

TABLE OF CONTENTS



Doctoral Degrees Offered	2
Admission Procedures & Policies	2
-The Application Process.....	2
-The Evaluation Process.....	3
Expenses	4
-Tuition & Fees.....	4
-Financial Agreements.....	5
-Refund Policy.....	5
Academic Policies	6
-Academic Standards & Requirements.....	6
-Grading Scale.....	7
-Permanent Academic Record.....	7
-Christian Conduct & Discipline.....	7
-Doctoral Program Structure.....	8
-Honorary Degree Policy.....	10
-Graduation.....	11
-Transcripts.....	11
Credentials & Accreditation	12
Syllabus for Doctoral Dissertations	13

DOCTORAL DEGREES OFFERED

I. ACADEMIC DOCTORAL DEGREE PROGRAMS

- A. Doctorate of Biblical Studies**
- B. Doctorate of Theology**
- C. Doctorate of Ministry**

II. PROFESSIONAL DOCTORAL DEGREE PROGRAMS

- A. Doctorate of Christian Counseling**

III. HONORARY DOCTORAL DEGREES

- A. Doctorate of Divinity**
- B. Doctorate of Religious Letters**
- C. Doctorate of Religious Literature**
- D. Doctorate of Religious Music**

ADMISSION PROCEDURES AND POLICIES

I. THE APPLICATION PROCESS

An applicant desiring to enroll in a doctorate degree program must complete and submit a "Doctoral Application for Admission" to the University. Upon submission, the application should include the following:

1. Two passport-size current photos. (One for Student I.D. Card)
2. Master degree transcripts:

Request a complete, official transcript from each institution and have them sent directly to the Main Campus in California at the following address:

Trinity Biblical University
Attn: Admissions Dept.
1180 Western Street
Fairfield, CA 94533

When the dissertation is complete, the entire manuscript should be submitted in total photocopy form, not bound, not stapled. Your TBU advisor will evaluate the entire manuscript carefully: from the perspective of God's inerrant Word, writing style (sentence structure, punctuation, spelling, capitalization, grammar), narrative flow, to avoid dullness, and potential for publication for laity and those in the ministry, etc. Any necessary corrections will be marginally detailed on photo copies of pages and on attached memos when necessary.

Doctoral Candidates should feel at ease contacting the TBU assigned advisor. Telephone one-on-one conferences are in order but at the Candidate's costs. Binding of dissertations must await the accomplishment of all corrections. The less final editing is required, the more likely will be the publication of the manuscript in book format. The Madsen and Tarabian manuals contain proven advice

This is not a study guide, as have been mentioned. However, TBU respectfully suggests that the use of the first person pronoun be drastically limited. We encourage the same limitation to the use of the vague pronoun “it” which, too frequently, is employed with such redundancy in today’s journalism: even a careful reader can find the going difficult, the identity of the person or thing to which “it” refers. Overuse of the same word at beginning of a successive sentence can, unfortunately, cause the intelligent reader to lose interest. After all, the Doctoral Dissertation is as much a part of a “called” Christian ministry as is any sound teaching sermon. The Doctoral Degree must command the respect, and the holder must merit same.

THE TIME INVOLVED

Truly, doctoral candidates will soon discover that the research and writing, rewriting and polishing of the manuscript will necessitate a delicate accommodation of one’s time so as to not overlook responsibilities. Time sacrifices will, without doubt, have to be arranged. Concentrated work time must be arranged on a daily or weekly basis: too many days, or weeks, between work periods will result in the eventual dissertation’s quality suffering. If possible, the dissertation should be based upon previous study, should be inspired by previous works of the candidate: sermons, published or unpublished features or articles, undergraduate term papers, series of teaching lessons, or an abiding interest in particular portions of the Holy Bible. TBU does caution, however, that no previous work which has been used to satisfy the requirements of any other degree program may be used to satisfy this program. The speed with which one works is an individual consideration. Some professional nonfiction authors are able to research and write some 60,000 words, or more, within a very few months depending upon the difficulties encountered due to distances involved in research, vocational and/or full time or part time, professional authors may require more elapsed time because of the same mentioned or other factors. TBU does recommend, though, that no more than two years time be taken, and preferably, for the sake of the quality of the work, little more than a year after the genesis of the work.

