

SCHOOL OF GRADUATE STUDIES

General Information

Admissions Requirements

Requirements for admission are specific to each graduate program and are described under each program.

Applications

Application forms specific to each program may be obtained from the office of Graduate Admissions or at www.twu.ca/gradstudies. Each application must be accompanied by the required references and by all academic transcripts issued directly from each university or college attended. References must be written by persons who are non-family members but who know the applicant well and can describe his or her personal qualifications for the desired program of study. Other program specific application requirements are described in the application forms.

Deadlines

Described under each program.

Admission Types

Full Admission - This classification requires a bachelor's degree from an accredited institution and fulfilment of all the admission requirements outlined above.

Advanced Standing - Students are admitted with graduate credits or graduate degrees from other programs. Applicants with advanced standing need to provide evidence of equivalence, such as a course syllabus, in order to transfer credits received at another accredited institution. All petitions for transfer credits must be sent to the relevant graduate director for approval. The maximum transfer credits into the M.A. is 30 sem. hrs. The amount of transfer credit is determined on an individual basis by the director concerned. Courses with less than a B- grade and thesis work will not be considered for transfer credit.

Conditional Admission - Students are admitted with the understanding that they need to make up certain deficiencies prior to full admission. The student must maintain a minimum GPA of 3.0 for these prerequisite courses.

Unclassified Standing - There are situations where, for various reasons, applicants may wish to take up to three graduate courses in the program. In these situations, applicants must receive approval from the director. Upon approval, they must complete the formal application procedure and meet the program admission requirements. Credits earned as an unclassified student may be transferred into the program upon formal admission.

Qualifying Studies - This admission process is designed for students whose undergraduate degree lacks those prerequisite courses or background

necessary for admission into their chosen area of graduate studies. This admission is through the School of Graduate Studies Faculty even though the courses taken are at the undergraduate level. Admission for Qualifying Studies does not imply admission to a specific Graduate Program. That is a separate process which the student must undertake to gain admission.

International Students

International students should note that:

1. The Canadian immigration authorities will only grant student visas to full-time students. Further information may be acquired from a regional Canadian Consulate or by writing to:

*Canadian Bureau of International Education
408 -151 Slater Street
Ottawa, ON
Canada K1P 5H3*

2. An international student may be required to write an English language competency test. Proof of English language competency may be shown by completing the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS). Results should be sent directly to the University. Information concerning TOEFL may be obtained from the Educational Testing Service, Box 899, Princeton, New Jersey, USA, 08540. A minimum TOEFL score of 600 or a minimum IELTS score of 6.5 is normally required.

3. Equivalence documentation is required for undergraduate degrees and for any applications for advanced standing. The applicant may obtain equivalence evaluation from the

*Comparative Education Service at
the University of Toronto
(www.adm.utoronto.ca/ces)
Office of Admissions, 315 Bloor St. W.,
Toronto, ON M5S 1A3
Telephone: 416.978.2185*

4. The University will not send a letter of acceptance until the applicant has provided evidence of sufficient funds to support himself or herself during the first full year of resident studies. In addition, all international students must be fully covered by medical insurance. A certificate of insurance must be produced at the time of registration.

Academic Advisor

Upon admission, each student will be assigned an academic advisor. Students need to consult their advisor regarding academic matters, such as course selection. Please note that the academic advisor may be different from the thesis supervisor.

Financial Awards

A minimum course load of 9 sem. hrs. per semester is required for student loans and most scholarships.

Note: Due to the above requirement, the M.A.L. program is not eligible for financial assistance.

A list of Trinity Western University's awards and scholarships is available at www.twu.ca/awards.

Graduate Student Status

Full-time Graduate Student - A full-time student is registered in the program for not less than 9 sem. hrs. per semester. The student will be regularly involved in graduate student activities and discussions. Admission priority will be given to full-time students.

Part-time Graduate Student - Registration in less than 9 sem. hrs. per semester. A limited number of FTE will be allotted for part-time students.

