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General Information

Mission

Trinity University is a transformational liberal arts and sciences university with selected professional and pre-professional programs. In pursuit of this mission, Trinity is committed to the highest levels of academic and professional excellence in teaching, research, learning, service, leadership, and personal integrity. Trinity embraces innovation in all pursuits: rigorous and relevant courses, supportive mentoring relationships, and a wealth of learning opportunities wherever they occur. Trinity prepares its graduates to pursue lives of meaning and purpose.

Independent Status, Charter, Covenant

Trinity University is an independent university founded in 1869 by Presbyterians, an institution that served a full century as "the college of The Synod of Texas." In 1969 a covenant was adopted between the Synod and the University, and the previous legal ties were dissolved. Trinity's covenant with The Synod of Texas was reaffirmed in 1973 by the newly organized Synod of the Sun. The covenant is one of mutual trust and obligation in which the Board of Trustees commits itself to continue to pursue the purposes for which Trinity University was founded. The church pledges itself to continue its interest in and support of the University. The covenant was reaffirmed with the Presbyterian Church (U.S.A.) in 1983, 1989, and again in 2000.

The amended charter creates a self-perpetuating Board of Trustees consisting of thirty-six persons who have complete control and management of the institution. The legal purpose of the corporation is to maintain and operate a coeducational institution and to confer degrees upon graduating students and other deserving persons.

Accreditation

Trinity University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award baccalaureate and master's degrees. Trinity University also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Trinity University may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

The Commission requests that they be contacted only if there is evidence that appears to support an institution's significant non-compliance with a requirement or standard. Normal inquiries about Trinity University, including inquiries regarding admissions requirements, financial aid, and educational programs, should be addressed directly to Trinity University and not to the Commission's office.

Texas state teachers' certificates are issued to those students who fulfill the requirements of the Texas Education Agency. The University is a member of The American Association of Colleges for Teacher Education and is accredited by the National Council for Accreditation of Teacher Education for the preparation of elementary teachers, secondary teachers, and school service personnel, with the master's degree.

A chapter of Phi Beta Kappa is active on the Trinity campus. In addition, Trinity University is approved and accredited by the Texas Education Agency and the United States Office of Education. The Department of Chemistry is approved by the American Chemical Society. The Bachelor of Science degree in Chemistry and the Bachelor of Science degree in Biochemistry are certified by the American Chemical Society.

The Engineering Science (Bachelor of Science) program is accredited by the Engineering Accreditation Commission of ABET, <http://www.abet.org>, under the General Criteria and the Program Criteria for Engineering, General Engineering, Engineering Physics, Engineering Science and Similarly Named Engineering Programs.

The Department of Business Administration is accredited by the Association to Advance Collegiate Schools of Business International (AACSB International).

The Department of Health Care Administration is accredited by the Commission on Accreditation Healthcare Management Education (CAHME) for its health care administration program.

The University is a corporate member of the American Association of University Women, and its women graduates are eligible for membership in this organization.

Non-Discrimination and Diversity Policy

Within published requirements for admission, Trinity University does not and will not discriminate in admission of students to study at the University, enrollment in classes, housing, or use of facilities in the academic program because of race, color, religion, sex, age, national origin, disability (if otherwise qualified for admission), military/veteran status, sexual orientation, gender identity, gender expression, or any status protected by federal, state, or local laws.

Trinity University does not and will not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, national origin, disability (if otherwise qualified for the job), military/veteran status, sexual orientation, or any other status protected by federal, state, or local laws. The University is committed to making employment-related decisions according to an applicant or employee's experience, talent, and qualifications, without regard to his/her race, color, religion, sex, age, national origin, disability (if otherwise qualified for the job), military/veteran status, sexual orientation, gender identity, gender expression, or any status protected by federal, state, or local laws.

The Compliance Officer of the University is the Director of Human Resources. Any questions or complaints relative to discrimination should be referred to the Office of Human Resources. The Section 504/Americans with Disabilities Act Compliance Officer is the Associate Vice President for Finance and Administration. Students with disabilities who desire accommodations should contact Student Accessibility Services, preferably before the beginning of each semester. Any questions or complaints relative to facilities, services, and accessibility should be referred to the Office of Finance and Administration.

Security Policy Statement

Trinity University's campus security program is an ongoing process that includes the development and enforcement of regulations, procedures, and practices to provide a reasonable level of security for property, information, and for the personal safety of employees, students, and visitors.

Administrative and supervisory personnel are responsible for the incorporation of security principles and procedures in their respective areas of operations.

Each member of the faculty, staff, and student body is responsible for carrying out campus regulations, procedures, and practices and shall comply with federal, state, and local laws related to security matters while on the campus or in the course of representing or conducting University activities.

In compliance with the Crime Awareness and Security Act of 1990, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, additional information regarding security policies and crime statistics is available from the Office of the Director of Campus Security, Trinity University, (210) 999-7070. This information is also available at the internet website:

Electronic Communication

Trinity University supplies every student and employee with an e-mail address. Students, faculty, and all employees of the university are expected to monitor their e-mail on a regular basis. E-mail is an official means of communication and will be utilized to conduct business and to supply information to students, staff, and faculty. E-mail is also a critical and primary communication

Complaint Submission Process

Trinity University has an established process for students to raise concerns about their University experience.

For formal review, complaints must be submitted directly by the student as the aggrieved party.

Students may submit a complaint for formal review through the link below.

All complaints are reviewed by a complaint review team.

While parents, campus community members and off-campus professionals may notify University officials of concerns, such concerns are not official complaints until levied by the affected student.

Students with questions about the complaint process may contact the Office of the Dean of Students.

A complaint about an appeal process and the associate appeal process will not result in the reconsideration of a specific prior decision. For example, a complaint about an Honor Council decision will not re-open the case nor serve as an appeal. Appeal processes include but are not limited to: Scholarships and financial aid, Title IX and harassment, grade appeals, honor code, student conduct, traffic and parking.

Submitting a Complaint

When filing a complaint, be prepared to write out your complaint using clear and concise language. If you have supporting documentation (emails, pictures, etc.), you may upload attachments directly to the complaint form.

Documentation of Records

Complaints are considered confidential and will remain logged and securely stored per the University's Records Retention Policy. A summary of complaints and resolutions will be prepared annually by the Dean of Students.

If a complaint cannot be satisfactorily resolved through the Trinity University complaint process, distance education students may contact the SARA State Portal Entity.

Enrollment

Admission Policy

Trinity University's admission policy, established by the Board of Trustees upon recommendation of the administration, is to attract academically gifted and highly motivated undergraduate students of varied geographic, racial, ethnic, socioeconomic, religious, and national backgrounds who are eager to learn and develop their talents and leadership qualities.

Factors that influence the admission decision include: grade point average (unweighted based on academic courses), course rigor, class rank (if reported), high school quality, writing, standardized test scores, recommendations from high school counselors and teachers, special talent and creativity, and contributions to school and community. Students who have attended other institutions of higher learning wishing to transfer to Trinity University will be evaluated also on their academic achievement and courses completed at the prior institution. Final transcripts, including any work in progress at the time of admission or done subsequent to admission, must be submitted by the stated admissions deadline.

Within published requirements for admission, Trinity University does not and will not discriminate in admission of students to study at the University, enrollment in classes, housing, or use of facilities in the academic program because of race, color, religion, sex, age, national origin, disability (if otherwise qualified for admissions), military/veteran status, sexual orientation, or any other status protected by federal, state, or local law.

Students who have never attended Trinity University should contact the Office of Admissions at Trinity University, One Trinity Place, San Antonio TX 78212-7200; (210) 999-7207; 1-800-TRINITY; admissions@trinity.edu.

Admission Minimum Course Expectations

Minimum secondary school course expectations include four years/credits of English; three years/credits of college preparatory mathematics including algebra II and either trigonometry, precalculus, statistics, or other advanced mathematics course approved by the Office of Admissions and the Department of Mathematics; three years/credits of natural science (including two years of laboratory science); three years/credits of social science; and two years/credits of a single foreign language. An average of C- or better is expected in each course.

International Student Requirements

Citizens of countries other than the United States whose first language is not English are encouraged to submit results from the TOEFL (recommended score of 100 iBT), IELTS (recommended score of 7.0) or the Duolingo English Test (recommended score of 120). In addition, international applicants must submit financial documentation demonstrating their ability to fund a Trinity education. All records must be submitted in English (Students must submit certified English translations of documents not originally in English). Trinity University will issue Form I-20, Certificate for Eligibility for Nonimmigrant (F-1) Student Status, only upon receipt of a non-refundable deposit indicating acceptance of an offer of admission and required financial certification.

Temporary Withdrawal

A student may request a temporary withdrawal from the university for one or two semesters. The form applying for temporary withdrawal must be obtained from the Office of the Registrar and filed with the Registrar following consultation with the student's faculty adviser and the Associate Vice President for Student Affairs and Dean of Students or the Vice President for Academic Affairs. Temporary withdrawal for more than two semesters can be taken only with approval of both the Associate Vice President for Student Affairs and Dean of Students and the Vice President for Academic Affairs and will be granted only for compelling reason. A student on temporary withdrawal may register for the semester of return at the time of the November or April registration, but the student is responsible for establishing contact with the Office of the Registrar and the faculty adviser in order to achieve such registration.

If the purpose of the temporary withdrawal includes study at another college or university, permission for the temporary withdrawal requires the approval of the Office of the Vice President for Academic Affairs, and the justification must be the student's access to curricula not available at Trinity that is central/critical to the student's program of study. Permission to transfer credit is to be sought in the same manner as for summer school at another institution, and the student is not eligible to receive financial aid, including state or federally funded programs, through Trinity University. Reenrollment at Trinity for students on this type of term is dependent on satisfactory performance at the college attended. Behavior that would be deemed grounds for dismissal from Trinity will also be grounds for denial of reenrollment. A temporary withdrawal that includes study elsewhere is not to be confused with approved Study Abroad or approved specialized Special Studies: U.S. semesters for which credit approval and eligibility for financial aid is arranged through the International Programs Office. Note: Students receiving aid from Trinity, particularly students who have borrowed student loans, should consult with the Office of Financial Aid prior to taking a temporary withdrawal to determine what impact a temporary withdrawal may have on aid eligibility.

Readmission to the University

Former Trinity students who have not been in attendance for one or more regular semesters must file an application for readmission. Readmission forms may be requested from the Registrar.

Applications for readmission must be submitted to the Office of the Registrar at least two months prior to the beginning of the semester in which the student applying for readmission wishes to enroll. The Committee on Academic Standing reviews applications for readmission from students who are not in good standing. Students readmitted to the University are responsible for making arrangements for housing and financial aid. Contact the Offices of Student Affairs and Financial Aid for more information. Students on approved temporary withdrawal from the University or doing approved study abroad or special studies semesters are not required to apply for readmission.

Registration

Registration for continuing students will take place during the preceding semester. All continuing students planning to enroll for the upcoming semester must register during this period.

Registration for new students will be held on the opening days indicated on the Academic calendar.

No student who is registered in a course for which all required prerequisites have been met or waived by the instructor or the department chair shall have the registration dropped or changed without the student's prior voluntary consent unless approved by

the Registrar or the Office of Academic Affairs. Students may, however, be involuntarily dropped from a course by a faculty member for non-attendance or disruption of class (see Academic Regulations).

Add/Drop Period

Students may add courses to their schedule through the sixth day of classes of a regular semester and through the fifth day of classes of a summer term. Students enrolled in a course that has not officially met before the end of the drop period (e.g., Monday only courses) have until 5:00 p.m. on the day following the first meeting of that course to drop a course. After those dates, which are specified in the Academic calendar, a student may not enter a new course and no further registration for the term will be accepted.

Students may drop courses from their schedule through the sixth day of classes of a regular semester and through the fifth day of classes of a summer term. Students enrolled in a course that has not officially met before the end of the drop period (for instance, Monday-only courses) have until 5:00 p.m. on the day following the first meeting of that course to drop the course. After those dates, which are specified in the Academic calendar, a student may only withdraw from a class with a grade of W.

Withdrawal from a Course

The University Registrar establishes a course withdrawal deadline for each semester and summer session. The last day to withdraw from a course shall be during the tenth full week of classes in fall and spring semesters and during the fourth full week of classes in the summer term. If a student withdraws from a course after the Add/Drop period, a grade of W will be entered on the student's transcript.

Withdrawal deadlines for classes offered for a portion of a semester are established as follows. A student may withdraw from such a class with a grade of W until the end of the fourth week of the course during the fall or spring semester, or the second week during the summer semester.

After these dates, withdrawal may be made only with approval from the Office of Academic Affairs. The Associate Vice President for Academic Affairs: Student Academic Issues shall consult with the instructor before approving exceptions to withdrawal policies. After the withdrawal deadline no student may withdraw from a class except in an emergency such as hospitalization.