Aspiring doctoral candidates who have already completed a quality literary work or works, of comprehensive scope within the theological disciplines coincidental with this institution’s curricula, are encouraged to submit a letter describing the work(s). Should the accomplished work(s) fall within the purview of Trinity, the inquiring applicant will then be invited to submit the work for evaluation. A notarized statement will be required that such materials have not been similarly employed.

DEFENDING YOUR DISSERTATION

An outline of dissertation should be submitted, to your assigned faculty advisor, prior to beginning the actual text. The manuals listed on page 2-4, will assist in preparing an outline. Approval of honored striving for academic achievement. Dissertations are honorable endeavors. Quality counts!

3. Life Experience Resume:

This is a formal, professional resume detailing all positions held and training received which the student believes is pertinent to the degree program he/she is applying for.

4. Two letters of recommendation. (See Academic Standards & Requirements)

5. Application Fee of \$150.00 (Non-refundable)

Admission to TBU goes beyond the applicant’s academic record. It encompasses Bible knowledge, Christian experience, and spiritual growth; being qualified for Christian ministry by faith, moral character, experience and academic achievement. Such people are characterized by compassion for individuals and sensitivity for community needs, a burden for Christ’s work on earth, acceptance of correction, a desire for moral growth, by personal integrity, and above all, by a deep trust in Jesus Christ as the foundation for life and ministry.

Trinity Biblical University (TBU) desires only students and personnel who are committed to Jesus Christ. However, in the admissions of students, TBU does not discriminate on the basis of race, color, national origin, ancestry, gender, marital status, medical condition, disability, or age, in any of its policies, procedures, practices, benefit programs, or job performance and conduct expectations. This nondiscrimination policy covers admission and access to, and treatment in, Trinity Biblical University’s programs and activities.

II. THE EVALUATION PROCESS

A. The Doctoral Applicant:

1. Upon receipt of a “Doctoral Application for Admission,” it will be evaluated by the appropriate Department Chair.
2. After the evaluation, the Admissions Department will issue a letter to the applicant notifying him/her of his/her standing with the University. The Admissions Department will also issue a “Declared Major Financial Agreement.” An applicant is not officially enrolled until he/she signs and submits his/her financial agreement to the University, along with the appropriate tuition and fees.

3. Once the University receives an applicant’s signed financial agreement, the Admissions Department will notify him/her in writing that he/she has been officially enrolled in the degree program of his/her choice. If TBU accepted credits that the student completed at another institution and/or advanced standing credit was granted for the student’s life experience, the appropriate Department Chair may compile a “Course of Study” for the student to ensure the best possible program.
4. With the evaluation process complete, the doctoral candidate may begin to construct his/her doctoral program. (See Doctoral Program Structure.)

B. Change of Program/Update of Application:

In the event that a candidate wishes to change his/her doctoral program and academic focus, or update their application after the enrollment process has been completed, the candidate must do the following:

1. The candidate must submit a formal letter to the University requesting a change of program or update of his/her current application.
2. The candidate must submit an updated application to the University. (For change of program only.)
3. The candidate will be assessed a Re-evaluation Fee of \$150.00. (Non-refundable.)

EXPENSES

I. TUITION & FEES

A. Tuition: (Per credit hour.)

Doctorate	\$100.00
Credit by Evaluation.....	\$50.00

B. Fees:

1. Application Fee: \$150.00 (Non-refundable)
2. Re-evaluation Fee: \$150.00 (Non-refundable)

Candidates wishing to change their program, or update their current application, by modifying their “Life Experience Resume” or submitting new transcripts from other institutions, will be assessed a “Re-evaluation Fee.”

