesen*

President, North American Lutheran Seminary

*The Rev. Dr. Brad Roderick*

Vice President for Academic Affairs  
Associate Professor of Missions  
Director of the Stanway Institute for World Mission and Evangelism

*The Rev. Dr. Jacob Rodriguez*

Assistant Professor of New Testament

*The Rev. Dr. Joel Scandrett*

Associate Professor of Systematic Theology

*Susanah Wilson*  
Library Director

*Dr. William G. Witt*  
Professor of Systematic Theology and Ethics  
Chair of Church History and Systematic Theology

## Staff

*Abigail Bartels*

Development and Alumni Coordinator

*Angel DeChellis*

Student Billing Administrator

*Alex Banfield Hicks*

Director of Church Partnerships and Leadership  
Development

*Janessa Fisk*

Director of Admissions

*Justin Fisk*

Director of Facilities

*Rebecka V.A. Frontz*

Administrative Coordinator, NALS

*Wes Jagoe*

Chaplain & Director of the Trophimus Center

*Barbara Knecht*

Academic Operations & DMin Administrator

*Elaine Lucci*

Human Resources Administrator

*Allyson Martin*

Executive Assistant to the Dean President &  
Board of Trustees  
Stanway Institute Administrator

*John McCoy*

Director of Accounting

*Amy Miguel*

Advancement Assistant

*Phyllis Petrie*

Academic Events & Operations Assistant

*Karen Reed*

Chef

*Diane Schell*

Kitchen Assistant

*Carrie Shrensbury*

Director of Development

*Shannon Sims*

Director of Registration, Financial Aid, and  
Institutional Reporting

*Steve Sims*

Director of Information Technology

*Kevin Singleton*

Information Technology Specialist

*The Rev. Cn. Karen Stevenson*

Director of Curacy & Placement

*Dr. Leslie F. Thyberg*

Learning Skills Coordinator

Interim Academic Advisor for DMin Program

*Christina Thornburg*

Associate Director of Development

*Jack Walsh*

Director of Planned Giving

*Russ Warren*

Vice President of Administration

*David Zamora Ramirez*

Facilitator of the Spanish Program

*Sharon Zerbe*

Kitchen Assistant

# STUDENT HANDBOOK

Trinity Anglican Seminary

2024-2025



## **Table of Contents**

A Community of Learning

The Residential Community

Academic Enrichment

Fellowship and Communication

Chapel

Activities and Social Life

Student Support Programs

Policies and Procedures

Trinity Library

Information Technology

Student Security

*Legal Disclaimer: The information in this Student Handbook is current as of August 2024 and it is for the academic year 2024-2025. Any modifications after this date overrides the content of this document. Trinity Seminary reserves the right at all times, at its sole discretion, to review, modify, amend, or alter any provision of this handbook.*



## A Community of Learning

Trinity is a learning community composed not only of students and faculty but also of staff, speakers, guests, alumni, trustees, and many others. Trinity encompasses residential, online/distance learning, intensives, mission study, lay education, and continuing education communities. Formation happens in community as we study and worship together, play and pray together, and share our lives together in season and out of season.

With Jesus as our primary example, Trinity seeks to create a grace-filled, Holy Spirit-dependent, biblical learning community. As we live out our lives together in community, the following policies are trustworthy ways of being in community together, helping facilitate deeper formation, and governing our life together.

## The Residential Community

### Academic Enrichment

Trinity is committed to providing excellent learning resources in and out of the classroom. Guest speakers, discussions, and events of various types expand the learning experience beyond the classroom.

#### Dean's Hour

Dean's Hour is a time to hear from guest speakers, our own Dean and President, or members of the faculty on ministry-related topics. Attendance is required for all full-time residential students.

#### Mission Committee

Each class has an elected representative who sits on the Mission Committee, which has responsibility for providing opportunities for increasing mission awareness within the Trinity community. The Mission Committee also plans and prepares for the annual Mission Conference at Trinity.

#### Stanway Institute offerings: Mission Expo and Church Planting Expo

The Mission Committee and Trinity's Stanway Institute for World Mission and Evangelism, sponsors events dedicated to issues and concerns in contemporary mission work. Therefore, each fall, the Stanway Institute hosts The Mission Expo and Church Planting Expo in rotating years with the New Wineskins Conference, highlighting God's call to reach the world with the gospel. Attendance is required for all full-time residential students.

#### New Wineskins Conference

All full-time residential students and faculty must participate in the New Wineskins Conference for Global Mission (in conjunction with the New Wineskins Missionary Network) every three years. This conference provides students with global exposure to contemporary mission issues and challenges. Trinity's Stanway Institute provides substantial scholarship funding to enable students to attend.

#### Ash Wednesday Quiet Day

Once a year on Ash Wednesday, Trinity provides a Quiet Day for students and faculty in which to engage in reflection and prayer. Short teachings and meditations are offered by our faculty or invited speakers. Attendance is required for all full-time residential students.