Withdrawal forms are available in the Office of the Registrar. Students failing to file proper withdrawal forms by the appropriate deadline must complete classes for which they are registered or receive an F.

Withdrawal from the University

An honorable dismissal will be granted to any student who may desire to withdraw from the University if he/she is in good academic standing, is not subject to discipline, has made satisfactory arrangements for settling his/her financial account, and has had the requisite exit interviews by the residential life staff and student loan officer (if applicable).

After the established withdrawal deadline, students who withdraw from the University will receive grades of F in all courses for which they are registered except for students withdrawing as a result of an emergency such as hospitalization as certified by the Associate Vice President for Student Affairs and Dean of Students or Vice President for Academic Affairs.

A student who wishes to withdraw from the University must submit an application for complete withdrawal, signed by his or her adviser, to the Registrar. Official withdrawal from the University for an upcoming semester must be completed by the last day of add/drop in order to receive full refund of tuition. Refund of tuition and other charges will be in accordance with the schedule of reduced costs.

Students who stop attending classes without officially withdrawing will forfeit claim to honorable dismissal and will be given failing grades.

Students who have registered for classes but then choose not to attend the University must notify the Office of the Registrar in writing or submit an application for complete withdrawal prior to the start of classes. If written notification is not received by the Office of the Registrar prior to the end of the Add/Drop period, grades of W will be recorded on the official transcript.

Students who withdraw from the University during a term will have their financial aid reviewed and adjusted as applicable in accordance with federal, state, institutional, and external regulations, rules, and policies.

Health Services, Health Record, and Insurance

Upon admission to Trinity University, students are required to submit a health record form which includes the student's medical history, documentation of a physical examination, immunization records, and a statement of consent for treatment and confidentiality. The University also requires students to have health insurance.

All students enrolled for nine or more hours of study will be billed for the Student Health Insurance Plan, annually. This ensures that all students are insured, facilitating treatment in the community, when necessary, and minimizes the financial risk associated with serious illness or injury.

Students with personal health insurance may waive the charge by completing an online waiver before the end of Add/Drop. New students will receive the required health record form by mail from Admissions. The Health Record should be completed by the student and a healthcare provider and returned to Health Services before moving onto campus.

Texas law requires all students under 22 years of age to have received the Meningococcal vaccine at least 10 days before class starts and within the 5 years prior to the first day of class. Students who fail to meet these requirements may not be permitted to register for classes.

The Trinity University Health Services is a health care facility for students in need of medical consultation. The service is staffed by registered nurses, and physicians hold clinics four days a week, by appointment. The range of services includes nursing assessment and care of illness, injuries and minor emergencies; administration of vaccines; laboratory testing; medical evaluation and treatment by a physician during clinic hours; and appropriate medical and dental referrals.

Credit From Other Institutions and by Examination

Transfer Credit

Trinity University evaluates, and may accept, credit earned at other regionally accredited educational institutions. The basis for approval of transfer credit is that the courses are appropriate to the Trinity curriculum. Thus credit may be given to courses whose content is such that they are or could be appropriately offered at Trinity University. Transfer credit will be evaluated and posted to the academic record only for students currently enrolled at Trinity University. Courses with a grade of D+ or lower will not be accepted for transfer credit. Courses completed at another institution at the lower-division level, including all courses completed at a community or junior college, will transfer as lower-division credit even if the closest equivalent Trinity University course is at the upper division.

The University does not recognize the Associate of Arts degree for a set number of hours of credit. Each course is evaluated separately to determine if it can apply toward a Trinity degree.

Transfer credit must be reported on official transcripts sent directly to Trinity University by the other institution. Hand carried transcripts are not accepted as official documents.

Trinity students who plan to take courses at another institution during the summer or during a semester's absence and wish to transfer credit to apply toward a degree must have signed approval in advance from their faculty adviser, the chair of the department for the course being transferred, and the Registrar. Approval forms are available from the Registrar. In the case of foreign institutions, see the procedure under Study Abroad (below).

Trinity University does not limit the number of credit hours that may be accepted as transfer credit. However, the University does require students to complete courses fulfilling the Approaches to Creation and Analysis and the Interdisciplinary Cluster in residence at Trinity. Exceptions to this rule are made for transfer students, whose transfer credit may be applied to the Approaches to Creation and Analysis requirements and will be evaluated on a case-by-case basis.

Students should be aware of the following residency requirements:

At least 60 credit hours must be earned in residence to complete a baccalaureate degree.

At least 15 credit hours of each major must be earned in residence, and at least 12 of those hours must be upper division.

The last 30 credit hours before graduation must be earned in residence.

Exceptions for study abroad: Students with 62 or more semester hours earned at Trinity who wish to enroll in an approved study abroad program in their senior year may be exempted from the last 30 hours-in-residence requirement. Students who transfer to Trinity with 50 or more credit hours may count up to 15 semester hours of approved study abroad credit toward the 62-hour residency requirement. These same exceptions apply to special semester domestic programs approved by the Office of Study

Abroad.

Study Abroad and Off-Campus Study

Trinity University believes that living and studying in another culture can be an essential part of a liberal arts education.

Opportunities for such study are available to all Trinity students including those in the natural sciences and professional disciplines. Approximately 40 percent of Trinity students in the most recent graduating classes have spent a semester or academic year abroad.

Most academic majors are directly enriched through foreign study. This is the case for professionally oriented majors such as business, communication, music, theater, and even engineering, as well as for disciplines more traditionally associated with overseas study such as history and languages. Natural science students may take advantage of the opportunity to approach their disciplines through a different, more specialized, educational system in foreign universities (usually in English-speaking countries), although some natural science majors choose instead to focus for a semester on language or cultural studies. A growing number of specialized programs, internship programs, and field studies programs offer additional opportunities.

A wide choice of Trinity approved programs (many taught in English) allow for a semester or year abroad in the United Kingdom, France, Germany, Austria, Spain, Italy, Ireland, Russia, and other European countries, in Mexico, Costa Rica, and South America, in China, Japan, and other Asian countries, in Africa, in Australia and New Zealand, and in Israel and Egypt. Trinity is an affiliate of the distinguished Institute for the International Education of Students (IES), a coordinating institution for Denmark's International Studies Program (DIS), a member of the Intercollegiate Center for Classical Studies (Rome) and of the Council on International Education Exchange (CIEE), and maintains close relationships with a number of other programs and universities. Trinity most directly sponsors programs as a member of Associated Colleges of the South (ACS). Trinity also has direct exchanges with the TEC de Monterrey in Mexico and several schools in East Asia, including Lingnan University in Hong Kong, National Cheng Kung University in Taiwan, and Ewha and Yonsei Universities in Korea.

What particularly distinguishes Trinity's program for study abroad, however, is its determination to place each individual student in whatever program is most appropriate to the specific needs, interest, and abilities of that individual. To that end Trinity provides a comprehensive set of resources for information and advising. Any interested student should begin by visiting the International Programs Office, preferably as early as possible in his or her academic career. Most forms of financial aid may be applied toward the costs of the semester abroad. Students with financial aid should consult the Study Abroad Office and the Office of Financial Aid.

A Trinity student planning to study abroad and transfer the credits to Trinity must obtain approval for the program in advance. The deadline for processing program applications and approval is October 25, for Spring semester applicants; March 25, for Fall semester, Summer term, and Academic Year applicants. Students intending to study abroad should discuss this interest with their academic advisers as well as with the Study Abroad Counselors. In addition to providing for transfer of credit, approval to study abroad maintains one's status as a currently enrolled Trinity student during the period abroad and provides for residence hall eligibility and arrangements for registration.

Study Abroad policies and procedures apply to a number of special programs that a Trinity student may pursue in the United States. These include the American University Washington Semester and the Semester in Environmental Sciences at Marine Biological Laboratory at Woods Hole in Massachusetts (both of them formal Trinity affiliates), a United Nations semester, urban semesters in Chicago or Philadelphia, an art semester in New York, and semesters at major national research laboratories in several of the physical and biological sciences.

Dual Credit

Trinity University accepts dual credit (college courses taken as part of the secondary school curriculum) only if the courses taken were not used to satisfy Trinity's expectations for admission as outlined in the Admission Minimum Course Expectations section and have met all other mandated transfer requirements as stated in the Transfer Credit section.

Credit by Examination

All credit by examination is recorded on the student's permanent record as credit (CR) without a grade and becomes part of the official transcript. No credit is valid without the student's enrollment for credit at Trinity University. Transfer credit will not be allowed

for credit by examination which does not meet Trinity's own requirements.

All credit by examination must be earned in disciplines in which the student does not already have credit more advanced than the level of the examination. Credit by examination may not be duplicated by subsequent enrollment in an equivalent course for credit. Upon recommendation of the student's academic advisor, the Registrar may delete credit by examination from the permanent record to allow the student to take the equivalent course for credit. Credit earned by examination satisfies degree requirements in the same way as does credit earned by passing the course, except that it does not count as credit earned in residence. Trinity does not accept credit earned by examination at another institution.

College Board Advanced Placement Program

Trinity University allows students to earn credit prior to entrance through the College Board Advanced Placement Program. Trinity awards credit for most AP examination scores of 4 or 5. A current list of AP examinations showing the equivalent credit awarded by Trinity is available from the Registrar. The granting of credit is automatic upon receipt of official score reports.

Cambridge University International Examinations

Trinity University recognizes some Cambridge University International Examinations, and students may contact the Registrar for further details regarding placement credits in individual academic disciplines.

International Baccalaureate Program

Trinity University allows students to earn credit prior to entrance through the International Baccalaureate Program sponsored by the International Baccalaureate Organization of Geneva, Switzerland and the International Baccalaureate North American regional office in New York. Trinity awards credit for most IB Higher Level Examination scores of 5, 6, or 7. A current list of IB examinations showing the equivalent credit awarded by Trinity is available from the Registrar. Credit will be granted upon receipt of an official IB transcript.

Departmental Examinations

Departmental examinations in specific courses are available to qualified students upon approval of the chair of the department in which the examination is to be taken. Approval forms are available from the Registrar. After approval, but prior to taking the examination, the student must pay the nonrefundable departmental examination fee (see Fees for Special Purposes) to the Business Office. The appropriate faculty member then administers and grades the examination. Credit for the course will be granted provided the student passes the examination with a grade of B or higher and completes 24 semester credit in residence. The student must be in good standing when the examination is requested.

Course Numbering

Course numbers at Trinity University consist of four digits.

The first digit indicates the level of the course: 1 or 2 designates a lower-division course; 3 or 4 designates an upper-division course; and 5 or 6 designates a course at the graduate level.

The second digit indicates the value of the course in credit hours. The third and fourth digits identify specific courses within the subject area.

For example, in the course number COMM-1320, the first digit (1) means that this is a lower-division course, whereas the second digit (3) indicates that this course is worth 3 credit hours.

Similarly, in the course number HIST 3420, the first digit (3) means that this is an upper-division course, whereas the second digit (4) indicates that this course is worth 4 credit hours.

Course Abbreviations

Subject Code	Subject
ACCT	Accounting
AFAM	African American Studies
ALE	Arts, Letters, and Enterprise
ANTH	Anthropology
ARAB	Arabic
ART	Art
ARTH	Art History
BAT	Business Analytics and Technology
BIMA	Biomathematics
BIOL	Biology
BUSN	Business
CHEM	Chemistry
CHIN	Chinese
CLAC	Cultures and Languages Across the Curriculum
CLAS	Classics
CMLT	Comparative Literature
COMM	Communication
CSCI	Computer Science
EAST	East Asian Studies at Trinity
ECON	Economics
EDUC	Education
ELED	Educational Leadership
ENGL	English
ENGR	Engineering Science
ENTR	Entrepreneurship
ENVI	Environmental Studies
EPSY	Educational Psychology
FILM	Film Studies
FNCE	Finance
FREN	French
FYE	First-Year Experience
GEOS	Earth and Environmental Geosciences
GERM	German
GNED	General Education
GREK	Greek

GRST	German Studies
HCAD	Health Care Administration
HCAI	Health Care Administration Executive Program
HCOM	Human Communication
HIST	History
HRM	Human Resources Management
HUMA	Humanities
INTB	International Business
INTL	International Studies
ITAL	Italian
LATN	Latin
LING	Linguistics
MATH	Mathematics
MDRS	Medieval and Renaissance Studies
MFIN	Mathematical Finance
MGMT	Management
MIS	Management Information Systems
MKTG	Marketing
ML&L	Modern Languages and Literatures
MUSC	Music
MUSE	Music Ensemble
MUSI	Music Instruction
NEUR	Neuroscience
PHED	Physical Education
PHIL	Philosophy
PHYS	Physics
PLSI	Political Science
PSYC	Psychology
RELI	Religion
RUSS	Russian
SCOM	Scientific Computing
SOCI	Sociology
SPAN	Spanish
SPCL	Special Studies
SPMT	Sport Management
THTR	Theatre
URBS	Urban Studies
WAGS	Women's and Gender Studies

Air Force Reserve Officer Training Corps Program

General:

The Air Force Reserve Officer Training Corps (ROTC) program is offered at Trinity University through a Crosstown Agreement with the University of Texas at San Antonio (UTSA). Trinity students may attend Air Force ROTC classes at UTSA as part of their Trinity curriculum. Students who meet all Air Force ROTC standards will be commissioned as officers in the United States Air Force upon degree completion from Trinity. The Air Force ROTC program is offered regardless of a student's major and does not of itself lead to a degree. A maximum of 16 credit hours may be taken.