The body of the dissertation—the actual text—need not be composed with headings and sub-headings preceded by Roman numerals, upper case letters, etc. Centered headings within chapters are valuable and, depending upon the subject and the methodology of the candidate/author, the employment of chapter titles and chapter grouping (selections, or more professionals, parts), such headings may be somewhat detailed or very simple and brief. Doctoral candidates are encouraged to examine professionally published Christian books by the better trade publishers (secular as well and specialized Christian firms). Notice, particularly, the organization of the “front pages” wherein are located the half-title, title, or published books by the author of record, frontispiece (if any), acknowledgements (yes, dissertation researchers/authors often are blessed to have the occasional advise of a friend who has traveled the same route, and thanking a spouse or friend for typing is mannerly and, thusly, in the traditions of good scholarship), preface and/or introduction, foreword (if any), contents, etc.

The formal and useful successful dissertations and thesis and/or a manual for writers of term papers, thesis and dissertations (earlier cited) should be consulted for the proper arrangement(s) of the above-mentioned back pages, the assigning of figure (Fig.) and tabulation (Tab.) numbers. (Unfortunately there are some institutions of record which do not require a properly precise and respectable research and academic preparation for the worthy accomplishment of a doctoral dissertation which culminates in the earning of a graduate degree that merits the genuine respect of the Christian community. Trinity Biblical University is committed to academic and professional excellence.

TBU encourages the Doctoral Candidate to be as committed to excellence as he/she is, in a personal relationship, to our Savior and Lord Jesus Christ. TBU will uphold each doctoral candidate in prayer and is ready to encourage (no “..discouraging word..” be assured), and advise.

GRAMMAR, SYNTAX, SENTENCE STRUCTURE, SPELLING CAPITALIZATION, CLARITY, ETC.

Every Christian is an “...ambassador(s) for Christ...” on the authority of God’s revealed Word (II Corinthians 5:20). The responsibilities inherit in that “high calling” include scholarship of an equally high order as is called for the TBU’s motto. Respectfully, we again call attention to the related exhortations contained in the Apostle Paul’s inspired epistle to the young pastor, Titus (see front pages, herewith), who became, in effect, the primitive Church’s Bishop on Crete. No congregation— regardless of the educational background of the parishioners and whether, or not, they are “babes in Christ” or mature believers—will be offended by “sound speech that cannot be condemned” nor will any “called” minister of the Word or Christian student or casual reader, be offended by scholarly writing and evident professionalism exemplified in a Doctoral Dissertation that merits eventual publication which, we at TBU trust, will take place as our Lord leads.

3. A work devoted to, and incorporating within the manuscript text, specific examples of art, music, vocational or trade craft, scientific, historical or other diverse specialties of intrinsic value within Trinity’s curricula and disciplines.
4. A work which combines one or more of the above. Actually a mix of “types” and purposes is more likely to occur in a genuine scholarly approach to the task of producing an acceptable (and useful to others in the Body of Christ) Doctoral Dissertation.

LENGTH OF DISSERTATION, FORMAT, ETC.

Trinity Biblical University believes, and is most firmly persuaded, that neither an over abundance of words nor an immature or shallow brevity can be acceptable in so serious and committed a task as the production of a worthwhile and potentially valuable script as a doctoral dissertation which must be, in essence, edifying to the Body of Christ. Word length requirements vary as widely, in the theological disciplines, as do fees, tuition, the educational requirements, the level of scholarship encouraged, the commitments to the fidelity of God’s inspired Word exhibited by faculties, doctrinal biases, the organization of Bible colleges, seminaries, et caetera.

Trinity Biblical University requires a minimum of 60,000 words plus references and bibliography. Appendices, containing information which is useful but do not generally add or lend value to the basic manuscript text, may or may not be included in the word count (students should check with the assigned faculty adviser to determine the viability of overly lengthy appendices.) Similarly footnotes, references and bibliographies are not usually included in the word count of the dissertation text.