#### Reading Week

Once a semester, students are given time for in-depth research and study, uninterrupted by the regular classroom schedule. See the Student Calendar for Reading Week dates.

### Student Community Service Hours

All full-time residential Master's students are expected to give one hour each week (14 hours per semester) in service to the Trinity community. Assignments are made at the beginning of the academic year by the Director of Student Life who takes into consideration talents, preferences, and skills. Students are expected to perform their assignments punctually and thoroughly, knowing that the community depends on them. This is part of our mutual responsibility and our service to one another and to the Lord.

## **Fellowship and Communication**

We recognize that spiritual formation comes not only through study and personal discipline, but also through participation in a community. We believe that our community must be one of love, concern, and self-giving if those churches to which we send our graduates are to be communities of renewal and reconciliation.

## **Chapel**

As an Anglican Christian community, we strive to live out a corporate life of prayer and worship in accordance with the Prayer Book Tradition. The daily office and weekly community Eucharist is at the core of our worship life. We also regularly observe Holy Days and various other customs of the Prayer Book and the Anglican tradition such as the Great Litany and Lessons and Carols. Additionally, there are often various concerts, healing prayer services, “prayer and praise” nights, and other special services throughout the year.

The Chapel at Trinity is a “peculiar,” meaning it does not fall under the jurisdiction of a diocese, nor a bishop, although all clergy on staff and faculty are under the authority of a bishop. The Dean and President is the Dean of the Chapel and the “ordinary” (the one with authority to determine who may preach & officiate, liturgical matters, etc; authorities a bishop has in his diocese). The Chaplain oversees the various chapels (with the exception of the Bonhoeffer House) and the liturgical life and formation of the community.

While the “Chapel” broadly refers to the collegiate worshiping community of students, staff, and faculty regardless of the liturgical space, there are various “chapels” at Trinity. Trinity Chapel (1123 Merchant St), built in 1902 as a Presbyterian Church, has been the main worship space for the seminary since 1978.

The Chapel of the Good Shepherd (within the main floor Great Hall of the new Trophimus Center on 823 Maplewood Avenue) is also an old Presbyterian Church built in the early 1900s that Trinity recently purchased for a larger worship and conference space. Starting in mid to late Fall 2024, the seminary will begin using the space for worship (most likely the Wednesday Eucharist and special events), while continuing to use Trinity Chapel for daily offices.

There is also the Upper Room Chapel on the second floor of the Academic Building (with private prayer room next door), which is mostly used for individual prayer or occasional small services, as well as the chapel located within the newly-established Bonhoeffer House of the North American Lutheran Seminary (NALS) on 98 13th Street. NALS students participate in a majority of chapel programs but also have their own services and training programs.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	8:30a Morning Prayer with Homily Trinity Chapel	8:30a Morning Prayer with Homily Trinity Chapel	8:30a Holy Eucharist Trinity Chapel	8:30a Morning Prayer with Homily Trinity Chapel	8:30a Morning Prayer Trinity Chapel	
	4:30p Evening Prayer <sup>1</sup> Trinity Chapel	4:30p Evening Prayer <sup>1</sup> Trinity Chapel	4:30p Lutheran Vespers <sup>2</sup> Bonhoeffer House  or  7:30p Lutheran Compline <sup>2</sup> Bonhoeffer House	4:30p Evening Prayer <sup>1</sup> Trinity Chapel	12:00p Holy Day/ Special <sup>3</sup>	
<p>Note 1: On Holy Days a short, spoken Eucharist will be in place of Evening Prayer</p> <p>Note 2: Only one Lutheran service each week, alternates between Vespers and Compline.</p> <p>Note 3: Friday Holy Day services held in the Upper Room (unless otherwise noted). Also reserved for Litany processions on occasions.</p> <p>Note 4: Only applies when class is in session. No regular services during Reading or Exam weeks (although optional services may be announced). No services when offices are closed for holidays.</p> <p>Note 5: When the Chapel of the Good Shepherd at the Trophimus Center is opened, service locations will change and be announced.</p>						

### Regular Semester Services

*Holy Days:* If a Red Letter or Principal Feast falls on a Monday, Tuesday, or Thursday, normally a simple spoken Eucharist is held in place of Evening Prayer, and on Fridays at Noon.

*Off-Periods:* Unless otherwise announced, there is usually no regular chapel service held during Reading Week, Exam Week, or between terms (outside of Intensive Weeks). Attendance at any services held during these periods is optional.