The Air Force ROTC program provides management and leadership training to prepare students to serve as officers in the U.S. Air Force. The program is open to any U.S. citizen who meets the academic and physical standards.

The Air Force ROTC curriculum is comprised of four courses each semester conducted at the first year, sophomore, junior, and senior levels. Speaking and writing skills are progressively developed in all four levels of instruction.

"The Foundation of the United States Air Force" is the one-hour first-year-level course. It introduces students to the United States Air Force and provides an overview of the basic characteristics, missions, and organization of the Air Force as well as introduction to communication skills. A mandatory Leadership Laboratory must be taken in conjunction with the course.

"The Evolution of USAF Air and Space Power" is the one-hour sophomore-level course. It features topics on Air Force heritage and leaders; introduction to air and space power through examination of competencies and functions; and continued application of communication skills. A mandatory Leadership Laboratory must be taken in conjunction with the course. "Air Force Leadership Studies" is the three-hour junior-level course. Students learn advanced skills and knowledge in management and leadership.

Special emphasis is placed on enhancing leadership skills. A mandatory Leadership Laboratory must be taken in conjunction with the course. "National Security Affairs/Preparation for Active Duty" is the three-hour senior-level course. It provides students with the foundation to understand their role as military officers in American society. It is an overview of the complex social and political issues facing the military profession. As with the previous courses, a mandatory Leadership Laboratory must be taken in conjunction with the course. The Leadership Laboratory is approximately one hour and forty-five minutes; all cadets attend the laboratory, which is held once a week during the semester.

Four-Year Program:

The General Military Course (GMC) is open to all Trinity students, and is generally taken during the first and second years. There is no obligation incurred by nonscholarship GMC cadets. Cadets will learn the history, role and structure of the U.S. Air Force, and basic military skills. Veterans who have been honorably discharged may be granted credit for part or all of the GMC.

The Professional Officer Course (POC) is the upper division portion of the Air Force ROTC program. Admittance to the POC is based on competitive criteria and the needs of the Air Force. Prior to entering the POC, applicants will normally attend a four-week field training encampment. The POC is normally taken during the junior and senior years. All POC students are enlisted in the Air Force Reserve and receive a subsistence allowance. Upon completion of the POC and all degree requirements, cadets are commissioned in the U.S. Air Force and serve a minimum of four years on active duty. A maximum of 12 hours is allowed for the POC.

Flight Training:

The AFROTC has a very competitive program for qualified people who desire to become a pilot or navigator. There are particular physical qualifications, which include vision, height/weight, Air Force Officer Qualifying Test scores, and health history. AFROTC pilot candidates attend Introductory Flight Training, which pays for a private pilot's license if the member does not have one already.

Scholarships and Remuneration:

Air Force ROTC offers 4-, 3.5-, 3-, 2.5-, and 2-year competitive scholarships. Four-Year Program cadets may compete for all

scholarships, while Two-Year Program applicants can apply for 2-year scholarships. All scholarships provide tuition and fee assistance, a book allotment, plus \$250-\$400 a month subsistence allowance. These scholarships are awarded solely on academic merit. Students interested in applying for a scholarship should contact the Professor of Aerospace Studies at UTSA. All students enrolled in the POC and contracted to the U.S. Air Force will be paid a \$350-\$400 a month subsistence allowance.

Uniforms and Equipment:

All uniforms, textbooks, and other equipment will be issued to students enrolled in Air Force ROTC courses. Students are responsible for the maintenance and upkeep of all items issued them.

Air Force ROTC Offices (210-458-4624) are located in the North Paseo Building (1.220) on the University of Texas at San Antonio campus.

Army Reserve Officer Training Corps Program

The Army Reserve Officer Training Corps (ROTC) program is offered at Trinity University through a crosstown agreement with St. Mary's University. Trinity students may attend Army ROTC classes at St. Mary's as part of their Trinity curriculum.

Students who meet all Army ROTC standards will be commissioned as officers in the United States Army upon degree completion from Trinity. The Army ROTC program is offered regardless of a student's major and does not of itself lead to a degree. A maximum of 18 credit hours may be taken.

In addition to the courses described below, a Leadership Laboratory is held every Wednesday afternoon for two hours to further the development of leadership skills through a varied program consisting of field trips, practical exercises, and visits to military installations.

The Professor of Military Science at St. Mary's University and the Army ROTC offices are located at the bottom floor of Treadaway Hall at St. Mary's. The telephone numbers are 210-436-3415 (ROTC Recruiting Operations Officer) and 210-379-1997 (ROTC Enrollment Officer). The e-mail address is @email.

Four-Year Program:

The Basic Course, usually pursued concurrently with the freshman and sophomore years, is voluntary for students who are physically qualified for military training. There is no obligation incurred by nonscholarship cadets. Veterans who have served on active duty for a period of over one year and who have received an honorable discharge, or High School students who have completed 3 or 4 years of JROTC, may be granted credit for the basic course with concurrence of the Professor of Military Science. The Advanced Course may be pursued by students who are physically qualified and have met the standards prescribed by the Professor of Military Science in scholastic achievement and demonstrated leadership. Cadets are normally enrolled in the Advanced Course during their Junior and Senior Year or Graduate students pursuing a Master's Degree. They are required to attend a five-week ROTC Leadership Development Assessment Course (LDAC) the summer following their junior year. Upon satisfactory completion of LDAC and the academic work required for a degree, students are commissioned as Second Lieutenants in the United States Regular Army, the Army Reserves, or the Army National Guard.

The Basic Course consists of MS courses at the 1000 and 2000 level. The Advanced Course consists of MS courses at the 3000, 4000, or 5000 level.

Two-Year Program:

In addition to the standard four-year course outlined above, the St. Mary's University Military Science Department offers a two-year program for those who did not have or take the opportunity to complete the normal Basic Course. In order to enroll in the Advanced Course, a student must successfully complete four weeks of leadership training, provided at the Leadership Training Course (LTC) during the summer months prior to beginning their junior year or their first year in graduate school. If students desire to take advantage of this opportunity, they should communicate directly with the Professor of Military Science not later than March 1 of the year preceding the last two years at Trinity University.

Scholarship and Remuneration:

The Department of the Army offers 4-, 3-, and 2-year competitive scholarship assistance to qualifying ROTC students. This assistance consists of payment of 100% of tuition and fees and a \$1,200 a year book allotment, plus a grant to the ROTC cadet of \$300 to \$500 a month during the period of enrollment (not to exceed 40 months). The student need not be enrolled in the ROTC program prior to competing for a scholarship. Students interested in competing for scholarship assistance under this program should contact the Army ROTC Enrollment Officer.

Formally enrolled Advanced Course students who are not under the scholarship program will be given a grant at the rate announced annually by the Secretary of the Army (currently this rate is \$450 to \$500 per month) not to exceed 20 months. During LDAC, all students are paid at the rate of one-half of the base pay per month of a second lieutenant in lieu of subsistence allowance.

Uniforms and Equipment:

All uniforms, textbooks, and other equipment will be issued to students enrolled in Army ROTC courses. Students are responsible for the maintenance and upkeep of all items issued to them.

Courses:

Students may register for the following courses through St. Mary's University and other participating colleges and universities.

MS-1101 Fundamentals of Leadership and Management 1 Sem. Hour

Organization of the Army and ROTC; career opportunities for ROTC graduates, and the military as a profession. Customs and traditions of the service. Development of leadership potential, First Aid, and Introduction to Map Reading.

MS-1102 Fundamentals of Leadership and Management 1 Sem. Hour

Leadership studies of problems facing junior leaders in today's Army in non-combat situations. Effects of technological and sociological change on the military. Continuation of customs and traditions of the service. Development of leadership potential. Basic military skills training.

MS-2201 Self/Team Development 2 Sem. Hours

Learn/apply ethics-based leadership skills that develop individual abilities and contribute to the building of effective teams of people. Develop skills in oral presentations, writing concisely, planning events, coordination of group efforts, advanced first aid, land navigation, and basic military tactics.

MS-2202 Applied Leadership and Management 2 Sem. Hours

Military use of maps and terrain analysis with emphasis on practical experiences. Introduction to the leadership techniques required to conduct patrolling, offensive and defensive tactical missions.

MS-3301 Advanced Leadership and Management 3 Sem. Hours

Performance oriented instruction in preparation for Advanced Camp. Analysis of psychological, physiological, and sociological

factors which affect human behavior. Analysis of leadership and management processes. Techniques in planning, presenting, and evaluating performance-oriented instruction.

Prerequisites: MS-1101, MS-1102, MS-2201, and MS-2202, or permission of the Professor of Military Science.

MS-3302 Advanced Leadership and Management 3 Sem. Hours

Performance-oriented instruction in preparation for Advanced Camp. Development of the student's ability to express him/herself clearly and accurately, with emphasis on the analysis of military problems, and the preparation and delivery of logical solutions. Analysis of the leader's role in planning, directing, and coordinating the efforts of individuals and small units in the execution of offensive and defensive tactical missions.

Prerequisites: MS-3301 or permission of the Professor of Military Science.

MS-4301 Seminar in Leadership and Management 3 Sem. Hours

Analysis of selected leadership and management problems. Responsibilities of the Commander and staff in the areas of administration, personnel, operations and logistics. Introduction to military justice and the Army training system.

Prerequisites: MS-3302 or permission of the Professor of Military Science.

Ms-4302 Seminar in Leadership and Management 3 Sem. Hours

Analysis of selected leadership and management problems with a concentration on management problem analysis and decision making, planning and organizing, delegation and control, and interpersonal skills required for effective management. Seminars in the role of the officer in the conduct of personal affairs and ethics.

Prerequisite: MS-4301 or permission of the Professor of Military Science.

MS-5301, MS-5302 Advanced Seminar in Military Issues I, II 6 Sem. Hours

Analysis of various topics concerning the principles of war and the contemporary operating environment. Analysis and discussion of various topics pertaining to the duties and responsibilities of a 2nd Lieutenant. Additional course options are special projects and Ranger Challenge participation based on guidance and approval of the Professor of Military Science.

Prerequisite: MS-4301 or MS-4302 or permission of the Professor of Military Science.

Correspondence Study

Trinity University does not offer undergraduate academic work by correspondence and does not accept such work.

Academic Regulations

Credit Hours

One credit hour represents a minimum of three hours of student academic work per week for approximately fifteen weeks for one semester, or an equivalent amount of student academic work distributed over a different time period. Student academic work may include lectures, seminars, tutorials, applied and studio instruction, laboratories, supervised fieldwork, as well as reading, writing, homework, research, community-engaged experiences, practica, rehearsals, and performances.

The nature of the three hours of expected academic work and the way in which that work will be evaluated by faculty will be documented in proposals to the University Curriculum Council for new or revised courses, and will be included in all course syllabi. A minimum of 120 credit hours is required for a baccalaureate degree in most majors, except in Engineering Science (129 credit hours).

Academic Workload

Payment of full tuition permits an enrollment of 12-18 hours per semester. An undergraduate student is regarded as being enrolled full time if the student is registered for 12 credit hours of course work in the fall and spring semesters, or for six hours of course work in the summer. Students who wish to take more than 18 hours during one semester, or 36 credit hours in one nine-month academic year, must receive a waiver of the university policy from the Office of Academic Affairs (prior approval needed from faculty adviser).

An undergraduate student in the final semester prior to his or her graduation is regarded as being enrolled full time if the student is registered for one or more credit hours of coursework representing the remaining degree requirement.

To be considered full time for financial aid purposes, an undergraduate must be enrolled in at least 12 hours at the end of the add/drop period of each enrollment term (summer, fall, or spring), including the final semester prior to his or her graduation.

Financial aid may be available for undergraduate students who enroll for fewer than 12 hours per term.

Undergraduate Enrollment in Graduate Courses

Students who have nearly completed the requirements for a bachelor's degree at Trinity are occasionally permitted to enroll for a limited number of graduate courses.

Undergraduate students at Trinity will be permitted to enroll in 5000-level courses and receive credit toward their baccalaureate degree under the following conditions: In order to qualify, a student must be within 30 hours of graduation, have an overall grade point average of 3.50, and an average of 3.75 in his/her major field. The student is required to have approval from the chair of his/her major department and also approval from the Vice President for Academic Affairs. If a student wishes to enroll in a course in a department other than his/her major field, additional approval from the chair of the department offering the course is needed. Students are limited to one 5000-level course each semester and are required to have separate approval for each semester in which they wish to take a graduate course. They are not required to apply for graduate admission. The graduate credit hours may not be applied to both the graduate and undergraduate degrees.