On-leave Status - On-leave status may be granted, with the director's permission, to students who find it necessary to interrupt their graduate studies. Leave is limited to one year. Normally a single fee for continuation will be charged to students granted on-leave status. However, a student may apply for a waiver of the continuation fee for various reasons, such as parental leave. This application must be made in writing to the director. Failure to request leave from the director and/or failure to pay the Continuing Graduate Fee may result in suspension from the program. A leave of absence will be registered as 000 (e.g., CPSY 000).

Students may take a minimum leave of four months (one semester) without charge; this fee exemption may also apply for certain other certified medical conditions. However, students requesting subsequent terms of leave (except the summer semester) will be charged the Continuing Graduate Fee to remain registered in the program.

Continuous Enrolment - Students are expected to maintain continuous enrolment throughout the program. Failure to enrol for a minimum of 3 sem. hrs. or payment of a continuation fee in a given semester may result in suspension from the program. A leave of absence must be formally requested (see below). Re-enrolment will require application for re-admission to the program through the Office of the School of Graduate Studies.

Degree completion - A maximum of five years is allowed for degree completion from first enrolment. A limited extension may be granted upon appeal by the student and the recommendation of the thesis/project supervisor and the director.

Graduate Tuition and Student Fees 2003 – 2004

On-Campus Programs

Since the programs and policies of the University are under continual review, the schedule of fees and charges may change without notice.

Tuition Fees (for all semesters)

1-11 sem. hrs.	\$427/sem. hr.
12-15 sem. hrs.	\$5124
Auditors	\$145/sem. hr.

Additional Fees (per semester)

1. Lab Fees (if applicable): \$8 – \$65

2. **Graduate Students Fee:**
Full-time students (9 or more sem. hrs.) \$33
Part-time students \$16.50
3. **Parking Permit** (Aug. 15 – April 30) \$140
(plus applicable taxes)
4. **Health and Accident Insurance** (per year)
Residents of B.C. are required, by law, to enrol themselves and their dependants with the Medical Services Plan of British Columbia (MSP of B.C.). If a student attends Trinity Western University on a student visa and lives in B.C., he or she is deemed a resident of B.C. and is therefore required to enrol with MSP. A person becomes eligible for benefits after a three-month waiting period. The cost of MSP is \$54, which covers any medically required service provided by a physician or specialist (when referred by a physician) as well as diagnostic services such as X-rays and laboratory services, when medically required. Students can register for MSP when they arrive on campus. A few British Columbia residents formally 'opt out' of the province's health care programs. Details on this alternative are available through MSP of B.C. Its web site is www.hlth.gov.bc.ca/msp/infoben/benefits.html.

Miscellaneous Fees

1. **Continuing Graduate Fee**
Fall and spring semesters \$535
Summer semesters \$215

Students must pay this fee for each semester required to complete the thesis or internship requirements beyond the 6-12 sem. hr. allotment. This fee also covers students on leave from the program, with the exception of parental leave and other certified medical leave (see above). Application for continuation needs to be made through the program director concerned. Students applying for government loans may need to fill out a form signed by the director in order to prove equivalent credit status, since no extra credit is awarded for continuation. See the Financial Aid Director for details.
2. **Application Fee** (non-refundable) \$35
All applications for enrolment must be accompanied by a \$35 payment.
3. **Registration Deposit** \$150
For new and re-enrolling students, this deposit will be credited toward payment of other fees. Students should check with the Director of Graduate Admissions for all deposit due dates and cancellation deadlines. All registration deposits sent by mail should be addressed as follows:

*Trinity Western University
Graduate Admissions
7600 Glover Road
Langley, BC V2Y 1Y1*

or:

*Trinity Western University
Graduate Admissions
PO Box 1409
Blaine, WA 98231-1409*