Manuscript pagination is required: 1/2” below the top left of page of 8.5 by 11” white bond paper of minimum 16 pound stock, the candidate/author’s surname must be typed (upper case). The page latter data, and on the same line, place the dissertation title if no longer than three words; if longer, place two or three key words of the title. Such top-of-each manuscript page is a safety precaution against loss and is habitual with professional authors and those who desire to achieve that level of accredited craftsmanship which, as mentioned previously, may very well be realized with publication of dissertations of excellence and fitness for publishing and distribution within the academic (and lay) Christian community for the spiritual benefit of the Body. Borders/margins should be not less than 1.25” at the left and right, top and bottom including footnotes if the candidate decides to employ same. These margins apply, also, to appendices, references and bibliographies. Only the front cover (technically cover 1), the title page and the contents page may differ for the sake of more attractive format.

3. Graduation Fee:

Doctorate Degree Program..... \$300.00

This fee covers the cost of a high quality Doctor’s gown with deluxe high quality pile velvet, a Doctor’s hood with the University’s colors, doctoral tam, tassel, as well as the reception after the ceremony.

The “Graduation Fee” applies to all students who are completing their degree program regardless of their ability to attend the ceremonies. (See Financial Agreements.)

II. FINANCIAL AGREEMENTS

All applicants who submit a “Doctoral Application for Admission” to the University must also sign and submit a “Declared Major Financial Agreement.” Tuition may be paid as follows:

1. In Full
2. Quarterly (\$450.00 every three months)
3. Monthly (\$150.00 per month)

Along with tuition, the appropriate “Graduation Fee” will also be assessed on the financial agreement. (See Tuition & Fees.)

All financial agreements are legally binding and, after 90 days of enrollment, will not be canceled regardless of the candidate’s academic status with the University.

III. REFUND POLICY

Candidates must notify the University in writing of their intention to withdraw. The withdraw date will be the date the notification is received by the University. This date will be used in calculating the amount of prepaid tuition to be refunded. The following refund policy will apply:

A. Application Fee:

No refund will be made of the “Application Fee,” as indicated on the “Doctoral Application for Admission” form.

B. Prepaid Tuition:

1. Candidates who opt to pay the tuition in full or quarterly, the refund of prepaid tuition will be as follows:
 - a) From 21-30 days from enrollment, 80%
 - b) From 31-60 days from enrollment, 60%
 - c) From 61-90 days from enrollment, 40%
 - d) After 90 days from enrollment, 0%
2. Candidates expelled for disciplinary reasons, will be refunded the prorated portion of the prepaid tuition within 60 days.

C. Monthly Tuition:

No refund is applicable for candidates who opt to pay on a monthly basis.

IV. CLASS RINGS

Class rings are available each year for all fields of study. Any student may order a class ring from the University for any degree that has been earned in the past.

ACADEMIC POLICIES

I. ACADEMIC STANDARDS & REQUIREMENTS

- A. A Master's Degree in a complementary field of study is required of all applicants.

A masters degree is normally required of applicants, although an occasional exception may be made for an individual who can clearly demonstrate achievements equivalent to that degree level. Persons seeking a second doctorate are encouraged to examine the program carefully, as requirements may vary somewhat. No standardized test scores need to be submitted.

- B. Each candidate must complete a total of fifty (50) credit hours in the doctoral degree program., with no less than forty (40) of those credit hours earned at TBU.
- C. Trinity will allow a candidate to transfer doctoral level class credit, as well as a doctoral project in process, provided they meet the University's standards and approval.

Roget, Peter Mare, *Roget's Thesaurus of the English Language*

This is in dictionary Form and should be in the library of every home and office, every pastor's study, etc. Roget (1779-1869) was an English physician who, like the Apostle Luke, "the beloved physician," was a word scholar as well as a medical man. Dozens of modern editions, many up-dated and expanded, are available in bookstore from publishers of cloth/hard cover volumes and paperbacks. Scholarly writing demands a constantly expanding vocabulary to avoid redundancy. Thus, the oft' called Roget's Thesaurus of Synonyms and Antonyms is indispensable.

Unger, Merrill F., *Unger's Bible Dictionary*.