Classification of Students

Students are classified on the following basis:

Graduate: Completion or near completion of the requirements for a baccalaureate degree and admission to one or more graduate classes for graduate credit.

Senior: A minimum of 88 credit hours on record.

Junior: A minimum of 58 credit hours on record.

Sophomore: A minimum of 26 credit hours on record.

First Year: Fulfillment of entrance requirements and less than 26 credit hours on record.

Postgraduate: Baccalaureate degree and enrollment in undergraduate courses for undergraduate credit.

Special: A student taking courses at Trinity with temporary permission and not a candidate for a degree from Trinity.

Noncredit: Recipient of full instructional attention and participation in class without academic credit. No course taken as noncredit may subsequently count for credit unless the course is repeated.

Audit Policy

All students attending a Trinity course must be officially registered. Students may choose to audit a course for which they will not receive credit or grade points. Only individuals who are officially accepted through the Office of Admissions are eligible to enroll.

Students who audit a course pay the standard per credit hour tuition rate. Audited courses appear on the student transcript with a grade of NC (Non-Credit) with no grade points awarded. Audited courses will not satisfy any prerequisite or degree requirements. If a student wishes to change status from credit to audit, the student should obtain instructor permission and submit the request for changes to the Office of the Registrar prior to the end of the posted pass/fail grading deadline for the term.

Grades

Grading System

The grading system at Trinity involves letter grades which are assigned a quality point value per credit hour as follows:

Grade letter	Quality point value	Rating
A	4.000	Excellent
A-	3.667	B+
3.333	B	3.000
Good	B-	2.667
C+	2.333	C
2.000	Adequate	C-
1.667	D+	1.333
Poor	D	1.000
F	0.000	Failure
I	Incomplete	W
Withdrew from course	PP	Passing in a pass/fail course
FF	Failing in a pass/fail course	PR
In progress (thesis course only)	NC	Non-Credit

All A, B, C, and D grades are passing grades. A grade of W is not included in computing grade averages. Grades of I, NC, and PR are not included in the grade average. If the student is unable to finish the thesis during the second semester, the thesis adviser upon evaluation of the work the student has completed to date can change the first semester "PR" grade to "PP" or "FF". Courses in which F and FF grades are received must be repeated at Trinity to receive credit.

I, NC, PR, W, FF and PP grades carry no grade point average. Hours earned with PP grade will count toward the student's total hours for graduation.

Grade Point Average

The student's overall evaluation is stated in terms of a grade point average. This average is obtained by dividing the number of grade points earned by the number of hours of work attempted in courses which carry grade points. The student's cumulative grade average is obtained by dividing all grade points earned throughout enrollment at Trinity University by the number of credit hours attempted in courses that carry grade points. Only grades in courses taken in residence at Trinity University will factor into the grade point average.

If a student repeats a course at Trinity that is not specifically designated as repeatable for credit, only the last attempt for the course will be used in computing the grade point average (unless the grade for the last attempt is a W, in which case the previous attempt will be used to determine credit and grade point average).

Grades in Major or Minor

As part of a student's degree requirements, a cumulative grade point average of at least 2.0 is required on all courses taken in each of the student's major or minor disciplines.

A course taken for a student's major (minor) in which the student earns a grade of D (for example) satisfies the requirements for the major (minor), but the student must have an overall average on all courses for the major (minor) of 2.0. Should the student choose to repeat a course in which a grade of D (for example) was earned, both grades are included in determining the grade point average in the major (minor). If a student is a double major, each major is considered separately and without regard to the other major in determining whether graduation requirements are satisfied. If a course, such as a cross-listed course, is required for both majors, it is included in the grade point calculation for each major.

Grades for Prerequisite Courses

A student may satisfy the prerequisites for any course at Trinity only by receiving a grade of C- or higher in each of the prerequisite courses.

Grade Reports

Reports of grades for all students are available online from the Trinity University website at the close of each semester. Hard copies of grade reports are available from the Office of the Registrar upon request by the student. The semester grades become a part of the student's permanent record. Mid-semester grades of C- and lower are not permanently recorded but are posted online for information and guidance.

Pass/Fail Option

A student may register for an elective course on a Pass/Fail basis and not be in competition with majors in that field for a course grade. This option is intended to encourage the student to explore new academic areas without endangering the student's grade average.

Limitations on Pass/Fail registration are:

Only one course per semester may be taken Pass/Fail.

No course counted for the major or minor and no course being used to meet a Common Curriculum or Pathways requirement may be taken Pass/Fail unless the course is offered exclusively on a Pass/Fail basis.

Pass/Fail courses must be listed at the time of registration and may not be changed after the date specified in the academic calendar (15 days from start of classes) to a letter grade basis; conversely, courses taken for a letter grade may not be changed subsequently to Pass/Fail after the 15th class day.

Not all departments permit Pass/Fail registration. Courses which may not be taken Pass/Fail are notated in the Courses of Study Bulletin.

Incomplete Grades

An I, meaning "incomplete," indicates that a student has done work of a passing grade in a course but has failed to do some portion of the required work because of an emergency. An I grade may not be given solely to allow additional time to complete a course. It is the student's responsibility to have this deficiency removed before the end of the first semester following the time of receiving the grade of I or the grade will be changed to F.

If no change has been made by the instructor after one semester has elapsed, the Registrar is authorized to change all grades of I to F.

If the instructor involved is no longer connected with Trinity University and the Registrar is unable to communicate with the

instructor, the Registrar will record an automatic F.

For the purposes of determining scholastic probation, incomplete grades will not be counted as hours attempted.

Repeating of Courses

Any student who fails a course at Trinity University and then elects to repeat that course must do so at Trinity University. Credit will only be awarded once for repeated courses unless the course has been designed as "may be repeated for credit."

Grade Appeals

Trinity University recognizes that students are responsible for maintaining standards of academic performance established for each course in which they are enrolled. However, the University also recognizes that students should have protection through orderly procedures against prejudicial or capricious academic evaluation. In all cases, the burden of proof rests on the student initiating the appeal to demonstrate it is more likely than not the course instructor utilized inappropriate criteria in determining the grade or did not adhere to the stated grading procedures. An appeal on any other grounds will be dismissed.

The procedures for student appeal of semester grades contain the presumption that student grades are the responsibility of the course instructor. As a matter of academic principle, the process of appeal remains in the hands of the teaching faculty. Except for the actions specified in Section 4 below, members of the Administration are not involved in the grade appeal process.

Prior to initiating the appeal of a semester grade, the student will speak to the instructor about the student's concerns as soon as possible after receiving the grade. The instructor will consider the student's concerns and make a decision regarding whether or not to change the grade. If the student remains convinced that the contested grade results from inappropriate criteria or failure to adhere to the stated grading procedures, then the student may appeal the grade as set forth in step two below.

To initiate a grade appeal, the student must notify the instructor's departmental Chair (or acting department Chair) and explain in writing the grounds on which an appeal is being sought no later than the tenth (10th) class day of the following semester. For all procedures specified hereafter, if the appeal is for an FYE course, then the FYE Director will serve as the "Chair" and the instructors teaching in the corresponding FYE as the "department." The Chair will give the instructor a copy of the student's written appeal and the instructor shall have ten (10) class days to submit a written response to the appeal. The Chair will attempt to mediate a discussion between the student and the instructor to clarify the matter and suggest possible resolutions. If the Chair happens also to be the instructor involved, then the student may request that the Associate Vice President for Academic Affairs: Student Academic Issues and Retention ask another faculty member of the department to receive the student's appeal. The deadlines set forth in this step may be extended for good cause, as determined by the Chair (or the Chair's substitute).

If this mediation is unsuccessful, the Chair (or the Chair's substitute) will appoint two tenured members of the department to serve as a review committee and will notify the student and the instructor of this action. In the case of a General Education or cross-listed course, the instructor's Department will serve as the site for the appeals process. If the student is a major or minor in the Department, the student may ask his or her adviser to be an additional member of the committee. If a small department cannot provide two eligible faculty members to serve on the committee, then the Chair (or the Chair's substitute) will ask a faculty member from a department similar in curriculum and academic evaluation to serve on this committee. Departmental review committees may be convened only during an academic semester. The departmental review committee will receive the written statements from both the student and the instructor, as well as copies of any graded work involved. The departmental review committee will meet to discuss and make a determination within twenty (20) class days of the matter being referred to the committee. Both the student and the instructor (and the student's academic adviser, if requested) may be present for the duration of the meeting (prior to voting), during which both parties may offer clarifying statements and answer any questions of the committee. The department Chair will also be present at the meeting, but will not be involved in the determination of the appeal. After considering the written statements, graded work, and information from the meeting, the committee will determine whether it is more likely than not the course instructor utilized inappropriate criteria in determining the grade or did not adhere to the stated grading procedures. The Chair (or the Chair's substitute) will give written notification of this decision to the student and the instructor within five (5) class days of the meeting. If the departmental committee determines that there has been an improper evaluation, the Chair (or the Chair's substitute) shall advise the instructor to reconsider the student's semester grade in a manner consistent with proper and stated procedures. If the instructor rejects this advice or fails to comply in a manner satisfactory to the committee within five (5) class days of the decision, then the committee may undertake an evaluation of the student work in question and assign the grade it deems appropriate. The deadlines set forth in this step may be extended for good cause, as determined by the Chair (or Chair's substitute).

If either the student or the instructor contests the decision of the departmental committee, the student or instructor may pursue an

appeal to the Vice President for Academic Affairs (VPAA) by submitting a written appeal within ten (10) class days of receiving notice of the departmental committee's decision. The VPAA will provide the other party a copy of the appeal and five (5) class days to submit a response. The VPAA may then rule in one of three ways, the outcome of which will conclude the University process of grade appeal:

That the decision of the departmental committee will stand as rendered;

That the departmental committee reconsider its findings and render a decision based on the reconsideration; or

That the Chair of the Faculty Senate, with the advice and consent of the Chair of the University Curriculum Council, appoint a Faculty Grade Appeals Committee, composed of three tenured faculty members who have not previously participated in the appeal. This committee will hear the appeal and render a final determination regarding the semester grade, following the same procedure outlined for the departmental review committee in paragraph above.

The deadlines set forth in this step may be extended by good cause, as determined by the VPAA.

Dean's List

In order to merit the honor of being placed on the Dean's List, a student must have completed 15 or more grade point carrying hours of credit in one semester and have earned a grade point average of 3.65 or above. Names of students achieving this distinction are published at the close of each semester.

Access to Records

The University complies with the provisions of Public Law 93-380, the Family Educational Rights and Privacy Act. Prescribed educational records of students are open to their inspection upon formal request, in accordance with federal regulations. Every effort is made, within the letter and the spirit of the law, to prevent release of data and records to third parties, except upon specific request of the student.

Requests to inspect records should be addressed to the appropriate University official as follows:

Academic Records

Personal record of students

Teacher education records

Financial aid records

Financial records

Graduate personal records

Registrar

Associate Vice President for Student Affairs

Chair, Department of Education

Director of Financial Aid

Associate Vice President for Finance

Chair of the department of graduate major

Letters of recommendation and student rating sheets supplied in the admission process are used as working papers only and do not become a part of the permanent educational record of the student.

Transcripts of Credit

Transcripts of credit will be issued by the Registrar to all students and former students requesting them, subject to certain conditions. One of these is that all amounts owed to the University must be paid. Official transcripts of credits will be forwarded directly to the student or to a recipient designated by the student.

Because of limitations posed by privacy laws, transcript requests should be made in writing.

As a courtesy to current and former students, official transcripts will normally be prepared at no charge. Transcripts usually require three full working days to be prepared and mailed. Rush delivery requests are accepted but will incur a service fee of \$10 plus any additional postage. At the end of a term, ten working days after the date grades are due may be required to issue transcripts including current grades and graduation information.

Academic Standing

Students' academic standing refers to their status within the institution, is determined by their semester-specific grade point average and overall cumulative institutional grade point average (GPA), and determines whether or not a student is permitted to continue their studies at Trinity University.

At the end of every semester, once final grades are posted, students' semester grade point average (or GPA) is calculated, and students will fall within one of four possible Academic Standing categories: Good Standing, Academic Probation, Academic Suspension, or Academic Dismissal.

Good Standing: Students with a cumulative institutional grade point average of 2.00 or higher will be considered to be in "Good Standing."

Academic Probation: After completion of their second semester at Trinity, students whose cumulative institutional grade point average is below a 2.00 will be placed on Academic Probation. Students on Academic Probation may enroll for no more than 13 hours the following semester as approved by their academic advisor.

Academic Suspension: Students on Academic Probation for two consecutive semesters will be placed on Academic Suspension only if their semester grade point average is also below 2.00 for those semesters. Therefore, a student whose overall cumulative institutional grade point average is below a 2.00 but whose semester grade point average is above a 2.00 will NOT face Academic Suspension and will be permitted to continue to attend Trinity under Academic Probation.