### The Chapel Attendance Policy

As daily chapel is an integral part of ministry formation for students, attendance is required for all full-time residential students as stipulated in the Trinity Community Covenant. Chapel should be a time of spiritual nourishment and joy, not a burden. The policy and attendance tracking system is meant to be a tool to help hold yourself accountable to the Covenant, especially in those times when the realities of life and studies become challenging. You should let your Advisor know when circumstances might affect your attendance (emergencies, etc.). Any regular exception to policy must be approved by the President's Cabinet at the request of your Advisor. The current policy is as follows:

Full Time Residential	Part Time Residential Students
<ul style="list-style-type: none"> <li>Wednesday Eucharist each week</li> <li>5x Morning or Evening Prayer per week</li> <li>Quiet Day Participation</li> </ul>	<ul style="list-style-type: none"> <li>Chapel in conjunction with on-campus classes (MP with morning class/ EP with evening class)</li> </ul>
<ul style="list-style-type: none"> <li>All students must scan their ID card on the reader in Trinity Chapel, Upper Room Chapel will have a paper sheet.</li> <li>All absences, special circumstances, and emergencies should be directed to your Advisee Group Leader.</li> <li>Part time students in language classes released at 3pm are exempted from EP, but attendance is encouraged.</li> <li>During short or holiday weeks, attend MP or EP in conjunction with morning or afternoon classes, respectfully.</li> <li>Lutherans may count Vespers or Compline as 1x office, non-Lutherans are encouraged to attend by may not count as one of the 5x.</li> </ul>	

### Chapel Customs

As of Fall 2024, the Chapel Customary has been under revision based on new chapel customs and in anticipation of the use of the Trophimus Center. The Chaplain will inform all new students of the pertinent chapel customs in the interim.

Some of the most important customs include:

*Prayer Book:* The 2019 Book of Common Prayer (ACNA) is the standard prayer book at Trinity. The Daily Office (with 60-day Psalm cycle) and Eucharist lectionary are used, as well as the liturgical calendar.

*Music:* Music is typically from the 1982 Hymnal of The Episcopal Church, together with the Trinity Songbook and supplemented by occasional music printed in the bulletin or placed on the LCD screen.

*Offerings:* Offerings from the Wednesday service go to the Chapel Fund. Half of the fund is dedicated toward the upkeep of the chapel and its programs. The other half is committed to missions.

*Prayer Teams/Healing Ministry:* Specific prayer and the laying on of hands by clergy and students (sometimes with the imposition of oil) is available at the Wednesday Eucharist during the administration of Communion.

*Serving Teams:* All students will generally be assigned to a serving team at all times. Teams include: Acolytes, Daily Office Officiants and Assistants, Eucharist Readers, Sacristy Team (Altar Guild), and Ushers. The team assignments will usually change around three times per school year (around Aug, Dec, and Feb/Mar). Generally, first semester students will not be assigned to a team on the first rotation.

Student Musicians (a volunteer hour assignment) and Prayer Team members are not considered part of the serving teams. The teams and schedules will be published by the Chaplain or Chapel clerks in the Chapel schedule on the Student Intranet. Note: assignment and schedule may vary based on program (MAR or MDiv), track (Anglican, EPC, NALS) and class size. Students are responsible for fulfilling their assigned duties or finding a suitable substitute.

*Student Preaching:* All residential MDiv students and Stanway Scholars can expect to preach a homily in the Chapel, usually at Morning Prayer (or Holy Day Eucharists). Priority will be given to students who have completed a Homiletics class and/or are nearing graduation. Other program students desiring to preach may contact the Chaplain. The Preaching rota will be published for the entire semester by the chaplain. All student homilies should be no longer than 7 minutes (they are timed).

*Churchmanship:* Although Trinity is a historically Evangelical seminary and leans a bit “low church” in many customs, Trinity has always had a wide variety of churchmanships within the community. All are welcome to practice their devotional practices as they desire (e.g., signs of the cross). It is desirable that those serving liturgically err on the side of uniformity/unity and general custom over personal preference. We occasionally observe higher church customs, such as Eucharist vestments, incense, and sung liturgies.

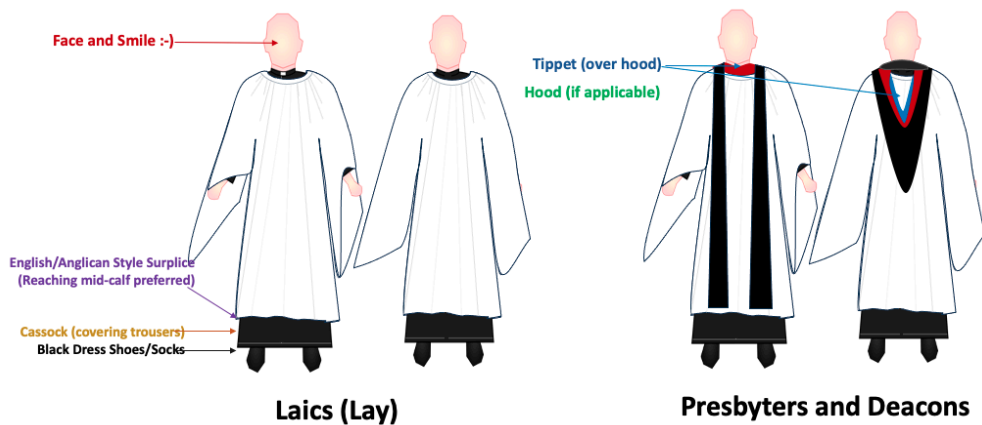
*Vestments:* For the sake of orderliness, for the edification of others, and to uphold classic Anglican norms, we ask that those serving liturgically abide by the following vesting guidelines. The normal dress for the Daily Office and Eucharist is Anglican Choir.