Chicago: Moody Press, 3rd ed., 1966/present. With Th.M. and Th.D. degrees from Dallas Theological Siminary, Unger also earned the Ph.D. in Semitics and Biblical Archaeology at John Hopkins University and then went on to attend the Southern Baptist Theological Seminary and graduated from the Missionary Training Institute in Nyack, NY. Dr. Unger retired as Professor of Old Testament Studies at Dallas Theological Seminary in 1965; he also pastored churches in Baltimore, Buffalo and Dallas during 1934 through 1947. This very comprehensive work is also an example of thorough research and splendid scholarship.

Webster's New World Dictionary.

New York: World Publishing Co., in print always and up-dated frequently.

STYLE GUIDES AND MANUALS

Madsen, David, *The Little, Brown Guide to Writing Research Papers*.

Boston, Toronto: Little, Brown and Co., 1982.

Modern Language Association, *MLA Handbook for Writers and Research Papers, Theses, and dissertations*.

New York: The Modern Language Association of America, 1977.

Turabian, Kate L, *A Manual for Writers of Term Papers, Theses, and Dissertations*; The University of Chicago Press, 1973.

NOTE: The Myer and MLA titles are, by far, the most popular in academy: both urge discontinuance of time consuming, often confusing footnotes in favor of "end notes." Most recommended.

SOME DISSERTATION TYPES

1. A work which covers a particular body of knowledge with in-depth research utilizing either easily obtained or obscure, more difficult to obtain materials.
2. The worthwhile research and/or practical production of methods for an educational endeavor.

The HOLY BIBLE stands supreme above all other books; hence, TRINITY'S prayerful consideration is that God's Word need not be alphabetized in the (first) list of the volumes which must be regarded as the "minimum" always at hand on the Graduate Degree Candidate's study shelf.

Anderson, Sir Robert, *The Coming Prince*.

Grand Rapids: Kregel Publications, 1957/present.

(Note: Sir Robert [1841-1918] was a brilliant and diversely gifted, man who authored many outstanding and reliable evangelical works, The Gospel and its Ministry and others of research, depth and merit. Sir Robert also was C.I.D. Commissioner in Scotland Yard during the reign of H.M. Queen Victoria. He authored several works on criminology which became important reference tools for law enforcement officers internationally. His inspired work, "the Lord From Heaven" is an extraordinary deep, profound study of the Divinity of our Lord Jesus Christ which should be on every Christian worker's at-hand shelf.

Berry, Ph.D, George Ricker, *The Interlinear Literal Translation of the Greek New Testament*

(with the authorized New Testament...To Which Has Been Added a New Greek-English New Testament Lexicon. Grand Rapids: Zondervan Publishing House, 1985/present.

Daniel-Rops, Henri, *The Church of Apostles and Martyrs*,

two volumes., Translated from the French by Audrey Butler. Garden City, N.Y. : Doubleday Co., Inc., Image Books, 1965/present.

Halley, Henry H., *Halley's Bible Handbook*,

Rev. 24th ed. Grand Rapids: Zondervan Publishing House, 1958/present.

Johnson, Paul, *A History of Christianity*.

New York: Athenaeum Publishers, Inc. 1977. (Note: Every Doctoral Candidate who is truly committed to our Lord Jesus Christ will be edified—motivated—to read and digest, thoughtfully, page 517 in this indispensable volume by the British author who was editor of the influential *The New Statesman*. Having read that page, the serious Christian scholar will go back to the beginning and study the entire work.)

Latourette, Kenneth Scott, *A History of Christianity*.

New York: Harper & Brothers (Now Harper & Row), 1953. (Note: the identical titles evidenced by this book and the Johnson work [immediately above] provides the author of this syllabus the opportunity to explain that the only portion of a book which cannot be copyrighted is the title. (Doctoral Candidates for Scholarly Papers. The "how to" of necessary and appropriate research is rarely taught, in these days, at any level below the doctoral. The research tools are available virtually everywhere in the United States, Canada, and elsewhere and, for the most part, are owned by the tax paying citizens.) Of the two above titles, the Johnson work is the most recent. Both are exceptionally well written and the research has been thorough for each.