4. **Security Deposit** \$100
 A refundable security deposit is required of all graduate students. The deposit will be used to cover areas of student indebtedness to the University, including outstanding parking and library fines, etc. It is refunded, less any outstanding charges, at the end of a student's studies at the University. Maintenance of the Security Deposit is required of all students during their attendance at the University. Should there be any charges against this deposit, reinstatement to the full amount by the beginning of the next semester during which the student is in attendance at the University will be required.
5. **Transcripts** \$5
 Plus \$2 for each additional copy ordered at the same time. Payment by bank draft, certified cheque, money order, or credit card only.
6. **Returned Cheque** - regardless of reason \$15
7. **Late Registration Fee** \$50
 This fee is applicable to all course registrations after the first week of the semester.
8. **Late Payment Fee** \$50
 This fee is applicable for those students who do not make payments on time. This fee is over and above interest charges incurred on overdue accounts.

Residence Fees

Student housing may be available for graduate students. Please contact the director of The Front Desk Office (Housing) for costs and availability. Telephone: 604.513.2032. E-mail: frontdesk@twu.ca.

Payment of Fees

Graduate students may pay their fees in full when they register, or adopt one of the following plans.

1. Students are required to pay the first payment by the end of the second week of the semester, which is usually devoted to orientation and registration. See the fee schedule below.

Fee Schedule – 50 Per Cent Minimum Payment	
Full-time Student	\$2,600
Part-time Student - 7–11 sem. hrs.	\$2,400
Part-time Student - 1–6 sem. hrs.	\$1,280
2. The balance of fees is due on October 15 for the fall semester and February 15 for the spring semester.
3. Payment is accepted in Canadian and U.S. currency – cash or cheque.
4. Payment is accepted through bank wires and on-line banking.
5. A credit card payment plan is also available – five equal payments for fall and spring semesters and three equal payments for the summer semester.
6. Approved government student loans are also accepted as payment.
 For further information on the above, visit www.twu.ca/es/feepaymentinfo.asp.

Withholding of Documents

If there is any outstanding indebtedness to the University, degree parchments and transcripts will not be released until such matters have been cleared with Enrolment Services.

Refunds

Students who find it necessary to withdraw from the University after completing registration and whose withdrawal is approved by Enrolment Services will be granted refunds as outlined below.

1. **Tuition Fees:** During the first two weeks of the semester (usually devoted to orientation, registration and the beginning of lectures), full refund of tuition charges will be made less a \$150 withdrawal fee. During the third week of the semester, a 75 per cent refund will be granted. Refunds will decrease by intervals of 10 per cent per week over subsequent weeks with no refund after the sixth week.

NB: Calculation of the refund depends upon the date of receipt of the withdrawal form in Enrolment Services.

Fees for Programs Involving Distance Learning (i.e. M.A. in Leadership, M.A. Teaching English as a Second or Other Language)

Since the programs and policies of the University are under continual review, the schedule of fees and charges may change without notice. The following tuition fee schedule has been estimated based on historical patterns and apply to the cohorts beginning in May or July, 2004 and completing their work in August, 2006.

Tuition Fees

The total tuition for the M.A. in Leadership is estimated at \$17,040, and includes a course pack of readings and/or texts for each course.

The total tuition for the M.A. in Teaching English as a Second or Other Language is estimated at \$19,880, and includes a course pack of readings and/or texts for each course.

Registration Fee

For students entering a May cohort, a \$500 registration fee is due on March 15. For students entering the July cohort, the \$500 registration fee is due on May 1. This is fully refundable if notice is received no later than one month prior to entry. After this time the entire registration fee will be forfeited if the applicant does not enrol for the 2003 courses. Students will register for their summer, fall and spring semesters when they arrive for their on-campus summer courses.

Payment Schedule

Year One

- | | |
|-------------------------------------|-------------------------|
| March 15 or May 1- | \$500 registration fee. |
| May or July (first week of classes) | \$2200 |
| September (second Friday) | \$450/sem. hr. |
| Payment for fall courses | |
| January (second Friday) | \$450/sem. hr. |

Payment for spring courses, including those begun in Nov./Dec. and continuing into spring.