*Dress:* Cassock, Anglican/English Surplice (no Latin/Roman cottas), and Tippet (plain or with one or two patches) over Hood as applicable. Stoles and tippets will only be worn by those who are ordained and (for uniformity) should not be worn by ordained clerics serving as acolytes. Black dress shoes (with black soles) and socks (for men) are mandatory. There are stock shoes of various sizes available to borrow, but it is

advisable that all students (as future ministers) own their own pair. Trousers should not show below the bottom of the cassock (if so, they should be black or dark in color), any under part of street clothes that show distracting in color/pattern, hair should be neat, and jewelry should be minimal and not distracting.

While there are Trinity-owned vestments to borrow, students seeking ordained ministry are encouraged to purchase their own vestments. The Chaplain can help vendors. The classic Anglican-style cassock is double-breasted (Sarum style) with black cincture band. The cassock should cover the ankle. The classic surplice is the “English Style” surplice that reaches mid-calf, has full sleeves, and a round neck, this is the style TAS is working toward. The “American Style,” shorter with tighter sleeves, is an alternative version. Square-neck cottas are part of the Latin/Roman tradition and are not properly part of Anglican Choir Dress (tippet and hood are not worn in the Latin tradition and shouldn’t be worn with a cotta).

### Anglican Choir Dress



### Advisors and Advisee Groups

Each full-time residential student is assigned a Faculty Advisor and an Advisee Group (AG), which meets weekly. AGs meet throughout the semester to talk and pray with one another. AGs connect to grow together, pray for each other, discuss their progress through the program, and receive academic advising. All online students are assigned an advisor, facilitated by the Director of Registration. Online advisees communicate by phone calls, by email, and through communities made available through the Learning Management System.

All full-time residential students will make attendance at their AG group a priority. Students stay with their assigned group for the duration of their program at Trinity. If a student wishes to be reassigned to another group, he/she must first consult the Faculty Advisor and then request a transfer from the Director of Student Life.

### Student Cabinet

Trinity’s Student Cabinet consists of three class representatives and six other cabinet members nominated by their respective classes. Working with the Director of Student Life, the Cabinet seeks to enhance student

fellowship and address community concerns. The Student Cabinet holds monthly meetings during the Fall and Spring Semesters.

- The Senior Class is responsible for planning and executing the Senior Class Dinner, Baccalaureate, and Commencement.
- The Middler Class is responsible for planning and executing a Christmas Party/Advent Event in December.
- The Junior Class is responsible for planning and executing a spring event (e.g., talent show, kickball tournament, cook-out).

### Interpersonal Grievances

Trinity recognizes that misunderstandings of a non-academic nature may arise from time to time among students, faculty, and staff. A student who senses that an injustice or offense has been committed by a faculty or staff member or another student should seek out the presumed offender first and openly seek reconciliation. Should an initial conversation fail to resolve the difficulty, the student should write a formal letter of complaint to the Director of Student Life within 60 days. The Director of Student Life may hear the matter and seek reconciliation among the parties or may elect to bring the matter to the faculty. A written response will be sent to the student. Final authority for resolving the issue, if not otherwise resolved, rests with the Dean and President and the Board of Trustees.

## **Activities and Social Life**

Trinity has a host of activities for students, faculty, staff, and spouses. The following events happen weekly, monthly, or occasionally on campus or in the surrounding community. Dates and locations are announced each semester. The Student Activities fee assessed each Fall and Spring term helps defray the cost of some student life events. Students are encouraged to initiate groups and activities among the student body. Please be sure to check with the Director of Student Life to schedule your event, so that it does not unnecessarily conflict with other community events.

### **Regular Events**

#### Opening Convocation

Each Fall term, we begin the academic year with worship and celebration, coming together as a community for the academic year. This celebration begins with Holy Eucharist on the first Wednesday of the Fall term at which returning students, faculty, and staff are reunited and new students are welcomed.

#### Christmas Party (Advent Festival)

Each year, a party is held in December for everyone—families and children, students, faculty, and staff. The party is usually held in the Commons Hall.

#### Women's Fellowship Evenings

Once a month through the academic year, women of the Trinity community are invited to gather for food and fellowship, usually with an informal program included. Evenings are organized by the Dean and President's wife and other women of the community. Information regarding meeting dates is published each term.

#### The Kneelers

The Kneelers is a co-ed flag football team, which plays a few games each year. These games are sometimes played against alumni or as part of an ecumenical competition of seminary teams from Pennsylvania, Ohio, and Virginia.