D. A minimum of two letters of recommendation that address the applicant's capacity for doctoral study.

References should be chosen with care. It is important that the references be persons experienced in the applicant's field and be able to address both strengths and weaknesses of the candidate. Both faint and unqualified praise can be ineffective. It is the applicants responsibility to request recommendations, and to ask that letters address the applicant's capacity of doctoral study.

E. New candidates may register at any time.

II. GRADING SCALE & CRITERIA

Grading Scale:

A	90-100	(4 Grade Points)
B	80-89	(3 Grade Points)
C	70-79	(2 Grade Points)
D	65-69	(1 Grade Point)
F	0-64	(0 Grade Points)
I	Incomplete	
W	Withdraw	

III. PERMANENT ACADEMIC RECORD

All grades are recorded as a permanent part of the candidate's academic history. Adjustments for incomplete courses/projects may be corrected within two years. Otherwise, they remain part of the candidate's permanent academic record.

IV. CHRISTIAN CONDUCT & DISCIPLINE

A. Christian Conduct:

TBU expects all members of its community to live with wholesome Christian character and standards.

B. Discipline:

When any member of the University's community feels that another member is in violation of Biblical standards or conduct, the steps of loving confrontation as outlined in Matthew 18:16-22 will be implemented. An unrepentant student may be expelled at the discretion of the Faculty Council or School Board.

VI. DOCTORAL PROGRAM STRUCTURE

A. Academic Development:

The Doctorate is the highest academic degree that can be earned. Therefore, the University demands excellence in scholarship and competence in related spheres of professional activity.

The development of proficiency in the fields of study, appropriate research methodologies, and original contributions to knowledge form the basis for any doctoral program. Trinity requires each candidate to develop a program of study that demonstrates proficiency in the relevant field of study.

The University recognizes that the achievement of proficiency results from a combination of demonstrated prior learning at the master's degree level, and new learning experiences tailored to the individual's specific needs. When he matriculates, the candidate brings a wealth of learning from work experience, independent reading, and/or research and formal graduate education to the University. Indeed, admission is conditioned upon the demonstration of extensive prior learning from previous study, work or other experience. With the approval of the candidate's committee, recognition may be granted for prior learning. Evaluations may include criticisms of performances, scored grades on written examination, and/or product assessments, done in collaboration with the candidate and core faculty advisors. The integrity of learning at the doctoral level, its description and documentation, is also evaluated by the core faculty advisor and the committee members.

The program culminates in an original work representing a significant contribution to the field of study. The doctoral research program may consist of a formal dissertation, or a creative endeavor project or a combination of both. (See Syllabus for Doctoral Dissertation.)

Doctoral programs, regardless of the areas of intellectual pursuit, are very demanding, as candidates must develop an original research project and demonstrate comprehensive knowledge of the pertinent theory and history.

Trinity is an institution of higher education and, as such, expects those enrolled in our doctoral programs to perform at an appropriate level. Candidates who do not meet doctoral standards of academic performance may be asked to discontinue their program until such time as they are able.

B. An Individually Tailored Program:

Each candidate's program is developed in consultation with faculty advisors and other resource persons. Each plan is designed to continue, capitalize upon, and recognize competency in accord with the candidate's and the committee's definition of proficiency at the doctorate level.

SYLLABUS FOR DOCTORAL DISSERTATIONS

“Study to show thyself approved unto God, a workman that needeth not to be ashamed, rightly dividing (Gk. straightly cutting) the word of truth.” II Timothy 2:15

PURPOSE OF RESEARCH & PHILOSOPHICAL GOAL

Preparatory in-depth research prior to producing a worthwhile and scholarly dissertation which will be of value to other brothers and sisters in the Body of Christ— and spiritually edifying to the doctoral candidate—is the most satisfying endeavor for a disciplined mind which has experienced newness in Jesus Christ (II Timothy 1:7 and Titus 2:7-8).

As an educational and scholarly academic investigation, the doctoral dissertation should be a Holy Spirit inspired, and guided, knowledge expanding labor in a specific field of study which can (and should) provide an original work for the academic and professional community of which the candidate is already a part—the professional ministry and/or ordained ministry within the Body of Christ, in this instance.