Year Two

May or July (first week of classes) \$2880
 September (second Friday) \$480/sem. hr.
 Payment for fall courses

January (second Friday) \$480/sem. hr.
 Payment for spring courses, including those begun in Nov./Dec. and continuing into spring.

Year Three

May or July (first week of classes) \$515/sem. hr.

Students wishing to take individual courses may do so with the permission of the program director. The cost will be at the per semester hour rate, payable at the beginning of the course and non-refundable if the student withdraws for other than medical reasons.

Additional Fees

- Laboratory Fee** - Some courses may include an additional laboratory fee.
- Support Program for Non-Native English Speakers** – Non-native English speaking students can access a support structure which includes: writing tutorial assistance, cultural framework and assumptions assistance, international student networking and community building in both the on-line and face-to-face portions of the program. Students may also access an extra week of language and cultural pre-study sessions one week prior to the start of the face-to-face portions of the program. An additional program fee of \$9000 will include these features for non-native English speakers. (Rates normally increase approximately 7 per cent each year.)
- Health/Accident Fees** - Students are required to maintain their own health and accident insurance while in attendance at the University.
- Housing** - Limited space is available for the one-month, on-campus summer graduate studies students. Contact Brad Wallbank (brad.wallbank@twu.ca) and an application will be mailed or faxed to you. Approximate costs for housing are: \$150/week for a one-bedroom apartment or \$125 shared; \$200/week for a family two bedroom suite. Food, cooking utensils and pots and pans are not included. The cafeteria is available.

Miscellaneous fees

- Continuation Fee** - \$425 will be charged for every six months required to complete a major project, after the completion of the course work. Application for continuation needs to be made through the program director.
- Transcripts** - \$5 plus \$2 for each additional copy ordered at the same time. Payment by certified cheque or money order is required before the University can issue the transcript. If there is any outstanding indebtedness to the University, degree parchments and transcripts will not be released until such matters have been cleared with Enrolment Services.

- Returned Cheque** - \$15 (regardless of reason).
- Refunds** - Students who find it necessary to withdraw from the program will be charged for the courses taken plus 15 per cent. There is no refund for withdrawal from a course once the course has begun. Students who do not take a course in the planned program sequence will be given credit towards the next time that course is offered.
- Late Payment** – There is a late payment charge of \$50. Interest on overdue money is at 18 per cent per annum.

Payment Options

One can apply to pay for the program by credit card. Contact Laurette Kroeker in Enrolment Services (kroeker@twu.ca) to take advantage of this option. This option involves a monthly payment plan which increases the cost of the program by 6 per cent.

Grading Policy

P = Pass
 (not calculated into Grade Point Average (GPA))
 F = Failure and 0 Grade Points (GP);
 no credit will be given.

Letter grade	Percentage	Grade Point
A+	90-100	4.3
A	85-89	4.0
A-	80-84	3.7
B+	77-79	3.3
B	73-76	3.0
B-	70-72	2.7
C+	67-69	2.3
C	63-66	2.0
C-	60-62	1.7
D+	57-59	1.3
D	53-56	1.0
D-	50-52	0.7
F	Below 50	0

NB: Faculty members choosing to not adopt this system are obliged to indicate their alternative grading system on their course syllabus.

Graduation

Degrees for the entire Graduate Studies program will be conferred annually at the Fall (October) Convocation. Graduation requirements are described under the respective program descriptions.

Graduate Program in Biblical Studies (M.A.)

Dr. Martin Abegg, Director

Program Description

The Master of Arts (M.A.) in Biblical Studies is a specialized one-year academic program that prepares students to interpret Scripture in its original languages and to investigate with discernment and with an evangelical perspective many of the major issues that attend Biblical Studies. Students will be well prepared to gain admission into and succeed in doctoral programs in Biblical Studies in leading academic institutions or simply to engage Biblical and related primary texts in a compelling and professional manner.