## **Weekly Events**

### Lunches in the Commons Hall

Lunch is available for students, faculty, and staff in the Commons Hall. Families are invited to join on Thursdays. Lunches for full-time residential students are paid from the Student Activities Fee collected at the beginning of the Fall and Spring terms. Students are invited to lunch on the days on which they have class. Anyone other than full-time residential students should pay for lunch.

### Prayer Groups

Students often initiate prayer groups based on a variety of things (men, women, couples, contemplative prayer, etc.). Such groups are welcome to meet on campus (please schedule space in advance with the Receptionist in the Administration Building) or at a student's home. If you would like to organize a group with a particular focus, please see the Director of Student Life.

## **Student Support Programs**

### Health Insurance

Full-time residential students are required to have health insurance for the duration of their academic program. Proof of current health insurance must be presented to the Student Billing Administrator within two weeks of the start of a student's program and then annually within two weeks of the start of the Fall term. Students unable to provide proof will be required to purchase health insurance within the time frame previously established. Trinity's medical insurance broker has offered to work with students individually to find the best plan to meet their needs and budget. Please contact the HR Administrator for more information.

### Student Counseling Benefit

Pastoral counseling (and Rite of Reconciliation) is offered on campus by the Chaplain, the Director of Student Life, and various faculty members. However, if a student desires to seek professional counseling, Trinity's Student Counseling Benefit (SCB) covers those whose insurance does not cover counseling by providing up to full payment directly to a counselor. Students should first look into what their medical insurance covers before seeking to use Trinity's SCB.

The SCB fully covers only approved providers, a list of whom is available from the Director of Student Life. If a student decides to go outside the approved provider list, Trinity will cover up to \$30 per session. Any provider must be a licensed counselor in the State of Pennsylvania.

The SCB will cover up to 12 sessions during a student's academic program, whether the counselor is an "approved provider" or a provider not on that list. After this, the student must cover his/her own costs or provide a letter from their therapist to the Director of Student Life stating the need for further counseling. The decision is up to the Director of Student Life to extend the SCB for further counseling support and is final. These extensions will be made in 4-6 month increments.

If a student, student's spouse, or the couple is in crisis, Trinity may agree to cover more than the above amount, or more than 12 sessions at the discretion of the Director of Student Life (in consultation with the President's Cabinet, if appropriate).

#### Health Office/Flu Shot/Covid Testing

Each year, information is available at local pharmacies regarding flu vaccinations and available Covid tests. A modest assortment of first aid supplies, aspirin, and Tylenol is kept At the Front Desk in the Administration Building.

#### Learning Skills Coordinator

Trinity employs a Learning Skills Coordinator who can help students learn to study and write more effectively. The faculty may suggest remedial work for individual students, who will be given priority attention. There is no charge. As time permits, extra services, such as a class in learning styles, time management or study skills may be offered. The office days and times of the Learning Skills Coordinator will be announced at the beginning of each semester.

## **Policies and Procedures**

### **Trinity Library**

You will find that at Trinity, the Library is the focal point of study and scholarship on campus. The Library contains more than 95,000 books and an additional 10,000 bound periodicals. Most of the books are theological works, focusing particularly on biblical studies and Anglican works, but we also have works of literature, and books on art, history, politics, and similar subjects, because theology and ministry span all subjects. The Library is closed on holidays and any other day the School is closed. The Library also closes for Dean's Hours and any other campus-wide events. Please note that operating hours may change based on student needs. Call the Library or see the hours posted at the Library.

#### Procedures

*Getting a Library Account:* Library accounts are established for students after they read and sign the Library Usage Agreement (LUA). An email account and phone number are required for account setup.

*Quiet Space:* The Library is designated quiet study space. Please take all conversations, including phone calls, out to the main hallway of the Academic building. Please also set your phone to vibrate or silent mode.

*Food and Drink:* Covered beverages are permitted in the Library. Food is not permitted in the Library, whether its eating or its storage.

*Book Circulation:* You must check out all books taken from the Library, both to preserve our collection and to be responsible to your fellow students. You must also check out all books that you intend to keep at your study carrel.

*Study Carrels.* Study carrels are assigned in the fall for the academic year by Library staff. In recent years, all students who have requested the use of a study carrel have received it.

*Shelving Books:* Please do not reshelve books. Please return them to one of the carts or to the circulation desk.



*Interlibrary Loans:* If you need a book that the library does not have, email the librarian to request it via InterLibrary Loan,

*Suggestions for New Books:* If you have a suggestion for a particular book we should add to our collection, please let the librarian know.

*Online Catalog:* Trinity's Library has an Online Public Access Catalog (OPAC). You can access it from the computer in the main reading area, or from your home computer at [catalog.tsm.edu](http://catalog.tsm.edu). Please see a member of the Library staff for help in using the online catalog.

