

# RESPONSIBILITIES OF THE STUDENT

## FORMAT OF THE COURSE

The Simeon Course on Biblical Exposition, for the purpose of accreditation through Trinity Evangelical Divinity School, functions as a series of semester-length courses. Each semester-length course, not including breaks for holidays, is expected to no longer than 16 weeks. Including all breaks, no semester-length course may take longer than 20 weeks. The first group meeting (referred to as “class meetings” throughout this document) marks the beginning of the 20-week period. Students registered for credit will be assigned to Trinity Evangelical Divinity School’s semester depending on the date of the first class meeting as follows:

DATE OF FIRST CLASS MEETING	SEMESTER OF REGISTRATION AT TEDS
Prior to October 1	Fall Semester
Prior to March 1	Spring Semester
Prior to June 1	Summer Semester

## SUBMISSION OF COURSE WORK

Students are expected to turn in all course assignments the Charles Simeon Trust’s Director of Training in a timely fashion, as specified in the course syllabus. Assignments not received on their due dates will be penalized. Assignments submitted more than 20 weeks after the first group meeting of the semester will not be accepted and will result in the administrative assignment of an F grade.

## WITHDRAWING FROM THE COURSE

Students are allowed to withdraw from courses up to the seventh week of the semester-length course. Once a student knows he/she will be withdrawing, the student must submit an email from their own email account to the Extension Office (copying the extension coordinator) with the reason for the withdrawal. Merely informing the prof and/or the coordinator will not be sufficient to withdraw from the course. The date and time the email is received by the Extension Office will determine the timing of the change. Emails can be sent to: [ghannan@tiu.edu](mailto:ghannan@tiu.edu). It is up to the student to follow up to make sure the email was received. Withdrawals after the seventh week of class meetings result in the administrative assignment of an F grade. Changes submitted after the class ends will not be accepted.

## ACKNOWLEDGMENT OF RESPONSIBILITIES

Please send a signed and dated copy of this document to the Charles Simeon Trust, retaining an additional copy for your records. You will not be registered with Trinity Evangelical Divinity School until we have received both the Visiting Student Application (see previous page) and this signed document.

“I understand that all the rules applicable to graduate Trinity Evangelical Divinity School courses regarding deadlines and dates for withdrawing, as well as submission of course work and grading apply to this course and I must make any changes with the Charles Simeon Trust administrator/registrar within the allotted time frame. I understand that I must notify the Charles Simeon Trust administrator/registrar, in a timely fashion, of any changes to my registration. I further understand that I am responsible to pay the Charles Simeon Trust for additional tuitions due to the seminary.”

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Date