As a motivating influence, exceptionally well researched and written dissertations might be considered, by the TBU “Publications Committee,” for publication, and distribution as a credit course texts. Should such an event occur, the candidate author(s) will be offered a professional publisher-author agreement (contract) with proper remuneration (to the Candidate author) and with the copyright vested in the author.

Consequently, the doctoral candidate is most sincerely advised to equip him/her/self with the following reference volumes, the first list being suggested as the practical minimum for any person who already is, or intends to be, engaged in any part time or full time aspect of the Christian ministry (synonymous titles of equal accuracy and value will, of course, be approved by the assigned faculty instructor or mentor upon documented request from the Candidate).

SUGGESTED REFERENCE HELPS, THE MINIMUM FOR ANY CHRISTIAN RESEARCHER

The Holy Bible (King James), New King James, American Standard, Naves Topical, Amplified, The New American Bible, St. Joseph's Edition (1968 [or more recent]). NOTE: paraphrased versions of the BIBLE (viz. The Living Bible Good News for Modern Man etc.) are not acceptable to TRINITY as sources for quotations, footnote amplification, etc. If the Doctoral Candidate has an acceptable version not listed herewith, kindly feel free to question your assigned instructor or mentor.

CREDENTIALS & ACCREDITATION

Trinity Biblical University was established in 1992, in the State of California and is accredited with Transworld Accrediting Commission; 231 E. Alessandro Blvd, Suite A-210, Riverside, CA 92508-6039. Telephone number: (951) 901-5586. Fax: (951) 344-8236. Website: www.tracom.org

Note To Student: Trinity Biblical University holds accreditation as an absolute necessity for establishing and maintaining academic accountability and excellence. However, accreditation standards and agencies vary between colleges and universities. If you are planning to transfer or forward this degree to another academic institution, it is best to inquire about scholastic compatibility ahead of time to avoid setbacks.

Trinity Biblical University is registered with the Bureau for Private Post-Secondary and Vocational Education for the State of California, which controls degree granting in this state. The following twenty-two degrees offered by this institution meet their requirements:

Associate in Biblical Studies	Bachelor of Theology
Associate in Chaplaincy Ministry	Master of Biblical Studies
Associate in Christian Counseling	Master of Chaplaincy Ministry
Associate in Christian Education	Master of Christian Counseling
Associate in Ministry	Master of Divinity
Associate in Theology	Master of Ministry
Bachelor of Biblical Studies	Master of Theology
Bachelor of Chaplaincy Ministry	Doctorate of Biblical Studies
Bachelor of Christian Counseling	Doctorate of Christian Counseling
Bachelor of Christian Education	Doctorate of Ministry
Bachelor of Ministry	Doctorate of Theology

(In addition, the following Honorary Degrees also meet their requirements:)

- Doctorate of Divinity
- Doctorate of Religious Letters
- Doctorate of Religious Literature
- Doctorate of Religious Music

C. The Doctoral Committee:

Following the notification of acceptance into a doctoral program, the candidate begins to develop a Doctoral Committee. This committee will consist of a core faculty advisor, an adjunct faculty member, two peers (graduate level students or graduates), and a second core reader. Members must be approved by the Academic Dean. The Doctoral Committee is the formal decision making body which facilitates learning and progress toward the degree. This committee is responsible for judging the quality of each candidate's work. The candidate is the chair of this Doctoral Committee and, as such, works with committee members on the evolution of the program. Communication may be by means of a log, newsletter, essays, tapes, computer and personal contact. Committee members are expected to respond regularly and in depth to all communication.