Original research will receive special emphasis. Students will examine primary literature (e.g. Biblical manuscripts, the Dead Sea Scrolls, papyri, inscriptions, pseudepigrapha, early rabbinica) in their original language and will interact with the best of the scholarly literature. Students will learn from the example of the Graduate faculty who are themselves well published in those fields and able to offer courses and direct theses in the Dead Sea Scrolls, the Old Testament and the ancient Near East, the New Testament and the Mediterranean world, the gospels and the historical Jesus, and Paul and his letters. Use of Greek and Hebrew is required and is prerequisite to entry into graduate course work; the study of Aramaic is encouraged. Students will also have the opportunity to study Latin and Syriac.

The M.A. degree may be completed in one year of full-time study (30 sem. hrs.) by students who meet all requirements and prerequisites. Other students will be required to successfully complete qualifying work. The University and the Associated Canadian Theological Schools (ACTS) provide courses necessary to meet these requirements and prerequisites. These prerequisites normally can be completed in a qualifying year. When these requirements and prerequisites are met, the student advances to the graduate year.

The Dead Sea Scrolls Institute

The Dead Sea Scrolls Institute provides important additional resources and scholarly support to the University's Graduate Program in Biblical Studies. The Institute sponsors symposia in which leading scholars are invited to give lectures to students and the public on the latest results of research.

The papers read at the Institute's symposia have been published by Wm. B. Eerdmans in the series, *Studies in the Dead Sea Scrolls and Related Literature*.

Canada Institute of Linguistics

Although not part of the Biblical Studies graduate program, the Canada Institute of Linguistics offers courses that may be of interest to some graduate students. CanIL courses taught by leading linguists from around the world are designed to teach skills necessary for learning and describing unwritten

languages for literacy work and translation. The courses deal with the general principles basic to all languages.

Admission Criteria

1. Academic Qualifications

- a) Applicants must have completed a Baccalaureate degree (or equivalent) in Biblical Studies. Normally applicants who will qualify for immediate entry into the graduate year will have earned an Honours B.A. in Biblical Studies (minimally 54 sem. hrs. in Biblical Studies, including two years of Greek and one year of Hebrew for New Testament Studies. Additional Hebrew may be required for Old Testament Studies). Applicants who have completed an M.Div. (or equivalent) at an accredited institution also qualify.
- b) The minimum GPA for admission is 3.0 (or B) based on the last two years of the B.A. (at least half of these courses must be upper level), including the 12 sem. hrs. of upper level course work in the major in the final two years with a minimum GPA of 3.5 (or B+).
- c) Consideration for admission will also be given to highly motivated applicants as in (a) above but with a somewhat broader or related academic preparation or a deficiency in biblical languages. These applicants will be considered for entry into the qualifying year.
- d) Applicants must provide a written statement of objectives and academic interest in pursuing graduate work in Biblical Studies.
- e) Applicants must also submit a recent written sample of their work in the area of Biblical Studies. Normally this would be a research or term paper produced in the last two years of the B.A. program. Papers specifically prepared for application will also be accepted.

2. Personal Qualifications

Applications must be accompanied by one character reference and one academic reference. These will be used to evaluate the application.

3. Enrolment Limit

Each year admission is limited to the equivalent of 10-12 full-time students (depending on continuing enrolment numbers).

4. Responsibilities of Membership

All students are required to familiarize themselves carefully with Trinity Western's Responsibilities of Membership and voluntarily commit themselves to fulfil them while enrolled at the University.

Deadlines

Application for admission to the M.A. in Biblical Studies program may be submitted up to one year prior to the desired date of entry. All application materials should be sent to the Graduate Admissions Office. The deadline for September enrolment is June 15 and November 1 for January enrolment. Late applications will be dealt with on a first-come basis with acceptance dependent on available space within the program.

Applications will be processed and admissions responses forwarded, usually within three weeks of

application completion, or by June 30 for fall enrolment. Admitted students are required to indicate formal acceptance by submitting a \$150 deposit to the Graduate Admissions Office prior to July 30. Applicants who fail to respond by this date risk losing their placement in the program.