Academic Dismissal: A student dropped from enrollment a second time due to Academic Suspension is dismissed from the University.

Appeals to Academic Suspension or Dismissal

A student Suspended or Dismissed from the University for any duration may appeal the decision, but the appeal must be made in writing by the student within ten days of the decision, stating reasons for the appeal and explaining any extenuating circumstances. The appeal should be addressed to the Office of the Registrar. Students should request their faculty advisers to submit a recommendation regarding their appeal.

If readmitted, the student will be notified in writing and the conditions of reinstatement will be stated in the notification. Only students whose scholastic averages are maintained at or above Good Standing will be permitted to continue in the University.

Satisfactory Academic Progress

Satisfactory Academic Progress and Student Financial Aid Eligibility

In order to meet financial aid eligibility, Trinity students are required to make satisfactory academic progress towards a degree in accordance with policies established by Trinity University as required by the Department of Education. The standards for Satisfactory Academic Progress (SAP) are as follows:

Students must average at least 12 hours per semester.

Students must complete at least 24 hours per academic year unless on an officially approved leave (i.e. Temporary Withdrawal).

Students who enroll mid-year must complete at least 12 hours prior to the start of the fall semester.

Summer hours earned after matriculation may be included in the calculation of SAP.

Credit by examination and transfer hours earned prior to matriculation may not be included in the calculation of SAP.

Satisfactory Academic Progress, Athletes, and NCAA Eligibility

For students who officially represent the University in intercollegiate athletics sanctioned by the National Collegiate Athletics Association, Satisfactory Academic Progress (SAP) will be evaluated by the Registrar once a year at the end of the Spring semester. To be eligible to participate in NCAA-sanctioned athletics during a given academic year, studentathletes must satisfy the standards for SAP prior to the beginning of the following Fall semester; they must be enrolled for at least 12 hours during the semester in which competition takes place (except as otherwise permitted by the NCAA Handbook); and they must be in Good Academic Standing.

Satisfactory Academic Progress and Transfer Students:

A Transfer Student will be expected to fulfill the standards for Satisfactory Academic Progress (SAP) as stated above in Section I. Transfer Students' "Good Academic Standing" is determined by their semester-specific grade point average and overall cumulative institutional grade point average (that is, courses completed in residency at Trinity University; transfer courses and transfer grades do not apply to a Transfer Student's academic standing at Trinity).

Dismissal From a Class and Student Attendance

The University expects regular class attendance by all students. The instructor in each course is expected to state an attendance policy in the course syllabus. Each student is expected to familiarize himself or herself with this policy at the beginning of each course.

Instructors then have the prerogative of informing the Registrar to drop or withdraw a student from a course for nonattendance within the published deadlines for such actions. After the last date to withdraw, a student dismissed from the class roll for excessive absences will receive an F in the course.

Absence from class does not constitute official withdrawal from the class or from the University. A student must initiate withdrawal from the class or from the University in the manner prescribed for "Withdrawal from a Course" or "Withdrawal from the University" in this bulletin.

Excused Absences from Class

Students who are absent from class in order to observe a religious holiday, who are absent from class while participating in a University-sponsored dramatic production, or who are absent from the campus because they officially represent the University in such sponsored activities as intercollegiate athletics, debate tournaments, and tours will be excused from classes under the following circumstances:

A student's absence from class does not excuse the student from any work missed during the absence. Students may not be penalized for excused absences; the student and instructor will devise an appropriate substitute for missed work, classes, and examinations.

The responsibility to make up work lies solely with the student, who should discuss the missed assignments with the instructor. Students must discuss with the instructor as far in advance as possible the fact that they will miss classes to observe a religious holiday or to represent the University.

In cases of students representing the University, the names of students who will miss classes must be sent to their instructors by their instructor or coach as far in advance as possible of the class to be missed.

Note: Coaches, sponsors, and instructors should make every attempt to schedule travel, games, matches, tours, and other University-sponsored activities at times that will have the least conflict with students' class schedules.

Policy Regarding Disruption of Class

Students will not be permitted to behave in such a manner as to disrupt the orderly conduct of classroom activities. When such behavior occurs, it is the responsibility of the instructor to discuss the matter with the student involved, warning the student that continuation of such behavior may result in dismissal from the class. If the behavior continues, the faculty member may drop the student from the class. Notification of such action shall be communicated in writing to the student, the student's faculty adviser, the department chair, and the Vice President for Academic Affairs. This notification must include a statement of the reasons for the decision and a summary of the appeal procedures. The student has a period of two school days in which to file a written appeal with the Vice President for Academic Affairs. A copy of the dismissal notification will remain in a file created for this purpose in the Office of Academic Affairs; the copy will be destroyed when the student is graduated. If the dismissal from class occurs before the published deadline for withdrawal from a class, the student will receive a grade of "W" in the class; if it occurs after the deadline, the grade will be "F."

Final Exam Relief

If a student has three final exams scheduled on the same calendar day, then the student is entitled to have one of the three exams rescheduled. The student must make this request of their instructors at least three weeks prior to the exam date. If such requests do not lead to the necessary accommodation, then the student should work with their academic adviser, who will contact the Office of Academic Affairs. Academic Affairs will prioritize student interests in resolving the issue.

Representation of the University by a Student

Any student who represents the University in any public manner as a member of a music or dramatic organization, delegate to any association meeting or convention, or as an officer of any of these organizations must be enrolled as a fulltime student, must have a passing grade in at least 9 of these credit hours, and must have earned 9 credit hours during the last semester attended.

Candidates for the athletic squads must be accepted and registered students before they may compete in intercollegiate sports.

Eligibility is carefully checked at the time of acceptance and reviewed at the end of each semester in the same manner as all other students, in accordance with NCAA regulations.

Internships

Internships

Trinity University allows students to earn credit for internships that complement their academic program. Faculty involvement is essential to ensure the internship effectively combines work experience with academic learning. Therefore, only work experiences that are pre-approved by an academic department will qualify for academic credit or recognition on the academic transcript. The decision to award academic credit will be based on the educational merits of the internship experience as determined by University faculty.

Description

The internship is to be a structured and supervised professional work experience with an accepted employer in the private, public, or non-profit sector. To be recognized, the experience must be pre-approved by an academic department and must include specific learning objectives. An internship is typically done by a student who has attained sufficient preparation in an academic field. The experience may be paid or unpaid.

Academic Guidelines

Academic departments have the option to formally recognize professional work experiences undertaken by students, but there is no institutional requirement to do so.

Departments that recognize internships will designate one or more faculty member(s) to act as the internship instructor(s) prior to the student beginning the experience.

Departments that recognize internships will establish criteria and eligibility for student participation in the internship program.

Academic credit is regulated as follows:

The recommended standard for awarding credit is at least 40 hours of work per one hour of academic credit.

A maximum of 6 credit hours per experience is allowed.

A maximum of 6 hours of internship credit may be applied to a Trinity degree.

If no credit is awarded, a department may create, with University Curriculum Council approval, a zero credit internship course to be graded on a pass/fail basis as a mechanism by which to recognize the experience on the academic transcript.

Prior to each internship for credit, the student will complete and submit a Learning Agreement to the department chair and/or the supervising instructor. The Learning Agreement will include:

The student's personal learning goals for the internship

The student's academic responsibilities

Phone(s), address, and contact information for both the employer and supervisor

The Job Description, including number of work hours to be completed (provided by employer)

Student affirmation of good academic standing

Acknowledgment of receipt of the departmental internship guidelines

Number of credit hours

The document will be signed and dated by the student and approved by the internship instructor, the student's adviser and/or department chair (as specified in the departmental internship guidelines).

Only courses that are clearly specified as internships in the Courses of Study Bulletin can be used for internship credit (i.e., courses such as Independent Study, Directed Studies, etc., cannot be used).

The academic department will provide the student with guidelines that clearly specify the grading criteria for the course. These guidelines will be a component of the Learning Agreement referred to above.

Internships will generally be graded on a pass/fail basis. Exceptions require departmental or program chair approval. Credit will generally not be given for internships that are served where either the owner or manager of the host organization or the host supervisor/manager is an immediate relative of the student intern.

Student Guidelines

The responsibility for obtaining an internship lies solely with the student; students are encouraged to utilize faculty, Career Services, and other personal and alumni networking resources.

Students must be in good academic standing in order to participate in an internship.

No internship for academic credit shall be permitted without a pre-approved Learning Agreement.

Students are responsible for officially registering for an internship course through the Office of the Registrar. Credit will not be awarded retroactively.

The student will normally register in the internship course for the semester or summer term that encompasses the start date of the work experience. However, if the internship or academic work following the internship carries over into the next semester (or summer term), the course can be registered in that following semester or summer term.

The university recognizes that internships will not necessarily conform to university semester and summer schedules; there will be times that students must receive an Incomplete grade ("I") until the experience is completed.

Students will comply with all applicable state and federal employment laws; students will also comply with the human resources policies of their work location.

Internship Instructor Guidelines

Approve and sign the Internship Learning Agreement form prior to the start of the internship.

Ensure the student is properly enrolled for the internship course.

Establish and communicate to the student specific learning goals, academic assignments and expectations prior to the beginning of the internship (i.e., a substantial paper, project, presentation, work journal, etc.).

Obtain and review employer feedback on student performance prior to issuing final grade.

Employment Site Guidelines

The employer must provide the name and contact information of a site supervisor/manager who is in charge of the internship program or the student's supervisor for the duration of the internship. This information is to be submitted on the Learning Agreement form.

The employer must submit a job description to the student, which will be a component of the Learning Agreement.

The employer will inform the student, prior to the start of work, whether the position is paid or unpaid. If paid, the student will be informed of the rate of pay.

When deemed appropriate by the academic department, the employer should, in conjunction with the student and internship instructor, review specific learning goals and assignments to be completed by the student as specified in the Learning Agreement.

The employer is encouraged to submit an interim progress report and a final evaluation at the end of the experience to the student's internship instructor. Any significant deficiencies in the student's performance should be reported to the internship instructor.

Center for Experiential Learning and Career Success

The Center for Experiential Learning and Career Success (CELCS) has numerous resources to support the establishment of internships and to improve efficiency in the management of interns. These services are available to any academic department at its request.

At the department's request, the CELCS will:

Assist with job development and employer/recruiter relations.

Assist with the development of internship guidelines, appropriate learning objectives, and employer requirements.

Provide resources to students for obtaining internships including the use of TigerJobs for intern posting and resume referral.

Provide assistance to employers wanting to develop, improve, or meet University criteria for an internship program.

Assist employers with the intern recruitment process.

Undergraduate Studies

Pathways: The Trinity Curriculum

Trinity University offers undergraduate programs leading to the Bachelor of Arts, Bachelor of Science, and Bachelor of Music degrees. The University is fundamentally committed to ensuring that all Trinity undergraduate degrees represent the broad base of general learning with an underlying commitment to responsible participation in human affairs, which is called a liberal education.

The Trinity Curriculum has four Curricular Requirements that provide the foundation in the liberal arts and sciences for all the bachelor's degrees awarded by Trinity University. Through these requirements, students acquire the necessary skills and disciplinary perspectives to navigate complex questions at Trinity and in their post-graduate lives. The requirements that must be completed in order to receive the bachelor's degree are as follows:

The First Year Experience (FYE)

Approaches to Creation and Analysis

The Capacities

The Major

Three optional Curricular Elements can further enrich a Trinity education:

Experiential Learning

Minors

A Second Major

Students are especially encouraged to include Element 7, Experiential Learning, in their curricula.

Information Literacy at Trinity University

Information literacy is the ability to gather, critically evaluate, and use information creatively and ethically. During their academic careers, Trinity students will receive systematic guidance and practical experience in order to prepare them for the knowledge economy of the twenty-first century. Students will learn to access information efficiently and to use it critically and competently. A systematic and coherent education in information literacy teaches students to understand the information cycle, be aware of search tools and strategies across disciplines, and to use the major resources in their majors.

Graduation Requirements

To receive an undergraduate degree a student must:

Complete at least 120 credit hours (129 credit hours for a Bachelor of Science in Engineering Science).

Complete the four Curricular Requirements listed above.

Complete at least 30 upper-division hours.

Earn a minimum grade point average of 2.0 in both the major and the entire program of study.

Satisfy the residency requirement. (See "Residency Requirement," below.)

To become eligible for a second, and different, bachelor's degree, a student must earn a minimum of 30 additional credit hours of work in residence beyond the requirements for one degree, at least 18 of which must be upper division. He/she must also complete courses necessary to meet the specified requirements for the second degree and major. In all the additional courses the student must have at least a 2.0 cumulative grade point average. Two undergraduate degrees can be awarded simultaneously to the same person. However, the two degrees must be of different types, such as a B.A. and a B.S.