- The core faculty advisor is many things at different times to the candidate - mentor, colleague, advisor, supporter, evaluator - as well as the administrative link between the candidate and the University.
- An adjunct faculty member is nominated by the candidate to serve on his/her committee. Expert in the candidate's major areas of study, he judges the quality of work produced in terms of the candidate's particular field and/or profession. He may be chosen from the faculty of any recognized Seminary or Bible College or from other professions or occupations. Major criteria for the selection is their ability and willingness to contribute to the candidate's development and assessment of proficiency in the field of study. Adjuncts must hold a doctorate degree.
- The doctoral candidate can choose two peers (graduate school student or graduates) to serve on the Doctoral Committee. Peer members are chosen for their interest and expertise in the candidate's program and have an equal voice and vote in the decision making proceeding of the Doctoral Committee.
- The second core reader is a University faculty member qualified to assess the candidate's proficiency in one or more fields of study, who offers an external perspective to the candidate's committee and does not participate in committee meetings. From this outside perspective, the second core reader will judge whether the candidate is functioning at the doctoral level in planning and fulfilling a program of studies and experiences relevant to the specific degree area.

D. The Learning Agreement:

The “Learning Agreement” is a comprehensive plan designed by the candidate in collaboration with the Doctoral Committee. The agreement specifies those learning activities through which the candidate proposes to fulfill the major components of the doctoral program, as well as relevant prior learning related to proficiency in the field of study. This individualized plan may include use of University courses, libraries, museums, private resources, professional associations, communication media, and other services or materials needed and available. Carefully planned travel, conferences, workshops, lectures, experiences within professional work settings, and constructive social action may also be a part of the candidate’s strategy for academic and personal development toward the doctorate degree.

E. Program Summary:

The “Program Summary” is an integral component of the total doctoral process completed near the end of the program but prior to graduation. The “Program Summary” is divided into two parts. The first part is purely descriptive, providing concise information about the candidate’s development and the program’s evaluation. The second part is reflective and analytical, providing a detailed statement concerning the meaning of the program to the candidate. Both parts cover the same program components, but each provides a unique perspective.

VII. HONORARY DEGREE POLICY

Trinity Biblical University has established four degrees which seem to cover the various Christian fields of its concern. These are namely: Doctor of Divinity (D.D.), Doctor of Religious Letters (Lett.D.), Doctor of Religious Literature (D.Lit.), and Doctor of Religious Music (D.Mus.). Information regarding this honor can be obtained by contacting the Administrative Office at the Main Campus. (See Admission Procedures and Policies for address.)

Honorary degrees are awarded to God’s faithful servants for years of service in ministry and/or special contributions. Scholastic credits are not required. Candidates must be nominated for honorary degrees.

There is no set fee for honorary degrees, but an endowment of at least \$2000.00 is required to offset administrative reviews and handling fees, and includes a high quality Doctor’s gown with deluxe high pile velvet, a Doctor’s hood with the University’s colors, doctoral tam, tassel, as well as a reception after the graduation ceremony.

VII. GRADUATION

A. Date & Location:

Graduation will be held on the first Saturday of June of each year. Candidates will be notified by mail, well in advance, regarding the exact day and location of graduation for each year.

B. Information & Preparation:

1. The University will notify candidates in writing who have fulfilled the requirements for their degree programs, or are near to doing so, of the upcoming graduation at least four months in advance.
2. Candidates will receive a memo and “Commencement Ceremony Questionnaire” from the University detailing the date, time and location of the commencement ceremony, as well as any other pertinent information. Candidates will also receive a “Class Ring Order Form.” The “Commencement Ceremony Questionnaire” and “Class Ring Order Form” must be completed and returned to the University at least two months prior to graduation.

C. Requirements:

All graduation requirements will be in accordance with the curriculum for each degree sought. It is necessary to satisfactorily clear all accounts prior to graduation, in order to receive any benefit of TBU including: transcripts, diploma, transfer or enrollment in another degree program.

VIII. TRANSCRIPTS

A. Requested For Academic Institutions:

Transcripts must be requested in writing, only by current or former students of TBU. Transcripts will be mailed directly to the institution listed on the “Transcript Request Form” at a cost of \$10.00 per transcript.

B. Requested For Students Personal Use:

Candidates requesting transcripts for personal use must do so in writing. Transcripts will be mail directly to the address provided by the student on the “Transcript Request Form” at a cost of \$10.00 per transcript.