Procedure for Acceptance and Supervision of Theses

1. The program director is responsible for approving thesis proposals, establishing regulations, appointing thesis advisors and examiners, supplying counsel to thesis advisors where necessary, and adjudicating student appeals.
2. General requirements and a full description of thesis information are found in the Thesis Design Syllabus. A summary of some of the data follows:
 - a) Submission of thesis proposal-by the end of the first semester of the graduate year.
 - b) Approval of thesis proposal-by the program director
 - c) Final assignment of first and second readers.
 - d) Annotated bibliography and outline is to be submitted within 45 days after approval of thesis proposed.
 - e) First draft-by February 10 prior to desired fall graduation.
 - f) Final submission-by March 20 prior to desired fall graduation.
 - g) Oral defense-in early April prior to desired fall graduation.

Transfer Students

1. Students may seek to transfer credits received at another accredited institution toward the graduate year. If deemed equivalent to course work required in the degree program, the student may be granted advanced standing. The amount of transfer credit will be determined by the Registrar and the Admissions Committee. Courses that have less than a B- grade will not be considered for transfer.
2. Courses taken at an undergraduate level normally cannot be transferred into a graduate program but some advanced placement may be granted (i.e. course exemptions replaced by electives).
3. Normally maximum transfer into the M.A. program is 6 sem. hrs. of the final year (i.e. 600-level).

Qualifying Courses

See Undergraduate Course Descriptions. Course assignments will normally be upgraded for 500 level courses.

Electives:

- RELS 511(cf. RELS 311) History of Ancient Israel
 RELS 515 (cf. RELS 415) Intertestamental Literature
 RELS 520 (cf. RELS 320) The Dead Sea Scrolls

- RELS 523 (cf. RELS 423) Apocalyptic Literature
 RELS 525 (cf. RELS 425) Pauline Theology
 RELS 540 (cf. RELS 340) Current Issues in Biblical Theology
 RELS 541 (cf. RELS 341) Pentateuch
 RELS 542 (cf. RELS 342) Psalms and Poetry
 RELS 546 (cf. RELS 446) Old Testament Prophets
 RELS 548 (cf. RELS 448) Old Testament and Ancient Near East
 RELS 549 (cf. RELS 449) Old Testament Seminar
 RELS 552 (cf. RELS 352) Pauline Letters
 RELS 553 (cf. RELS 453) Synoptic Gospels and Acts
 RELS 554 (cf. RELS 454) Johannine Writings
 RELS 556 (cf. RELS 456) New Testament Seminar

Language Courses:

- RELS 521/522 (cf. LATN 211/212) Biblical and Ecclesiastical Latin
 RELS 531/532 (cf. RELS 331/332) Readings in the Greek New Testament
 RELS 535/536 (cf. RELS 245/246) Elementary Hebrew
 RELS 537/538 (cf. RELS 337/338) Readings in the Hebrew Bible

General Graduation Requirements

Graduation requires that students complete the 30 sem. hr. curriculum in Biblical Studies at the 600 level, with a cumulative minimum GPA of 3.0. A course below 2.7 (B-) will not count toward graduation. The following requirements assume that all prerequisites have been met.

6 sem. hrs. of advanced exegesis:

- RELS 611 Advanced Old Testament Exegesis
 RELS 621 Advanced New Testament Exegesis

6 sem. hrs. of seminar:

- RELS 612 or 614 Advanced Old Testament Seminar
 RELS 622 or 624 Advanced New Testament Seminar

6 sem. hrs. of 600 level electives

12 sem. hrs. of Research Design and Thesis:

- RELS 690 Research Design
 RELS 691 Thesis I
 RELS 692 Thesis II

Oral Defense of thesis

Total: 30 sem. hrs.

More Information

Contact the School of Graduate Studies, Admissions Office, or the Program Director.