A student who completes the requirements for two majors without earning the additional credit required for a second degree will receive a single degree with a double major.

Residency Requirement

Trinity believes that its students should fulfill at least half of their degree requirements in residence. With this principle in mind, the University establishes the following minimum residency requirements:

At least 60 credit hours must be earned in residence to complete a baccalaureate degree.

At least 15 credit hours of each major must be earned in residence, and at least 12 of those hours must be upper division.

The last 30 credit hours before graduation must be earned in residence.

Exceptions for study abroad: Students with 60 or more credit hours earned at Trinity who wish to enroll in an approved study abroad program in their senior year may be exempted from the last 30 hours-in-residence requirement. Students who transfer to Trinity with 50 or more credit hours may count up to 15 credit hours of approved study abroad credit toward the 60-hour residency requirement. These same exceptions apply to special semester domestic programs approved by the Office of Study Abroad.

Student Responsibility

This Bulletin is designed to assist the student and academic adviser in planning and scheduling a degree program. Each student at Trinity University should keep in mind, however, that he or she alone is ultimately responsible for understanding and fulfilling all degree requirements.

Guidelines

To encourage students to experience a broad range of educational experiences, the University maintains the following guidelines:

To earn a bachelor's degree from Trinity University, a student must successfully complete at least 3 credit hours from each of 10 different academic disciplines. An academic discipline is designated by a particular three- or four-letter subject code, such as "ART" or "ARTH," and excludes "PHED".

The First-Year Experience (FYE) may not be used to satisfy any other graduation requirement.

A minimum of 24 credit hours must be earned outside the major department and major requirements (n.b., only Engineering Science majors may include the FYE).

Curricular Element I: The First-Year Experience

Students should demonstrate the ability to analyze sophisticated texts and ideas through (1) reasoned discussion of substantive issues; (2) oral presentations; (3) analytical and argumentative writing; and (4) locating and evaluating diverse information sources to enhance their understanding of course materials.

Requirements:

All incoming students must complete one First-Year Experience during their first semester at Trinity. A new transfer student with 26 credit hours of transfer credit or whose high school graduation date is a year or more prior to his or her matriculation at Trinity is exempted from the First-Year Experience requirement. The total number of hours required for any Trinity degree shall not be

reduced by an exemption from the First-Year Experience.

Explanation:

The First-Year Experience includes substantial instruction in written and oral communication skills while engaging a topic of widespread or enduring significance. For each topic, the First-Year Experience consists of multiple sections linked by a common syllabus and a weekly common learning experience for all students and faculty. Each section, comprised of approximately 15 students, is taught by two instructors from different departments, and is the equivalent of two three-hour courses for students.

Curricular Element II: Approaches to Creation and Analysis

In order to master the skills of analysis, research, and creation, students should demonstrate the ability to use disciplinary approaches characteristic of (1) the humanities, (2) the arts and creative disciplines, (3) the social and behavioral sciences, (4) the natural sciences, and (5) quantitative disciplines.

Requirements:

To qualify for graduation with a bachelor's degree, a student must successfully complete one course (totaling no fewer than 3 credit hours) from each of the following categories at Trinity:

Courses that enable students to understand the human condition through the study of the arts, literature, history, philosophy, or religion (humanities);

Courses that enable students to create aesthetic artifacts or performances (creative expression);

Courses that enable students to engage in the scientific study of human behavior (social and behavioral sciences);

Courses that enable students to engage in the scientific study of the natural world (natural sciences); and

Courses that enable students to solve problems within a structured mathematical framework (quantitative reasoning).

Curricular Element III: The Capacities

Written, Oral, and Visual Communication

Students should demonstrate the ability to communicate effectively in a variety of contexts.

Requirements:

To qualify for graduation with a bachelor's degree from Trinity, a student must fulfill the requirements for Written Communication (WC) and Oral and Visual Communication (OVC) in the following ways:

A student must fulfill the Written Communication requirement by successfully completing one course designated with the abbreviation WC.

A student must fulfill the Oral and Visual Communication requirement by successfully completing one course designated with the abbreviation OVC.

Explanation:

Every WC course requires extensive writing and provides substantial instruction in written communication.

Every OVC course requires significant oral presentation supported by visual products and provides substantial instruction in oral and visual communication.

Digital Literacy

Students should demonstrate the ability to (1) investigate questions, solve problems, or engage in artistic expression through the systematic manipulation of digital information; and (2) evaluate the design, function, or cultural impact of a digital technology.

Requirements:

To qualify for graduation with a bachelor's degree from Trinity, a student must fulfill the Digital Literacy requirement by successfully completing one course designated with the abbreviation DL.

Explanation:

Courses that carry a DL designation provide substantial instruction in principles and tools of digital information manipulation and significant activities where students employ those principles and tools to satisfy the two learning outcomes.

Global Awareness, Understanding Diversity, Historical Perspective, and Ancient or Modern Language

Students should demonstrate the ability to (1) identify and articulate the perspectives and values of diverse people, groups, and cultures both within the United States and beyond its borders; (2) analyze major historical events, contexts or processes to better understand the unique character of cultures, institutions, or ideas; (3) gather and evaluate information from sources that facilitate cross-cultural understanding; (4) communicate in an ancient or modern language at the intermediate level or above.

Requirements:

To qualify for graduation with a bachelor's degree from Trinity, a student must fulfill the requirements for Global Awareness (GA), Understanding Diversity (UD), Historical Perspective (HP), and Ancient or Modern Language (AML), as follows:

A student fulfills the Global Awareness requirement by successfully completing one course (totaling no fewer than 3 credit hours) designated with the abbreviation GA or by successfully completing an approved study abroad program.

A student fulfills the Understanding Diversity requirement by successfully completing one course (totaling no fewer than 3 credit hours) designated with the abbreviation UD or by successfully completing an approved independent study project or an internship that substantially engages with the diversity issues listed below.

A student fulfills the Historical Perspective requirement by successfully completing one course (totaling no fewer than 3 credit hours) designated with the abbreviation HP.

A student fulfills the Ancient or Modern (AML) requirement by successfully completing an intermediate level I course in a language sequence in an ancient or modern language taught at Trinity, or demonstrating equivalent proficiency by examination.

Explanation:

Every GA course addresses the perspectives and values of peoples, groups, institutions, or cultures outside the United States. the United States.

Every UD course addresses diversity issues involving, e.g., race, ethnicity, ability, social class, gender, religion, or sexualities, primarily within the United States.

Every HP course addresses one or more cultures, institutions, events or ideas in their historical contexts.

Every AML course focuses on cross-cultural understanding through the mastery and employment of language skills.

Fitness Education

Students should possess basic knowledge, understanding, or skills that will help them to make good decisions relating to health throughout life. The premise underlying this objective is that students will be more likely to engage in a healthy lifestyle of exercise and physical activity throughout their lives if they:

possess the necessary skills to participate in a lifetime sport or activity, or
understand fitness and its importance, or
understand exercise and physical activity, and their importance.

This requirement may be satisfied by successfully completing one approved course or by participating in one full season of an NCAA sport at Trinity.

Curricular Element IV: The Major

This Bulletin is designed to assist the student and academic adviser in planning and scheduling a degree program. Each student at Trinity University should keep in mind, however, that he or she alone is ultimately responsible for understanding and fulfilling all degree requirements.

Guidelines

The major provides for in-depth study of a field of specialization. The requirements for each major are found in this bulletin in the departmental listings. Students may elect multiple disciplinary majors or construct a second, interdisciplinary major in consultation with their major advisers.

The candidate for a baccalaureate degree must fulfill the requirements for a major in one of the departments or in one of the interdisciplinary majors listed in the Courses of Study Bulletin. Official admission to a major program occurs in the sophomore year, although the student may begin taking courses in the major department before official admission. A student may apply to major in two departments or programs.

After students achieve sophomore standing and before achieving junior standing (58 credit hours completed), they must apply for admission to the chair of the department in which they wish to major or to the chair of the interdepartmental major. Students may be accepted without conditions or accepted on a provisional basis. Provisional status, if imposed, should be noted on the form. At the end of the provisional period, the chair will notify the student and the Office of the Registrar of the final decision of the department or program. As part of the application process, students are strongly encouraged to complete an online evaluation of the first-year advising program.

Curricular Element V: Experiential Learning

Learning Outcomes

Upon successful completion of an EXL course, students will have demonstrated the ability to:

develop goals for and execute a specific project or experience that involves purposeful engagement with the local, national, or global community or the natural environment outside of the formal classroom *

apply skills, theories, or methodologies gained through their coursework (in this course or more cumulatively) to solve problems or explore issues outside of the formal classroom *

Additionally, some courses may have a more specific designation as follows:

for a service-learning course designated EXL-SL: reflect how service experience with community partners connects to theories and concepts covered in class

for an internship, designated EXL-INT: articulate how internship experience will improve knowledge and skills needed to achieve personal, academic, and professional goals

for a research project, designated EXL-UGR: articulate how their scholarly activity makes a meaningful contribution to the discovery or interpretation of knowledge within the relevant discipline(s)

for a field study course, designated EXL-FS: employ methodologies and make observations in the field that contribute to the discovery or interpretation of knowledge within the relevant discipline(s)

for a study abroad course, designated EXL-SA: reflect meaningfully on the connections between their experiences abroad and the theories and concepts covered in class.

Course Requirements

To be designated an EXL course, the course will:
require students to engage in at least one of the following:
significant interaction with a local, national, or global community, or the natural environment or
project-based learning experiences beyond the classroom*, or
the creation of artifacts that will be presented to or evaluated by an outside audience
be designed so that at least 20% of the course grade is determined by Experiential Learning (EXL) curricular elements

Additional Notes

* References in the above to "outside" or "beyond" the formal classroom attempt to distinguish the spirit of EXL activities from those recognized as a part of traditional lecture/lab coursework. The intention is to identify work that can only be completed by engaging in activities whose impacts transcend Trinity's campus, whether by interacting with the outside world or by contributing to a body of scholarly knowledge.

The Minor

A minor consists of at least 18 credit hours, no fewer than nine of which must be taken at Trinity, and no fewer than nine of which must be upper division. (Exception: for the requirements for a minor in French, German, Russian, or Spanish, see the Modern Languages and Literatures section of this bulletin; for the requirements for a minor in Greek or Latin, see the Classical Studies section.) Consult the appropriate departmental section of this bulletin for specific courses required for each minor. Courses counted toward a minor may not be taken Pass/Fail unless the course is offered exclusively on a Pass/Fail basis. A minor is not required for the completion of any Trinity degree.

Graduation With Honors

Departmental/Major Honors

Students who have maintained their scholastic standing on high levels and who complete a thesis supervised by a faculty member in the department of the major may be candidates for Departmental Honors. Not all departments offer the opportunity for Departmental Honors; consult the course listings of the individual department or program in this Courses of Study Bulletin. The minimum requirements qualifying a student for Departmental Honors include a 3.33 grade point average, both cumulatively and in the major. Individual departments may require a higher grade point average in departmental courses, but not a higher overall grade-point average.

In addition to the grade-point requirements, a minimum of 6 hours of thesis credit must be acquired during the last three semesters before graduation. This curricular option, entitled Thesis, may also be available to students who are not candidates for Departmental Honors. In all cases the thesis provides students with the opportunity for independent scholarly, scientific, or artistic work. Students may enroll for thesis credit only with the permission of the instructor who will be the adviser. Grounds for faculty decisions may include faculty load, appropriate expertise to guide the particular project, and the willingness of the faculty member to serve as adviser.

In anticipation of completion of the 6 hours of Thesis and the grade-point requirements, the student may become a candidate for Departmental Honors by addressing a written request for consideration to the chair of the department. The request must be received no later than the end of the first full week of the student's final semester at Trinity.

Additional requirements for candidacy vary according to the department but minimally include the oral and written presentation of the thesis to a committee of no fewer than two members of the faculty: the adviser and a reader with appropriate expertise in the area of the thesis. Based on the quality of these presentations, the committee makes the recommendation to award Departmental Honors to the department chair. If the award is made by the department, copies of the thesis are submitted to the Office of Academic Affairs. Students have three options for depositing their theses with the University, and each student should discuss

these options with their thesis adviser. The first option is the submission of the thesis in electronic format for deposit in the Trinity Digital Commons. It will be accessible through the Internet to anyone and indexed by search engines like Google. For those who would prefer that their theses not be viewable outside the Trinity campus, there are two other options. (This may be a concern, for instance, if the student intends to submit the thesis for publication to a journal which considers digital archiving to be "previous publication.") One is for the library staff to add the thesis to the Digital Commons but restrict its viewing to campus computers only, thereby treating the thesis as a traditional library print copy. Only the thesis title and abstract will be available to Internet users off-campus. The final option is to submit a traditional print thesis. The costs of binding will be paid by the student. The student can provide the University with two bound copies of the thesis. The award will be indicated by a designation of Departmental Honors on the student's transcript. If the award of honors is denied, the thesis will be considered for non-honors thesis credit.