*Borrowing a Book:* There are two ways to check a book out:

1. Use the self-checkout computer in the Reserves room.
2. See a member of the library staff.

A book may often be renewed unless another student has requested it. If another student has requested a book you have renewed, the Library reserves the right to ask you to return it as soon as possible. Books may be renewed or put on hold by accessing your account online. Books that are returned late are subject to an overdue fine of 10 cents per day for normal circulating items. Reserve items accrue a charge of 25 cents per hour. We must also charge users to repair or replace any book or other material that has become damaged while out on loan. Damage is defined as any damage beyond normal wear and tear that would be caused by a careful reader.

*Course Reserve Books:* Recommended and required readings for courses are held in the Reserves room. A list of these books can be found on the online catalog under "Course Reserves." Books can be checked out for up to three hours, or overnight (at the end of the day). They can be renewed for another three hours provided that no one else has requested it. Overdue reserve fines are 25 cents per hour, with a maximum fine of \$2 per day.

### Additional Library Services

*Cooperating Libraries:* Trinity has reciprocal borrowing agreements with Pittsburgh Theological Seminary, and Reformed Presbyterian Theological Seminary libraries. You can visit and check out books from their libraries. However, it is wise to call ahead to determine what information you need to provide. Using the electronic resources at these libraries may require special arrangements.

*Interlibrary Loans:* Books and journal articles needed for study and research that we do not have may be obtained from other libraries through the Interlibrary Loan System. See the Assistant Librarian for assistance.

*Library Classes:* During the school year, the Library staff offers occasional classes, such as basic theological library research.

*Visitors:* We welcome visitors from other seminaries as well as area clergy and others to use the Library. These visitors must check-in at the main desk of the Library.

## Information Technology (IT)

Trinity's IT department provides students with access to the following services. In order to have access to such services, the user must have signed the Computer Usage Policy and Agreement kept on file with the IT Manager. Use of these services is subject to the terms in the Agreement.

### Wireless Network Access

All students are given a username and password which can be used to log in to the wireless network on campus. Wireless network coverage is available in the Academic Building, Administrative Building, Commons Hall, Media Center, Chapel, and outside in the quad.

### Trinity Email

All full-time students will be assigned a tsm.edu email address. The email account is also a Google account and email can be accessed by logging in at gmail.com. The account will be used for all official school-related communications. While Trinity allows alumni to maintain their account, Trinity reserves the right to delete the account once a student is no longer matriculated at Trinity.

### Campus News Email List

Everyone with a Trinity email is automatically subscribed to Campus News. Student spouses and other members of the Trinity community can also be added to the list by contacting the IT Director. To post a message, send an email to campusnews@tsm.edu. Only members can post to the list.

### Library Computer Lab

The computers in the Library are for student use, and are loaded with a variety of software packages, including Microsoft Office, Bible Works, and the Rite Stuff.

### Student Printer

Students may print class-related materials to the printer in the Library for free or personal materials at the cost of 5 cents per page. The printer is installed on the computers in the Library computer lab and can be installed on a personal computer with instructions from the IT department.

### Computer Assistance

The IT department is available to help students with computer problems related to the wireless network and the student printer. We are unable to help with personal computer hardware or software problems or repair personal equipment.

### Distance Student Identification and Privacy Protection

Trinity uses Google services for email and SSO to Campus Cafe and Canvas platforms. For each distance student, a unique user login is created in our Google domain for the student. All official communication will utilize that Trinity account.

### Once a student logs in, Google stores and protects the following:

- Emails sent and received
- Name and password
- Gender
- Contacts

- Calendar events
- Uploaded photos and videos
- Docs, sheets, and slides on the Google Drive

Students are ultimately responsible for maintaining their Trinity account. The 'My Account' function gives students quick access to tools that can help them to manage and protect their personal information, security and privacy.

#### Computer Usage Policy and Agreement

Computer and information technology facilities operated by Trinity are available for use by students, faculty, and staff generally without charge. All are encouraged to use Trinity's computer facilities for research and instruction. School information technology facilities consist of numerous components, including computer hardware, multimedia hardware, video equipment, software, documentation, communications support, online account administration, support services, Internet access, and instructional materials. Please refer to the Computer Usage Policy and Agreement.

#### Acknowledgement and Consent to Monitoring

Individuals accessing Trinity technology resources are acknowledging they have read the Computer Usage Policy and Agreement as well as other applicable policies. Individuals also acknowledge that the systems being used, as well as the information contained on them and exchanged between them, are the property of Trinity Anglican Seminary. The School does not routinely monitor email and other electronic communications, but it does have the ability and right to do so without prior notice should the need arise.

#### Email Maintenance and Limits

Email accounts must be maintained by the account user. Strong passwords of at least 12 characters should be used. Two Factor Authentication is encouraged. Google currently provides a very generous 10TB of data for each user. That is subject to change.