University Honors

Students who have maintained their scholastic standing on high levels will graduate with Honors. Students acquiring a grade-point average of 3.875 will receive their degrees *summa cum laude*; students acquiring a grade point average of 3.750 will receive their degrees *magna cum laude*; and students acquiring a grade-point average of 3.500 will receive their degrees *cum laude*. The grade-point average is determined by dividing the total number of grade points earned by the total number of credit hours attempted and the average is not rounded. Honors will be determined on the basis of four years of undergraduate work, 60 credit hours of which must be taken at Trinity University. Students transferring from other institutions will be required to submit all of their grades, but the average grade for the purpose of determining honors shall not exceed the average of their work taken at Trinity University. (Exception: Grades earned in approved Study Abroad programs are not included in the calculation for graduation with Honors.)

Phi Beta Kappa

Phi Beta Kappa, the nation's oldest and most prestigious academic honor society, founded in 1776, elects students with broad cultural interests and scholastic achievement. The Epsilon of Texas Chapter at Trinity University, installed in 1974, is one of 280 chapters at distinguished colleges and universities in the United States. Selection of student members, or members-in-course, is generally made in the student's senior year, although a few juniors (usually three or four) are elected each year. The names of those elected are announced prior to graduation in the spring semester. Students do not apply for election to Phi Beta Kappa; the Chapter screens student records.

Criteria for election to Phi Beta Kappa are determined by the Chapter under the guidelines of the national organization. To be eligible for election, the student must satisfy certain minimum criteria:

Candidates pursuing a single major in Business Administration or a Bachelor of Music degree are not eligible. Those pursuing a single Bachelor of Arts degree with a major in Music ARE eligible.

Candidates must have completed a minimum of 60 hours of primarily liberal arts coursework at Trinity by graduation. Candidates for election as juniors must have completed a minimum of 75 hours of primarily liberal arts coursework at Trinity at the time of the election.

Candidates must have completed at least one three-hour course in Mathematics at the level of calculus or higher. Pass/Fail work is not accepted.

Candidates must have completed at least one course in a foreign language at the intermediate level or higher. Pass/Fail work is not accepted.

Criteria 3 and 4 are not satisfied by high school experience. Advanced Placement and transfer credit are accepted. Those who are eligible, based on the above minimum standards, are ranked on the basis of grade point average. Those who do not meet the minimum criteria may be nominated for membership by individual members of the chapter.

Contact the Office of Academic Affairs for further information.

Preprofessional Programs

Trinity University offers preprofessional programs in health professions and law. Many of the professions require or recommend the completion of a liberal arts degree before the student begins his or her specialized work. Variations in programs can be arranged to meet individual needs. Students who plan graduate work are urged to make early selection of the graduate or professional school in order to meet the entrance requirements of the chosen institutions. Current catalogs of graduate and professional schools are on

file in the reference section of the library.

Trinity University provides individual guidance for students who plan to enter professional schools. Students are invited to contact the chair of the appropriate committee.

Health Professions Advisory Committee

The Health Professions Advisory Committee (HPAC) develops plans for students to progress through sequences of preparatory work required for postgraduate study in the professions of medicine, dentistry, and certain allied health fields. James Shinkle is the chair of the committee, and Jonathan King serves as associate chair.

The Health Professions Advisory Committee establishes the policies and procedures for students who plan to enter the medically oriented professional schools. Applications to medical, dental, and veterinary schools are routinely made through the HPAC administrative office. Certain other allied health schools also require that applications be made through the HPAC. Students indicating preprofessional interests in medicine or related fields will be assigned to a faculty member familiar with health professions curricula starting with the first advisement.

Though medical schools and medically related professional schools do not require their entering students to have majors in any particular fields, they do have specific entrance requirements and great care is exercised by the committee in advising preprofessional students. For example, Texas state medical schools list the following prerequisites: one year of college English; one-half year of college calculus; two years of biology; one year of general and one year of organic chemistry; and one year of physics.

The science courses (biology, chemistry, physics) must be those designed for science majors and must include laboratory work. A premedical or predental student should plan on taking two of these courses per semester for one or two years of college, often beginning in the first year. All of the prerequisite science courses are usually completed in six semesters. Admissions committees may waive some of these course requirements if competency can be established on the basis of previous work. These decisions are made by individual professional schools on a case-by-case basis, and the preparation of a request for waiver is done in consultation with the student's premedical adviser and the chair of the HPAC.

Prelaw Advisory Committee

The Prelaw Advisory Committee provides individual guidance and counseling for Trinity students who plan to enter law schools. Students currently enrolled at Trinity who become interested in applying to law schools late in their academic careers can request an appointment with the committee member closest to their major for review of their academic achievements. John Hermann is the chair of the committee.

Law schools do not usually require specific courses as prerequisites to application. Therefore, advisers will recommend courses that they consider useful for success in law school and law-related careers in light of each student's particular academic background.

Guidance for Students Interested in Ministry

The University Chaplain Alex Serna-Wallender, supports a program of exploration, guidance, and counsel for Trinity students who are interested in careers in ministry. The program is one of vocational clarification tailored to the needs and questions of individual students. It consists of exercises in faith development, participation in initiatives in ministry, reflection on interactions with congregations, and accessing national resources for students intrigued by such professions.

Seminaries and rabbinic schools do not usually require specific courses as prerequisites to application. Therefore, the Chaplain will discuss disciplines that will prepare students for success in ministerial education and careers in light of each student's particular academic background.

General Degree Regulations

Awarding of Degrees

Upon the recommendation of the faculty and the approval of the Board of Trustees, Trinity University confers the degrees of Bachelor of Arts, Bachelor of Science, and Bachelor of Music. (For graduate degrees, see the section on Graduate Studies.) Only those candidates who have fulfilled all scholastic requirements for a degree and who have met their financial obligations to the University will be recommended for the degree.

Application for Degree

A candidate for an undergraduate degree must file an application for the degree in the Office of the Registrar. Dates are specified in the University calendar as deadlines for applying for degrees. Candidates for degrees at winter commencement must apply by the last class day in April; candidates for spring commencement must apply by the first day of classes in December; and candidates for summer graduation must apply by the last day in June.

Candidacy for a degree is not complete until all financial obligations are met. A degree candidate must be registered in the semester or summer term in which the degree will be awarded. If the student is not registered for credit or for study abroad, the student will register for SPCL 4099.

A degree candidate must be present for commencement exercises unless he/she submits a written request for permission to graduate in absentia to the Registrar at least two weeks prior to commencement.

Bulletin Requirements

A candidate for an undergraduate degree must meet the requirements as outlined in the Courses of Study Bulletin for the year of his/her first enrollment at Trinity University or any subsequent bulletin under which work is taken. In all cases, however, a candidate must complete work for his/her degree within a period of seven years from the date of the bulletin selected. The degree requirements with which a candidate complies must come from a single bulletin.

Music Ensembles

Ensembles may be repeated for credit but no more than 8 credit hours (all ensembles combined) may be applied to a degree.

Interpretation of Degree Requirements

The interpretation of all degree requirements is the responsibility of the Office of Academic Affairs and the Registrar. Problems related to degree requirements should be referred to the Registrar, the faculty adviser, or the department chair. For exceptions to policy in academic matters, students should consult with the Office of Academic Affairs; new students and other students without a declared major may consult the Office of Academic Affairs.

Graduate Studies

Trinity University offers four graduate degrees: the Master of Arts (Education: School Psychology); the Master of Arts in Teaching (Education: Teaching); the Master of Education (Education: School Leadership); and the Master of Science (Accounting and Health Care Administration). Graduate work was instituted at Trinity University in 1950. The objective of the Graduate Program is to provide students with opportunities to engage in study at an advanced level and to develop professional competence in the area of their specialization, with emphasis upon the development of analytical thinking, independent and original research, and effective communication.

Commission on Graduate Studies

The Commission on Graduate Studies serves as the academic policy committee for graduate students on all matters related to graduate degrees and programs. The Commission consists of representatives from each graduate program, two students appointed by the Graduate Student Association, the Registrar, and the Vice President for Academic Affairs or their representative.

Graduate Faculty

As a liberal arts university with selected professional degree programs, Trinity does not maintain a separate graduate faculty. Faculty members selected to teach graduate-level courses will have an earned doctorate (or other terminal degree) in their teaching field and demonstrated research capability or will be practitioners with at least a master's degree and appropriate training and experience in the professional field they are teaching. The Department Chair is responsible for determining whether a faculty member's qualifications meet the requirements for graduate-level teaching. Eligibility to teach at the graduate level is periodically reviewed in order to maintain viable programs and specialized and regional accreditation.

Admission

Required Documentation

Persons interested in doing graduate work at Trinity University should submit the following items:

Completed application.

An official transcript or transcripts of all previous college and university work. Electronic transcripts are preferred. These transcripts must be no more than one year old. All transcripts become a part of the University's files and will not be returned.

One or more letters of recommendation if specified by the graduate program.

Graduate programs may request additional documentation upon the review of the initial application such as standardized test scores, additional references, writing samples, language assessments, or other items.

Bachelor's Degree Requirement

Graduates holding a bachelor's degree from an institution accredited by the appropriate regional accrediting organization and fulfilling all other requirements listed in this bulletin may be considered for regular admission to graduate study. Graduates of colleges that are not accredited by the appropriate regional accrediting organization may be considered for provision admission. (For students who hold degrees from institutions outside the United States, see Foreign Studies Evaluation, below.) Students must have a fully completed bachelor's degree in order to be enrolled in a graduate program.

Prerequisite Requirements

The requirement for background work varies with each graduate program at Trinity. The department chair or program director may recommend that prerequisites be waived or substituted.

Requirements for Regular Admission

To be considered for regular admission, an applicant must submit all required documentation and meet the requirements and application deadlines for their particular program as described in the Courses of Study Bulletin. To be approved for regular

admission, a student must show (1) a grade point average of 3.00 or higher in the last 60 hours of undergraduate work, or (2) a grade point average of 3.00 or higher on all courses taken in the undergraduate major or a specified subset of courses, or (3) a cumulative grade point average of 3.00 or higher on all undergraduate work, depending on the requirements of the specific program.

Applicants who meet the requirements for regular admission may nonetheless be denied admission if significant academic, ethical, or dispositional concerns are identified as part of the admission process.

Requirements for Provisional Admission

Applicants who do not meet the requirements for regular admission may be considered for provisional admission. Students admitted provisionally are considered to be fully admitted to their respective graduate programs.

The final decision on provisional admission is made by the Office of Academic Affairs after receiving the recommendation of the department chair or program director.

Students admitted provisionally shall be reviewed after completion of their first 6 hours of graduate study. Those with a grade point average below 3.00 shall be dismissed from the graduate program.

Non-Degree Admission

Upon the approval of the appropriate academic department, students not pursuing a degree may be admitted on a nondegree basis to enroll in graduate courses.

Students who have been admitted to a program on a non-degree basis and who later decide that they would like to become degree candidates must apply for admission to degree status and provide all required information including test results. There is no guarantee that courses taken on a non-degree basis will later apply for credit toward a graduate degree. No more than half of a graduate program's degree requirements may be taken as a non-degree student.

Foreign Studies Evaluation

In addition to the requirements listed above, Trinity requires proof of English proficiency for all international students whose first language is not English. We accept the TOEFL, IELTS, or Duolingo exams.

Recommended TOEFL - 100 iBT

Recommended IELTS - 7.0

Recommended Duolingo - 120

International applicants must submit International Student Financial Certification demonstrating one's ability to fund a Trinity education. Students should submit a certified English translation of documents. Trinity University will issue Form I-20, Certificate for Eligibility for Nonimmigrant (F-1) Student Status, only upon receipt of a non-refundable deposit indicating acceptance of an offer of admission and required financial certification. Contact the International Student and Scholar Services Office for additional information regarding foreign studies evaluation and current financial certification requirements.

All foreign academic credentials submitted for transfer credit or for admission to the graduate program must be accompanied by a professional evaluation performed by an approved evaluation service, including an English translation if not in English. Course descriptions or syllabi may also be required. It is the student's responsibility to procure the evaluation and to assume financial responsibility for it. Because of the importance of this information, Trinity only accepts evaluations certified as official and received directly from the American Association of Collegiate Registrars and Admissions Officers (AACRAO) or from other approved service providers. Contact the Office of the Registrar or visit the web site for a list of approved foreign credentials evaluation services. Evaluations should include an explanation that the institution is recognized by the ministry of education in the home country and is generally considered to offer at least the equivalent of U.S. higher education credit. In addition, the evaluation must include an explanation of the credits, the grading system and course levels, and a course-by-course evaluation. Trinity is under no obligation to award credit on the basis of an outside agency's evaluation. The professional evaluation will be used as a tool in the overall credit evaluation process.

Advising and Registration

After admission has been approved, degree students should confer with the graduate program director of the major department or with an adviser appointed by the program director to arrange a complete program of graduate studies. Students admitted to graduate study will follow the regular university procedures for registration.

Readmission

A former graduate student who chooses to seek readmission after being dismissed from the University for any reason, or who chooses to seek readmission after withdrawing from the University for any length of time, must submit an application for readmission no later than three months prior to the beginning of the term. Official transcripts from any colleges or universities attended during the time since the student last attended Trinity University must be submitted as part of the application for readmission. No new application fee is required.

The decision to readmit or not to readmit a student shall be made by the academic department or program at its discretion. In making this decision, the department may consider, among other things, the student's academic, ethical, or dispositional performance within the program and for the relevant profession. The department may require the student to submit updated application materials, including updated test scores and letters of recommendation. In addition, the department may require the applicant to retake courses due to changes in certification and/or course content.

If a department denies an application for readmission, the student may appeal to the Commission on Graduate Studies. The Commission may choose to gather evidence and to interview any parties whom the Commission deems relevant. The Commission may decide to uphold or to overturn the department's decision, and the Commission's decision shall be final.

Applicable Bulletin

SA candidate for a graduate degree must meet the requirements as outlined in the Course of Study bulletin for the year of their first enrollment at Trinity University or any subsequent bulletin under which the work is taken. In all cases, however, a candidate must complete work for their degree within a period of six years from the date of the bulletin selected. The degree requirements with which a candidate complies must come from a single bulletin.

Degree and Graduation Requirements

A minimum of thirty credit hours is required for the master's degree. Each program specifies the total number of credit hours required for their degree.

Each student must secure from the Office of the Registrar an application for graduation. The student is responsible for returning the graduation application on or before the date listed in the academic calendar.

A degree candidate must be registered in the semester or summer term in which the degree will be awarded. If the student is not registered for credit or thesis extension, the student will register for SPCL-6099.

Academic Load

A graduate student taking at least 9 semester hours of graduate work per semester is considered a full-time student. The maximum load during the summer session is 9 semester hours. A graduate student registered for thesis credit, required internship, or residency is also considered a full-time student without regard to the number of credit hours. The first semester of thesis extension will be considered full-time enrollment, but subsequent semesters of thesis extension will be considered as less than one-quarter time.

Transfer of Graduate Credit

Ordinarily, all work for the master's degree must be done at Trinity University. Under some circumstances acceptance of graduate credit for work done in other regionally accredited institutions may be approved by the chair of the department concerned. No course completed with a grade lower than a B will be approved. Up to 10 semester hours but no more than twenty percent of the total degree requirement can be transferred to apply toward a graduate degree. No hours earned toward a completed or previously awarded graduate/professional degree may be transferred. However, students with a previously awarded graduate/professional degree may have up to 10 semester hours but no more than twenty percent of the total degree requirement waived by the chair of the department. Furthermore, the GPA of transferred credit will not be applied to meet the GPA requirement for a graduate degree at Trinity. No transfer credit will be accepted or waiver approved until the student has earned 12 semester hours of graduate credit at Trinity University. The six-year limit applies to transfer work as well as to courses taken in residence.

Courses offered by accredited universities at extension centers or other off-campus locations, or in online formats, will be evaluated individually by the Department Chair. Such courses will be accepted only when course requirements and quality standards comparable to regular on-campus offerings can be demonstrated. Credit for work done by correspondence will not be accepted for the graduate degree.

In some graduate programs, students may obtain academic credit for from 3 to 12 hours of graduate work on the basis of previous academic preparation and/or successful experiences. In order to obtain this credit, the student must demonstrate the attainment of objectives identified for the particular course or courses in the program. Candidates may demonstrate the attainment of these objectives by satisfactorily completing a written and/or oral examination administered by the department. The academic credit will be placed on the student's permanent record.

Independent Study

No more than 6 semester hours of credit in independent study/problems courses may be applied to the student's degree program.

Grades and Minimum Performance Requirements

The grading system for all graduate courses is as follows:

Grade	Description
A	Excellent, Superior Performance
B	Good, Solid Performance
C	Fair, Marginal Performance
F	Failure, not meeting course requirements
I	Incomplete
PR	In Progress, for thesis or special study research courses
PP	Passing in a pass/fail course
FF	Failing in a pass/fail course
NC	Non-credit
Pass/Fail	Departments desiring to offer selected courses only on a pass/fail basis may do so with prior approval of the Office of Academic Affairs.

W

Withdrawn - Graduate students may withdraw from a graduate course with a grade of W any time up to the time that mid-semester grades are due for that semester or during the first two weeks of summer session. Such withdrawal must be filed at the Office of the Registrar. Nonattendance does not constitute withdrawal from a class. Students may withdraw with a grade of W up to final examination week. However, such withdrawal must be approved by the Department Chair or Graduate Program Director in consultation with the instructor.

A minimum grade point average of 3.00 is required for the master's degree.

No more than 6 credit hours of courses graded C can apply toward a degree plan. To complete the degree program, a student who earns more than 6 credit hours in courses graded C must retake the appropriate number of courses and earn a grade of B or higher in each of those courses.

Courses with a grade of F do not count toward degree completion. Courses with a grade of F count toward the GPA. If a course with a grade of F is retaken, then the grade of F is replaced with the higher grade for the purpose of GPA calculation.

Any student who elects to repeat a graduate course must do so at Trinity University. Exceptions to this policy require approval from the department and the Registrar. Credit will be awarded only once for repeated courses unless the course has been designed as "may be repeated for credit."

Unless the instructor specifies an earlier completion date, grades of "Incomplete" will be changed automatically to "F" in the Registrar's Office after one year. Under unusual circumstances, an extension of time may be granted by the Office of Academic Affairs upon request of the instructor.

No credit course may be changed to "non-credit" after the last day of registration.

Probation and Dismissal:

Probation:

A graduate student will be placed on academic probation following any term in which the student fails to achieve a grade point average of at least 3.00 or receives a grade of "F" in any course, regardless of the level of courses taken and the cumulative grade point average. Academic probation is removed when the student completes a subsequent term with a term grade point average of at least 3.00 with no grade of "F" in any course and a cumulative grade point average of 3.00 in all graduate level courses completed at Trinity University. For the purposes of this policy, any term in which a student is enrolled in at least 6 credit hours is considered a "term."

Dismissal:

A graduate student will be dismissed from the graduate program following any term in which the student earns a grade point average of less than 2.00, regardless of the level of courses taken and the cumulative grade point average.

A graduate student placed on academic probation will be subject to dismissal from the graduate program if the student fails to meet the requirements to be removed from probation in the subsequent term. For the purposes of this policy, any term in which a student is enrolled in at least 6 credit hours is considered a "term."

Students dismissed from the graduate program have the option to appeal to the faculty members of the Commission on Graduate Studies. The appeal must be made in writing by the student within 10 business days of notification of the decision to the Office of Academic Affairs. When making a decision on an appeal, the Commission will consider the recommendation of the student's academic department.

Grade Appeals

Trinity University recognizes that students are responsible for maintaining standards of academic performance established for each course in which they are enrolled. However, the University also recognizes that students should have protection through orderly procedures against prejudicial or capricious academic evaluation. In all cases, the burden of proof rests on the student initiating the appeal.

The procedures for student appeal of semester grades contain the presumption that student grades are the responsibility of the course instructor. As a matter of academic principle, the process of appeal remains in the hands of the teaching faculty. Except for the actions specified in Section 5 below, members of the Administration shall not influence the outcome of the grade appeal.

process.

All parties in a grade appeal shall make every reasonable effort to complete the appeals process in a timely manner. If any party is absent from campus (for example, if a faculty member is on academic leave or if a student is studying abroad), the appeals process may be deferred until all relevant parties have returned to Trinity. In this case, however, the appellant must still meet the stated deadline by submitting written notification of their intention to appeal.

An instructor who has pieces of student work in their possession shall retain those pieces of student work until they can no longer be relevant to a grade appeal.

1. To initiate the appeal of a semester grade, a student must submit a written appeal to the instructor no later than 10 business days after the beginning of the following semester. The instructor shall notify the student of the outcome of their review of the grade no later than 5 business days following receipt of the written appeal.

2. If the student wishes to contest the instructor's decision in step one, they may request a mediated discussion involving the student, the instructor, and the Department Chair. To initiate this step in the appeals process, the student must submit a written appeal to the instructor's Department Chair no later than 10 business days following receipt of the instructor's decision. The instructor shall receive a copy of this statement.

The Chair will attempt to mediate a discussion between the student and the instructor to clarify the matter and suggest possible resolutions. If the Chair happens also to be the instructor involved, then the student may request that the Associate Vice President for Academic Affairs: Curriculum and Faculty Development ask another faculty member of the department to receive the student's appeal.

3. If the student wishes to contest the outcome of the mediated discussion in step two, they may request a departmental review. To initiate this step in the appeals process, the student must submit a written appeal to the instructor's Department Chair no later than 10 business days after receiving the outcome of the mediated discussion.

The Chair (or the Chair's substitute) will appoint two tenured members of the department to serve as a review committee, and will notify the student and the instructor of this action. In the case of a General Education course or cross-listed course, the instructor's department will serve as the site for the appeals process. If the student is a major or minor in the department, the student may ask their adviser to be an additional member of the committee. If a small department cannot provide two eligible faculty members to serve on the committee, then the Chair (or the Chair's substitute) will ask a faculty member from a department similar in curriculum and academic evaluation to serve on this committee. Departmental review committees may be convened only during an academic semester.

The departmental review committee will receive written statements from both the student and the instructor, as well as copies of any graded work involved. In addition, both the student and the instructor (and the student's academic adviser, if requested) may be present for the duration of the hearing (prior to voting), during which both parties may offer clarifying statements. The Department Chair will also be present at the meeting, but will not be involved in the determination of the appeal. If, after considering these statements, the committee decides that the grade was not based on prejudicial or capricious evaluation, the Chair (or the Chair's substitute) will give written notification of this decision to the student and the instructor.

However, if the departmental committee determines that the grade was indeed based on prejudicial or capricious evaluation, the Chair (or the Chair's substitute) shall advise the instructor to reconsider the student's semester grade in a manner consistent with proper and stated procedures. If the instructor rejects this advice or fails to comply in a manner satisfactory to the committee, then the committee may undertake an evaluation of the student work in question and assign the grade it deems appropriate.

4. If the student or the instructor wishes to contest the outcome of the departmental review in step three, he or she may request a further review by the Commission on Graduate Studies. To initiate this step in the appeals process, the student or the instructor must submit a written appeal to the Chair of the Commission no later than 10 business days after receiving the outcome of the departmental review.

The Commission may collect any evidence it deems necessary, including any written statements that have been generated in the previous stages of the appeals process. The Commission may choose to interview the concerned parties, and it may also choose to conduct a formal hearing.

For the purposes of this process, the voting members of the Commission shall include the faculty representatives on the Commission as well as the Registrar or their designee. No faculty member who belongs to the department in question may participate in the Commission's deliberation or decision making.

If the Commission decides that the grade was not based on prejudicial or capricious evaluation, the Chair of the Commission shall give written notification of this decision to the student and the instructor. If the Commission determines that the grade was indeed based on prejudicial or capricious evaluation, the Chair of the Commission shall advise the instructor to reconsider the student's semester grade in a manner consistent with proper and stated procedures. If the instructor rejects this advice or fails to comply in a manner satisfactory to the Commission, then the Commission may undertake an evaluation of the student work in question and assign the grade it deems appropriate.

5. If either the student or the instructor wishes to contest the outcome of the Commission's review in step four, the appellant may

petition the Vice President for Academic Affairs for further consideration. To initiate this step in the appeals process, the student or the instructor must submit a written appeal to the Vice President no later than 10 business days after receiving the outcome of the Commission's review. The Vice President may then rule in one of two ways:

- That the decision of the Commission on Graduate Studies will stand as rendered;
- That the Commission on Graduate Studies reconsider its findings and render a decision based on the reconsideration.

This review is the final step in the grade appeals process.

Academic and Professional Integrity Policy

The policy regarding graduate student academic and professional integrity can be found in the University's Policy Portal.

Time Limit

A student is allowed six years in which to complete the master's degree. Under certain circumstances, the student may revalidate by examination courses that are outdated by the time limit. This can be done only with permission of the Department Chair, the graduate program director of the department, and the Commission on Graduate Studies. It is not possible to revalidate courses that have been transferred from another institution and that are out of date.

Withdrawal

After a student has been duly enrolled in a class, they are considered a member until they have been dropped from the class or have withdrawn from the school. Merely discontinuing class attendance does not constitute a drop or withdrawal. Withdrawal from the University or from a course must be submitted to the Office of the Registrar before final examinations begin.

After mid-semester or the first two weeks of a summer session, a student may withdraw with grades of W only with the approval of the Graduate Program Director. Withdrawal without approval will result in grades of F and dismissal from the graduate program.