#### Email Accounts

Trinity email addresses are provided to every student while they are taking classes. Students graduating with a degree, diploma or certificate may maintain their Trinity account indefinitely so long as they continue to abide by the Computer Usage Policy and Agreement. Casual, visiting, and auditing student accounts will be activated before classes begin and will be inactivated when the class is completed.

#### Retrieval of Deleted Email

By default, messages deleted from an account cannot be retrieved.

#### Threatening or Harassing Email

Sending threatening or harassing email is strictly prohibited. Cases involving threatening or harassing email communications will be referred immediately to the appropriate authorities and/or School department for action.

#### Violation of Computer Use Privileges

Participation in the following constitutes a violation of computer use privileges. Students who engage in any of the following may forfeit his/her computer access:

- Viewing pornography

- Allowing children or other unauthorized users in the computer rooms or to use School computers or accounts
- Installation or downloading of software
- Bringing food and/or drinks into the computer labs
- Logging into the system for another user

You are responsible for your account. If you remain logged into your account and another person violates policy with your account, you are responsible. Classroom computers are for faculty/teaching use only. Students are not to use these systems without permission from the faculty member of that class.

### Waiver of Privacy Expectations

Due to the right and need for the School to monitor compliance with the Computer Usage Policy and Agreement, utilization of the School Information Technology facilities that require privacy of any kind for any purpose are not supported and are prohibited. Any persons utilizing any School Information Technology facility understands and agrees that they are specifically waiving any expectation or right to privacy in their communications, data, programs, or other personal information, stored, displayed, accessed, communicated, published, or transmitted on the facilities.

## **Student Security**

### Relationship with Police

The Director of Facilities has established and is responsible for maintaining a working relationship with the Borough of Ambridge Police Department and the Pennsylvania State Police.

### Informing the Community

Security information of pertinent concern will be posted as an email to Campus News, on the Trinity phone voice message, or by other means as may be appropriate to the circumstances.

### Reporting Criminal Incidents

Students, staff and faculty who are victims of, or witness to criminal acts committed on the Trinity campus are expected to report them immediately to Ambridge police by calling 911 and then to Trinity Administration (Russ Warren, VP of Administration).

### Reporting Emergencies

Call 911 from School phones to report criminal actions on campus. You will be connected to the Beaver County 911 Dispatch Center. Ask for the Ambridge Police. Following this reporting, Trinity students and employees shall then report the incident to the Director of Facilities, one of the VP of Administration.

### Accidentally Dial 911

If you accidentally dial 911 from a school landline, stay on the line and inform the dispatcher that it was a mistake and where they can find you. Also inform the receptionist.

### Sickness or Injury

If you see someone who is ill or injured, call 911 right away if:

- The individual is not breathing
- The individual is bleeding profusely and the blood cannot be controlled
- The individual appears to be suffering from any other life-threatening systems

If the situation is not an emergency, the individual should be directed or helped to reach an emergency room, urgent/convenient care facility, or physician's office. A list of urgent/convenient care centers and hospitals is available at Reception. If the individual does not have a preferred physician, he/she should be directed to the Internal Medical Associates office which is located across Merchant Street from the Trinity campus, two doors to the North of Trinity Chapel.

First aid kits are available in the Commons Hall kitchen and at Reception in the Administration Building.

Some of Trinity's staff are AED (Automated External Defibrillator)/CPR certified; a list is available at Reception. However, anyone can use an AED - instructions are with the equipment. There is an AED located in each of Trinity's buildings. Please become familiar with their locations.

- Academic Building: Bathroom hallway, Library Circulation desk
- Administration Building: Reception area next to elevator
- Commons Hall: Coffee cart
- Trinity Chapel: Entrance area
- Trophimus Center: TBD
- Media Center: Reception area

Medical expenses are the responsibility of the individual or his/her health insurance company.

#### Access to Facilities

Trinity guests must check-in with the Receptionist in the Administration Building to state the reason for their presence on campus property. Do NOT use your entrance card to let an unknown person into Trinity buildings.

Trinity students have authorized access to the Library/Academic Building, Administration Building, Chapel, Commons Hall and other parts of the Trinity campus as is appropriate to the educational and spiritual programs for which they are admitted and during the normal hours of operation. Usage at other times is subject to the specific approval of the VP of Administration or a faculty member, in cooperation with the Director of Facilities. Students may request to rent the facilities on the Trinity website.

Visitors sponsored by a Trinity student or employee shall be identified by their sponsor to the Trinity community by introduction at the announcement time immediately following morning chapel service, to the Trinity Receptionist, or to one or more Trinity employees, as the circumstances of the visit warrant.

From time to time, the Trinity campus is visited by those who claim to be homeless, unemployed, or in need of financial assistance. If you encounter this type of visitor, direct him/her to the Director of Facilities or other person(s) of authority on campus, or to the Center for Hope in Ambridge. You can also offer to pray with/for the person. It is generally unwise to give the visitor cash.

#### Campus Safety

Trinity buildings are to be locked at the close of business hours applicable to them and are to remain locked until the beginning of the next day. The Library building is open at different hours— please check the schedule. Landscaping and outdoor lighting at Trinity's campus shall be maintained so as to enhance safety and to minimize opportunity for concealment. Sensor controlled outdoor lighting is used to illuminate Trinity's parking lot.

### Students or Employees with Criminal Records

No prospective student or employee with a criminal record will be admitted or hired if Trinity judges a person to be a threat to the public in general and to the students and employees of Trinity in particular. All employees are required to submit to a criminal background check. Any cases of current Trinity students or employees who are charged with or convicted of a criminal offense will be dealt with on a case-by-case basis to determine appropriate action if they are judged to be a threat to others.

### Drug and Alcohol Policy

Those who are being formed for a vocation in the church are expected to discipline themselves regarding alcohol and other chemicals. Illicit substances are never permitted on campus. The use of tobacco is prohibited on campus. The use of tobacco and the consumption of alcohol should be done prudently, responsibly, and with a sensitivity to others who do not partake for reasons of health, addiction, or conscience. We do well to remember the words of St. Paul regarding food offered to idols: "Therefore, if food makes my brother stumble, I will never eat meat, lest I make my brother stumble" (1 Cor. 8.13).

### Tobacco & Smoking

The use of tobacco in any form is prohibited on campus. Smoking of any substance, in any form, is forbidden inside all Trinity owned buildings, whether on campus or off. This includes houses or apartments leased to students, faculty, or staff.

### Alcohol

The use of alcohol (except for use at the eucharist) is forbidden on the Trinity campus. The "campus" consists of the Academic and Administrative buildings, the Commons Hall, the Media Center, the Chapel, the Trophimus Center, the parking lots, the playground, and the lawns surrounding them. For alcohol allowance in student properties, please refer to the individual lease agreements.

### Drugs

It is prohibited for any student of Trinity Anglican Seminary to possess, use, distribute, deliver, or sell illicit drugs to anyone (including prescription drugs without a medical doctor's consent), whether on campus or off campus, whether classes are in session or not.

Any student found to be using, or to have used or possessed illicit drugs while enrolled is subject to discipline up to and including dismissal. A student who is not dismissed shall be required to enter a formal, recognized drug/alcohol abuse program as a condition of continuing.

The Dean and President will be responsible for examining the facts of each case and determining appropriate action. This decision will be reviewed and discussed with the President's Cabinet.

### Weapons Policy

The possession of a weapon in or on any premises or property owned or controlled by Trinity is prohibited. A weapon is defined as an item that is primarily designed or intended to be used for the purpose of hurting, harming, threatening, or otherwise endangering the personal safety of another. Any person who has a weapon in his/her custody or control is subject to immediate discipline, up to and including expulsion. Any member of the Trinity community who is found guilty or has a sentence, fine, or other criminal penalty imposed by a court of law for any offense involving a weapon that occurred in or on Trinity property must report such action to the Director of Student Life within 24 hours. Regardless of penalties imposed under

criminal statutes, community members violating this policy will be subject to appropriate disciplinary action, up to and including termination expulsion. Willful infraction of the prohibitions and requirements herein which apply to students shall be cause for disciplinary action against the offender as determined by the President's Cabinet.

#### Sexual Assault Prevention Programs

All regular Trinity employees are required to complete the Sexual Harassment Prevention Training through Telios Teaches training program every two years and pass a criminal background check upon employment. All students who complete ministry apprenticeships must complete the above training or show similar certification from their home diocese or other governing denominational body.

#### Harassment and Child Abuse

Trinity has Standards of Conduct including policies regarding Harassment and Child Abuse which are found in the Staff Employee Handbook and the Faculty Handbook. To report child abuse please call Childline at 1-800-932-0313.

#### Title IX

Title IX of the Education Amendment protects people from sex discrimination in educational programs and activities at institutions that receive federal financial assistance. Trinity is committed to providing an environment free from discrimination on the basis of sex. The Director of Student Life or HR Administrator acts as the Title IX coordinator and provides many resources to students, faculty, and staff to address concerns relating to discrimination on the basis of sex, which includes sexual misconduct. The Director of Student Life also leads the School's efforts in relation to campus climate and gender, oversees education and training campus-wide on sex discrimination and sexual misconduct, and is responsible for compliance reporting.

#### Domestic violence and sexual assault

Domestic violence and sexual assault can affect anyone regardless of age, gender, race, or financial status and are never the victim's fault. If you are a victim of domestic violence or sexual assault and in need of crisis counseling, you are encouraged to first get safe. If you are not safe and need immediate help, dial 911. Then reach out to the Director of Student Life or someone you feel is safe in the Trinity community, or call a crisis hotline, such as the Women's Center's 24 hour Helpline, at 724.775.0131.